

OLD DALBY PRESCHOOL PLAYGROUP

REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST JULY 2021

Principal Address:

Main Road
Old Dalby
Melton Mowbray
LE14 3LR

Independent Examiner:

Natalie Hanlon
Woods House
Hunts Road,
Duxford
CB22 7ZE

Charity's Trustees and senior management during the period of the accounts and to date:

Trustees

Chairperson:	Current – Linzi Drury (appointed 10/11/2021) Previous – Jessica Hutchings (appointed 26/05/21 resigned 10/11/2021) Previous – Tracy Hamilton (appointed 30/11/20 resigned 26/05/21) Previous – Anna Foster (appointed 27/02/20 resigned 30/11/20)
Treasurer:	Current – Victoria Lee (appointed 06/02/19)
Secretary:	Current – Lauren Norton (appointed 26/05/21) Previous – Charlotte Cahill (appointed 13/11/19 resigned 26/05/21)
Current Trustees:	Shane Cooke (appointed 26/05/21) Philip Watson (appointed 24/03/2022) Carly Steel (appointed 9/03/2022)
Former Trustees:	Aimee Wroblewski (resigned 12/04/21) Tracy Hamilton (resigned 26/05/21) Karl Loftus (resigned 30/10/20) Jackie Swain (resigned 12/08/20)

Senior management

Preschool Manager:	Leonie Miller-Pounder
Preschool Deputy Manager:	Current – Kimberley Cooke Previous – Mr Neil Chapman

Advisors

Bank:	HSBC Bank
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Charity's structure

The Old Dalby Pre-school Playgroup is formed as an unincorporated charity, which adopted the Pre-school Learning Alliance Model Pre-School Constitution 2011, in 2015. Trustees are appointed at an AGM after people with an interest in the charity (eg. parents of children at the setting) complete a self-nomination form and join the committee.

Charitable objectives and main activities

The aims of the Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the

- activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; and
 - c) Instigating and adhering to and furthering the aims and objectives of The Early Years Alliance.

The Activities of the Preschool are carried out in a purpose-built building, which was financed from a grant received in 2010. This building is used by the Preschool to meet its main activities and charitable objectives which are:

- a) The Preschool aims to provide a school time childcare facility for families in the village and surrounding areas with the aim of preparing the children to progress to the next-door primary school with a smooth transition.
- b) The Preschool aims to make enough money to allow it to pay competitive wages and employ committed, highly qualified staff and allow it to buy new equipment to introduce new experiences to the children.
- c) The Preschool aims to hold at least a Good grade from Ofsted to allow it to be a very attractive childcare provider and refill its child places each year.
- d) The Preschool aims to be at the forefront of childcare innovation and therefore keep developing and improving in order to provide a high-quality childcare setting.

Annual review of achievements and performance during the 12 months to 31 July 2021

Summary

During the 2020 – 2021 financial year, the Preschool continued to provide childcare to children aged 2 to 4 years old for the core hours of 9.00am to 3.30pm during term time to an average of 24 children per week and numbers remained consistent and have improved over the year. The usual summer club was cancelled for July/August 2020 due to the ongoing Covid-19 crisis, but was reinstated in June 2021 when we had a successful themed week.

Overall, the Covid-19 crisis had another monumental impact on the Preschool in the 2020-2021 financial year; the Preschool remained open as instructed by the government (like all Early Years Settings) whilst the country was in lockdown at the beginning of 2021 and this was difficult for our staff and the setting as a whole. The success of the Preschool despite the Covid-19 pandemic has largely been due to the incredible achievement of being given an Outstanding rating from Ofsted after an inspection in the summer of 2020.

Staffing

There have been a number of changes in the staffing at the Preschool, although we have continued to retain our excellent Preschool manager who has guided the setting through the entire pandemic.

The staff as a whole have been under immense pressure during the pandemic, and the opening of the Preschool during lockdown was a point of contention across the Early Years industry (especially when our staff were not considered 'key workers' and were not eligible for early vaccinations). Our deputy manager

departed the setting at this point to pursue other career options. Thankfully a long-standing member of staff has stepped into the Deputy Manager's role and has breathed new life into the role.

Two other members of staff have left the setting, but have been replaced again by fantastic team members and we continue to look for quality staff to support our children through these difficult times. The continual movement with staffing has meant more expenses for uniforms, adverts, DBS forms and essential training. A lot of time was spent juggling with furlough and staff pay, and understanding our roles as Early Years providers under government guidelines to stay open during lockdown and whether our funding would continue, and on what terms.

A bonus was paid to the staff in December 2020 as acknowledgment of their attaining an Outstanding rating with Ofsted. Wages were also increased in line with the new national minimum wage and management wages were reviewed and increased from April 2021. The Trustees continued to offer, and pay into, the pension scheme for the staff thereby continuing to fulfil the auto-enrolment requirements.

