

Trustee Report for 2022

Stanton Parents and Under Fives

Stanton Pre-School. Upthorpe Road, Stanton, Suffolk. IP31 2AW

Registered Charity 295564

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Introduction

This report, will be covering the running and accounts of Stanton Pre-School (SPUF) for the financial year September 1st 2021 – August 31st 2022.

Key Charity Details

SPFU is an Unincorporated Association whose governing document was adopted in 1984

Trustees;

- Tom Forster
- Jessica Forster
- Lisa French

Background

In the years running up to 2013 SPUF had a committee and trustee members, however no accounts were submitted to the Charity's Commission between 2010 and 2013. During 2013 the previous treasurers left the committee leaving little information for the committee to work with. In actual fact in mid-2014 the committee completely disbanded leaving no trustees in place (the new committee are aware that this should have led to the charity being closed down) however the Manager Lisa French set about recruiting new members immediately and was able to gain some new trustees but again was let down due to the task of having no formal handover or information given. Lisa French then began a bigger recruitment drive and was able to recruit trustees in 2015. This took some time due to mistakes made with checks etc. but eventually was sorted and the pre-school now have trustees with new ones about to join imminently. In mid-2016 this new committee was formed and as of late 2016 new trustees have been nominated. The new committee and trustees have been working to resolve the previous errors and mis- management but accept no responsibility for these.

The 2021 accounts have been qualified and submitted and this report / accounts pack references 2022 Financial Year.

The Committee can confirm that the trustees have had regard to the charities commission guidance on public benefit and fee charging as well as a description of significant activities carried out further to the charity purpose for public benefit.

In the future we are aiming to convert the charity to a Charitable Incorporated Organisation to easy management and ensure the long term viability of the organisation.

Serious Incidents and Risks

As mentioned above the management of the organisation from a committee perspective between 2013 and 2015 was unstable, sometimes completely absent, the organisations financial figures are yet to be correctly filed between 2011 and 2015. SPFU now have a committee in place have a robust plan in place to ensure that future accounts are submitted successfully. Following discussions with The Charity Commission in March 2016 it was

agreed that SPUF would not submit financial data prior to 2014. However subsequent years have all been fully submitted.

Financial Review

Please see accounts pack

Reserves Policy

Following the AGM held in November 2016 the decision was made to hold £15,000 in the reserves account. This is a separate account. This we believe is enough to cover the liability for 1 term. The cost incurred from the relocation of the pre-school has meant that the above sum will build up over a period of time and the £15000 will sit in reserve indefinitely or as when needed. The sum of £3700 has already been allocated and sits in a separate account.

Going forward

In regards to the future accounts SPUF have employed a book keeper to manage the day-to-day book keeping and the same accountancy firm to build the accounts which will be independently verified prior to submission. Accounts will be submitted on an annual basis as required by The Charity Commission.

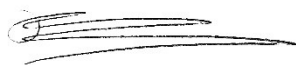
SPUF will be moved to the Charitable Integrated Organisation model in 2023.

Conclusion

As of 2022 SPFU is in a stable financial position and able to meet it's running costs, the forecast is that this will continue into the future with growing numbers of Children in our setting.

Trustee Signature

Tom Forster

A handwritten signature in black ink, appearing to be 'Tom Forster', with a horizontal line underneath it.

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended
31st August 2022
for
Stanton Parents and Under Fives**

Stanton Parents and Under Fives

Contents of the Financial Statements for the Year Ended 31st August 2022

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Independent Examiners Report to the Trustees of Stanton Parents and under Fives

I report to the trustees on my examination of the accounts of Stanton Parents and under Fives for the year ended 31 August 2022 set out on page 5-10

Responsibilities and basis of report

As the charities trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

Independent examiners statement.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that, in any material respect :

- 1 accounting records were not kept in respect of the Trust as required by Section 130 of the 2011 Act or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Suzanne Lock

Suzanne Lock Business Services Ltd

40 Meadow Crescent

Ipswich

IP3 8GD

Stanton Parents under Fives

Statement of Financial Activities For the year ended 31st August 2022

Notes	2022 £	2021 £
INCOME AND ENDOWMENTS FROM		
Donations and legacies		
Donations	0	0
Fundraising	0	0
Grant funding	97,033	120,138
Charitable activities		
Fees	12,635	10,690
	<hr/>	<hr/>
Total Incoming resources	109,667	130,827
EXPENDITURE ON		
General funding expenses	0	0
Charitable Activities		
Pre School	113,930	144,765
Support costs including governance	2,333	2,117
	<hr/>	<hr/>
Total resources expended	116,262	146,882
	<hr/>	<hr/>
Net Income / (expenditure) for the year	(6,595)	(16,055)
RECONCILIATION OF FUNDS		
Total funds brought forward	42,243	58,297
	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	35,648	42,243
	<hr/> <hr/>	<hr/> <hr/>

Stanton Parents under Fives

BALANCE SHEET For the year ended 31st August 2022

	Notes	2022		2021	
		£	£	£	£
TANGIBLE FIXED ASSETS	8		12,157		14,386
CURRENT ASSETS:					
Debtors & Prepayments	9	2,545		0	
Cash at bank and in hand		24,873		31,212	
		27,417		31,212	
CREDITORS: Amounts falling due within one year	10	3,926		3,355	
NET CURRENT ASSETS			23,491		27,856
NET ASSETS			35,648		42,243
FUNDS					
Unrestricted Funds			35,648		26,188
TOTAL FUNDS			35,648		26,188

The financial statements were approved by the Board of Trustees on And were signed on its behalf by :

