

## **FRITTENDEN PRE-SCHOOL**

### **TRUSTEES REPORT**

#### **FOR THE YEAR ENDED 31 DECEMBER 2020**

The trustees submit their annual report and the financial statements of Frittenden Preschool ("the charity") for the year ended 31 December 2020. The trustees confirm that the annual report and financial statement of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005

#### **Structure, governance and management**

The charity's objectives are to establish and run a pre-school to advance the education of pre-school children.

The trustees are:

Mrs Hannah Swindells

Mrs Joanna Beech

Mr Edward Roman

Mrs Susan Laing

Mr Alex Davies

Mrs Kirsty Hesmer

The charity is governed by a board of three trustees who are officers of the committee and three property trustees and operates a pre-school with a Committee and staff.

#### **Constitution**

The charity is governed under a Constitution (Pre-school Learning Alliance Model Pre-School Constitution 2011) signed 6 March 2018 and is a registered charity.

#### **Organisational structure and decision making**

The day-to-day management of the charity is under the control of a management committee comprising the Chair, Treasurer and Secretary. The management committee is required to obtain prior approval from the Property Trustees for all non-operational and capital expenditure in excess of £2000.

#### **Risk Management**

The management committee has undertaken a risk assessment of all activities organised by the Pre-school in furtherance of its objectives and of the Pre-school facilities and this is reviewed on an annual basis. The Property Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

#### **Objectives and activities**

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance "Public Benefit: Running a Charity (PB2)".

The objective of the charity is to advance the development the development and education of children and provide an environment which is safe, happy and conducive to individual and group play. It aims to prepare children for the discipline and routine of school. The pre-school has been established for 35 years and has a full complement of teaching staff including a Pre-School Manager and Pre-School Deputy Manager.

The charity has 22 children on the register as at March 2020 consisting of 0 four year olds, 15 three year olds and 7 two year olds.

The charity aims to provide a service to the local community by providing a happy and relaxed environment for children of any culture and/or ability to learn through play. Children are encouraged by example and teaching to care for and respect not only themselves but also others and their environment. The Pre-School aims to:

- Increase personal confidence and self-esteem;
- Develop the concentration, communication and listening skills of the children;
- Broaden their range of experiences and to deepen their levels of understanding;
- Develop their physical abilities.

The charity actively promotes creativity and imaginative play and equality of opportunity for everyone. Children are encouraged to feel part of their community by taking part in visits to local facilities and places of interest in the village as well as receiving organised visitors from members of the local community. The charity encourages each individual child to progress towards the Early Learning Goals, as set out by the DFEE. The voluntary management committee and parents, together with the staff, undertake fundraising activities as required.

#### **Financial review for Year Ending 31 December 2020**

The accounts have been compiled for submission to the charity commission once they receive the trustee report.

As of 31/12/2020, the charity had a total of £29,925.87 in its bank accounts at HSBC. This consisted of £6618.68 in the two reserve accounts and £23,307.19 in the current account.

The reserve accounts have maintained a consistent balance since last year when there was £6,612 as reserves. The current account balance has increased due to the receipt of a coronavirus business continuity grant.

The pre-school made payments of £51,871 in the calendar year. The incoming money was £62,206 including the £10,000 business continuity grant. The preschool shows a positive difference (profit) of £10,335.

Government funding provides 570 hours of free early education per year. This is normally taken as 15 hours per week for 3-4 year olds. Eligible two-year-olds can also receive "Free for 2" funding. The amount of government funding received per child per hour is £4.08 for 3-4 year olds and £5.10 for 2

year olds. The amount of government funding received by the preschool was £40,946. Parents whose children are either ineligible for government funding or who want additional hours for their children pay £5.00 per hour. In addition, all parents are requested to make a voluntary donation of £0.50 per session to cover additional costs such as snacks and materials. Funding from parents totalled £9,534.

The charity is currently strong enough to sustain itself financially. The charity remains above its reserves.

#### Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds can be raised. The committee considers this obligation to have been met for the financial period ending 31 December 2020.

#### Financial recommendations

The charity accounts for the period ending 31 December 2020 have shown further improvement since the last financial year. The committee was pleased with the positive balance shown in the accounts.

This was mainly due to the following factors:

- Continued government funding and the award of a business continuity grant during the initial lockdown period maintained the income of the preschool.
- The pre-school remains popular with consistent enrolment numbers and the development of a waiting list should spaces become available.
- No unexpected expenditure or large outgoings together with the spending policy operated by the pre-school staff


In 2020, it is important that the charity continues to consider its costs. In addition, continuing concerns over COVID in schools and pre-schools may result in fewer non-government funded places being taken up. The additional positive balance will help the pre-school to meet its costs should this situation temporarily arise.

**Frittenden Pre-school**  
**Trustees report signatory page**

FRITTENDEN PRE-SCHOOL  
TRUSTEES REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020


**Signed:**

Mrs Susan Laing  
Chair



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Mr Alex Davies  
Treasurer



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Mr Edward Roman  
Secretary



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Mrs Sarah Davies  
Pre-School Manager



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## **Independent Examiner's Report to the Trustees of Frittenden Pre-School**

I report on the accounts of the charity for the year ended 31 December 2020 which comprise the trustees' report, receipts and payments account, and statement of assets and liabilities.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read 'R Nelson'.

**Richard Nelson FCCA**  
**Breckman & Company Ltd**  
**Chartered Certified Accountants**

49 South Molton Street  
London W1K 5LH

30 March 2021

**FRITTENDEN PRE-SCHOOL**

**RECEIPTS AND PAYMENTS ACCOUNT**

**YEAR ENDED 31 DECEMBER 2020**

**RECEIPTS**

Fees from parents	9,534	
Government funding	40,976	
Fundraising	1,125	
Donations	340	
Interest received	6	
HMRC Grants	10,000	
Sundries	225	62,206

**PAYMENTS**

Staff wages including employer's NI	41,619	
Employer Pension Contributions	686	
Insurance	749	
Professional fees	1,790	
Rates/utilities	755	
Equipment/materials	666	
Printing/postage/stationery	1,367	
Consumables/staff costs	1,787	
Building maintenance and services	1,591	
Sundries	891	51,901

<b><u>NET SURPLUS</u></b>	£	<u><u>10,305</u></u>
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<b>Cash funds brought forward</b>	£	<u><u>19,822</u></u>
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<b>Cash funds carried forward</b>	£	<u><u>30,127</u></u>
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**FRITTENDEN PRE-SCHOOL**

**STATEMENT OF ASSETS AND LIABILITIES**

**YEAR ENDED 31 DECEMBER 2020**

**Assets**

Debtors	-
Bank	29,926
Cash	231
Total cash funds	<hr/> 30,157

**Liabilities**

Creditors	(205)
Accruals	(900)
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<b>Total net assets</b>	£ <u><u>29,052</u></u>
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