The Preschool Manager continued to work alongside the Treasurer and Chair of Trustees to provide the liaison between staff and committee and provided guidance on the running of the setting; attending all Committee meetings and supplying updates on children numbers and new policies. The Trustees also carried out regular supervisions with the manager.

The Committee, with the support of the Preschool Manager agreed to retain a specialist Early Years Bookkeeper for pay roll, book-keeping, accounts and general oversight of the Preschool which has provided support to the long standing Treasurer. The Preschool has now moved accounts to Xero.

An Early Years employment specialist was also retained to assist with new employment contracts for all staff, which will soon be implemented.

Trustees

The Preschool's policy and procedure document has been reviewed and updated by the Preschool manager to reflect all the necessary Covid-19 guidance. All Trustees continued to access training on Educare to ensure they were up to date on all safeguarding, prevent duty and best practice policies and procedures.

The Preschool Manager and the Treasurer attended an online workshop to look into conversion to a Charitable Incorporated Organisation but do not consider it a viable option; the benefits do not currently outweigh the arduous lengthy process.

Marketing and General

We continued to market the Preschool in the local area; the Facebook page continued to be updated to allow us to communicate with the parents and potential users of the Preschool. Monthly adverts go into the local parish magazine.

The Preschool Manager has prepared and launched a brand new website which showcases the best of the Preschool and will assist to engage with parents and the community.

Property

The Preschool has a leasehold interest in the land on which it operates, which is owned by Old Dalby Primary School. Negotiations for an extension to the lease, which ended on 6th July 2020, have been ongoing since 2017. The Trustees received a draft lease in May 2021 and are currently in the process of

submitting their concerns and amendments for review. Advice on the lease has been secured on a pro bono basis by the Treasurer.

The garden has undergone extensive renovation secured from fundraising; a new safer fence, removal of several trees for more light and a new playhouse. Summer 2021 saw a cycle track prepared and laid, part paid for from a local community grant.

Improvements and Initiatives

The Preschool has been preparing for the new EYFS being implemented from September 2021 by training, new procedures and policy updates. The setting continued to provide School Readiness Fridays for the children headed to primary school in September 2021. Parents expressed an interest for younger children to attend these sessions and therefore we opened Fridays to all children again. We still continue to promote school readiness for the older cohort.

Staff secured SEN funding for a child which was spent on extra resources and one to one time with a staff member. Staff continued to use the Tapestry online journal for each child to share information with parents about children's learning and development, and tablets were purchased for the staff for this purpose.

Staff have been trained in Forestry School to promote outdoor play and general wellbeing. Staff also continued promoting children's health through the Leicestershire County Council scheme for tooth brushing in the setting and by the continued Healthy Tots status.

Fundraising

The Christmas fair could not take place due to the pandemic, but some of the Trustees undertook some small personal fundraising efforts.

Public Benefit

The Trustees are aware of the guidance issued by the Charity Commission concerning public benefit and are satisfied that the information given in this report demonstrates that the requirements to identify public benefit have been met.

Financial review

Overall, the Preschool is in a relatively healthy position at the end of the 20/21 financial year. Although the setting has made a nominal profit of £345 across the year, given the increased expenses of PPE, increased costs, increased wages, opening during lockdown, this is a positive result. The low amount is also not reflective of the entire profit made across the year as the interim FEEE payment for the Autumn Term 2020 (£8,076) was received during the previous financial year. As these accounts are prepared on a payments and receipts basis, this income was therefore reported in the 2019-2020 accounts. However, if it were to be included in the 2020-2021 accounts to reflect the academic year to which it pertains, then the profit for the year would have been £8,421.

It is hoped that next year, the FEEE payments are received from the Local Authority in the same financial year to which the funding relates. Where this is not the case, the amount of funding received in advance will be shown as a Liability in the 'Statement of Assets and Liabilities'. Thankfully the funding continued to be provided during the pandemic, and our private fees have increased in line with our increase in numbers. The inability to fundraise has also had an impact on income expected.

We have supported the local community by not increasing fees in September 2020 and they have therefore remained at £5.00 p/hour for 3- and 4-year olds and £2.50 for lunch club. Fees for 2-year olds remained at £5.10 per hour. Given the proposed new minimum wages and inflation we will be looking to increase them in the new year.

For the period of accounts, the total income was £68,874 with expenses of £68,529 resulting in a profit over the course of the year of £345.

The Preschool continues to review its cost base to ensure it can continue to cover its outgoings and is increasing its fundraising efforts.

Wages and associated costs of employment including continued professional development are the main expenditure of the Preschool, along with our rent obligations, this is one of the main reasons why the expenses are significantly higher than in the previous years. The Preschool aims to attract and retain the best staff to make it the best environment possible. As part of the review of the financial sustainability of the Preschool, the Trustees are continuously looking at other fundraising options including applying for local and national grants as well as cost reductions.