.....
Tom Foster

.....
Mrs Jessica Foster

Stanton and Parents under Fives

NOTES TO THE UNAUDITED ACCOUNTS For the year ended 31st August 2022

1 ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention.
- b) The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in Accounting and Reporting by Charities Statement of Recommended Practice (FRS 1402 SORP) and the Charities Act 2011
- c) All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with accuracy.
- d) Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are received or receivable, whichever is the earlier, unless they relate to a specified future period in which case they are deferred. The Charity has received government grants during the reporting period
- e) Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities consistent with the use of the resource. All categories are natural categories

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure incurred for specified purpose is charged to the appropriate fund

- f) Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees of the charity without further specified purpose and are available as general funds.
- g) Governance costs are those costs incurred to meet statutory and constitutional requirements.
- h) Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixture and fittings	15% reducing balance
Computer Equipment	25% reducing balance

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees

- i) All resources expended are inclusive of irrecoverable VAT.

2 ANALYSIS OF INCOME

	2021 £	2021 £
Donations and legacies		
Donations		
Fundraising (Uniforms)	0	0
Grant funding	97,033	120,138
Charitable Activities:		
Pre School	12,635	10,690
	<hr/>	<hr/>
	109,667	130,827
	<hr/>	<hr/>

Stanton and Parents under Fives

NOTES TO THE UNAUDITED ACCOUNTS
For the year ended 31st August 2022

3 ANALYSIS OF EXPENDITURE

	Staff Costs	Direct Costs	Support Other	2022 Total	2021 Total
	£	£	£	£	£
Expenditure on raising funds: Fundraising (uniforms)		0		0	0
	0	0	0	0	0
Expenditure on charitable activities:					
Pre school activities	106,798		7,132	113,930	144,765
Support costs including governance			2,333	2,333	2,117
	106,798	0	9,465	116,262	146,882
	106,798	0	9,465	116,262	146,882

4 SUPPORT COSTS:

	Support	Governance	2022 Total	2021 Total
	£	£	£	£
Accountancy and book keeping		2,333	2,333	2,117
Sundries		4,203	4,203	5,026
Repairs and renewals		700	700	378
Cleaning		0	0	0
Legal		0	0	0
Depreciation		2,230	2,230	2,652
Bank charges		93	93	24
		9,558	9,558	10,197

5 NET (OUTGOING) / INCOMING RESOURCES:

	2022 £	2021 £
This is stated after charging		
Depreciation	2,230	2,652
Independent Examiners / Reporting Accountants Remuneration	2,333	2,117

6 STAFF COSTS:

	2022 £	2021 £
Salaries	84,652	116,716
Employers NI	2,642	2,733
Employers Pension contributions	1,550	2,108
Staff training and DBS checks	771	650
	89,615	122,207

The average number of paid employees (part time and full time) during the year was 6 (2021: 7)

Stanton and Parents under Fives

NOTES TO THE UNAUDITED ACCOUNTS For the year ended 31ST Agust 2022

7 TAXATION

All income is applied for charitable purposes and therefore any surplus is exempt from Corporation tax.

8 TANGIBLE FIXED ASSETS

	Fixture and Fittings	Computer Equipment	Totals
Cost	£	£	£
At 1 September 2021	22,786	2,483	25,269
Additions			0
Disposals			0
At 31 August 2022	22,786	2,483	25,269
Depreciation			
At 1 September 2021	9,118	1,764	10,881
Depn on disposal			0
Charge for Year	2,050	180	2,230
At 31 August 2022	11,169	0	1,944
Net Book Value			
At 31 August 2022	11,617	539	12,157
At 31 August 2021	13,667	719	14,386

9 DEBTORS

	2022	2021
	£	£
Trade debtors		0
Other debtors	2,545	511
	2,545	511

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accruals	1,200	1,020
Other Creditors		0
Taxation and Social security	2,314	1,102
Pension	412	1,234
	3,926	3,355

Stanton and Parents under Fives

NOTES TO THE UNAUDITED ACCOUNTS

For the year ended 31st August 2022

11 TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

			2022	2021
			£	£
Trustees remuneration	Authority Remuneration Pension		Total	Total
Name of trustee				
Lisa French	By order of		44,084	48,334
Trustees expenses	Types of expenses reimbursed			
Name of trustee				
Lisa French	Equipment,travel,sundries		273	1,235

12 GENERAL RESERVE

The unrestricted funds balance includes an amount set aside to enable the charity to cover essential management, administration and support costs for one term.

Stanton and Parents under Fives

DETAILED PROFIT AND LOSS ACCOUNT - for management information only For the year ended 31 August 2022

	2022	2021
	£	£
INCOME		
Donations		
Fund raising		
Funding	97,033	120,138
Non-funded Fees	12,635	10,690
	<u>109,667</u>	<u>130,827</u>
Accountants Fees	2,333	2,117
Advertising and marketing	1,227	480
Bank Fees	93	24
Childcare	134	0
Childrens activities	940	907
Cleaning	0	0
Depreciation	2,230	2,652
Donations	0	42
Educational Equipment	2,264	2,701
Employers NI	2,642	2,733
Entertainment	94	0
Food and snacks	2,598	1,955
Fund raising expenses	0	0
Gross Wages	84,652	116,716
Insurance	863	511
Light and heat	707	832
Pension Contributions	1,550	2,108
Playgroup sundries	4,203	5,026
Professional Fees	1,499	
Rent & Rates & water	4,683	4,610
Repairs and renewals	700	378
Stationery and postage	588	356
Subscriptions and memberships	101	527
Telephone	1,333	1,457
Training and DBS checks	771	650
Travel	60	100
	<u>116,262</u>	<u>146,882</u>
Net loss	(6,595)	(16,055)