Total unrestricted reserves held by the Preschool amount to £50,410, with no restricted reserves.

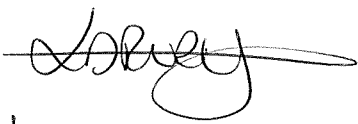
The Trustees reviewed the policy on reserves during the Covid-19 crisis as part of the financial review as well as the anticipated threats to income and general finances. The Trustees aim to hold sufficient financial reserves to sustain the Preschool if its income falls below the expected levels. The intention would be to continue functioning as a Preschool if at all possible and cover the payment of staff redundancies in the unlikely event that the Preschool had to close. The amount held in reserve is reviewed annually at the beginning of the academic year to ensure that sufficient funds are being maintained. The reserve balance is reviewed every month to ensure it is within the required range and actions will be taken by the Trustees if this is not the case.

As the current reserves are well above the Reserve Policy recommended amount, we are looking to increase our recommended maintenance amount to cover the entire Preschool expenditure for a term as well as reducing the reserves by investing in aspects of the Preschool, after consultation with parents and other stakeholders.

Risk Management

The Trustees are aware of the main risks to which the charity is exposed and, in particular, the ongoing effects of Covid-19. They are satisfied that the current reserves are sufficient to enable the charity to continue in business for the foreseeable future.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's trustees 

Full name: Linzi Drury

Date: 6/5/22

Position held: CHAIR

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OLD DALBY PRESCHOOL PLAYGROUP

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2021 which are set out on pages 8 to 9

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

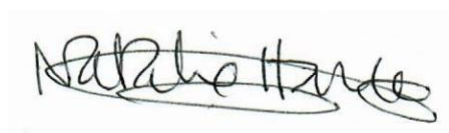
Independent examiner's statement

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 charity as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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.

Signed

A handwritten signature in black ink, appearing to read 'Natalie Hanlon', written over a light blue horizontal line.

Natalie Hanlon
Cambridge Bookkeeping Services
Woods House
Hunts Road
Duxford
CB22 4RE

Dated: 5th May 2022

THE OLD DALBY PRE-SCHOOL PLAYGROUP
REGISTERED CHARITY NO 503727
RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 JULY 2021

	Period to 31st July 2021	Period to 31st July 2020 as restated*
	£	£
Income		
Fee Income	18,470	13,271
LCC Funding	47,418	54,932
Fundraising Activities	440	1,654
SEND Funding	280	2,391
HMRC - SMP Rebate	1,153	-
HMRC - COVID-19 Furlough	1,110	1,461
Interest Income	3	25
Other Income	-	27
Total Income	68,874	73,761
Less Operating Expenses		
Children's Gifts & Activities	124	310
CPD Costs	2,346	147
DBS & Staff Welfare Costs	251	32
Equipment	3,721	1,237
Food	729	626
Insurance	2,651	2,651
Maintenance	2,427	638
Marketing	144	242
Payroll & Accounting Fees	763	110
Pensions Expense	1,474	1,532
Phone and Broadband	850	978
Professional Fees	230	-
Rent	2,097	2,097
SEND Resources	68	256
Uniform	658	94
Utilities	1,267	1,891
Wages Expense	48,675	48,576
Website	55	-
Total Operating Expenses	68,529	61,415
Surplus/Deficit	345	12,346
Cash balances b/f	50,065	37,719
Balances c/f	50,410	50,065

* New expenditure categories were used during the period 2020-2021, and to enable a fair comparison between the previous financial year, the accounts for the period 2019-2020 have been restated.

THE OLD DALBY PRE-SCHOOL PLAYGROUP
REGISTERED CHARITY NO 503727
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 JULY 2021

	Notes	Period to 31st July 2021	Period to 31st July 2020 as restated
		£	£
RESERVES			
Balance b/f		50,065	37,719
Excess income over expenditure		345	12,346
Total reserves		50,410	50,065
CASH FUNDS			
Current Bank Account		10,382	15,025
Fundraising Bank Account		40,028	35,040
Total cash funds		50,410	50,065
LIABILITIES			
PAYE/NI		187	-
FEEE received in advance	3	-	8,076
Total liabilities		187	10,173
FUNDS OF THE CHARITY			
Restricted funds		-	-
Unrestricted funds		50,410	50,065
Total charity funds		50,410	50,065

Notes to the accounts.

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on the receipts and payments basis.

Income

All income is included at the time of receipt.

Expenses

All expenditure is accounted for at the time of payment.

2 EQUIPMENT

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

3 LIABILITIES

A total of £8,076 was received in August 2020 from the Local Authority, as an advance payment of the Autumn Term Early Years Funding which covered the period September – December 2020.