



**St.Cuthberts Pre-School Playgroup  
(Churchtown)**

# **Annual Report for the year ended 31 August 2020**

Registered Charity No 1085385

## **St Cuthbert's Pre-School Playgroup (Churchtown)**

Registered Charity No 1085385

Trustees' Report for the year ending 31<sup>st</sup> August 2020

The Pre-School Playgroup is recognised as an important part of the outreach from the Church of St Cuthbert, North Meols and has been in operation at St Cuthbert's for over 30 years. It became a registered charity in March 2001 with its operation being entrusted to Trustees from 1<sup>st</sup> September 2000.

### **Trustees:**

Dr K Hamnett (Chairman)

Mr P Howard (Treasurer)

Mrs J Broadbent

Mrs A Evans

Mrs D Lavery

Mr G Malins

### **Independent Examiner:**

### **Bankers:**

NatWest Bank plc

Southport

### **Manager:**

Mrs M Wignall

### **Objectives of Charity**

To enhance the development and education of children under statutory school age, by offering appropriate teaching programmes recommended by Ofsted and providing play facilities to all children regardless of race, culture, religion or means.

### **Review of Activities and Achievements**

We continue to provide high quality Early Years education and care for 2 to 5 year olds and, during the year 2019/2020 the Pre-school has continued to be as popular as ever with parents in the local area. During the Autumn Term the numbers attending were good with the children enjoying outings to the local park and all usual Christmas activities. As a group we raised over £700 for the Children in Need Appeal.

Unfortunately, due to the coronavirus outbreak, we had to close when the national lockdown came into force on 13<sup>th</sup> March 2020 and, due to restrictions imposed by the Church of England (the premises we occupy being under ownership and occupancy by St Cuthbert's Church), we were unable to remain open for the children of keyworkers.

We remained in touch with all our parents by sending out regular newsletters and ideas for activities they could do with their children at home.

When restrictions eased in June 2020, we reopened only for the children who were due to start school in September 2020. This was because Government Guidelines recommended only a limited number of children in one group.

Staffing levels above those required by Ofsted have continued to reflect the excellent outcomes for the children attending our Pre-school. The efforts of the staff to keep the children safe and engaged during what has been an exceedingly difficult time have been outstanding.

We continue to maintain close links with St Cuthbert's Church, visiting the Church at Christmas and Harvest Time.

### **Financial Assessment**

The Trustees are made aware of the financial position of the charity with updated statements of accounts at committee meetings.

The Income and Expenditure Accounts to 31 August 2020 evidence Total Income @ £140,809 compared to previous year @ £146,635. This is mainly due to Pre-School fees being affected by the coronavirus restrictions and reduced fees. On the Expenditure side, whilst salaries/wages were circa£5,600 up, this was fully justified to maintain high standards of education and , especially to cover coronavirus costs to ensure high standards of

hygiene etc. Overall Expenditure @ £121,377 was up by £9,382 but still confirming the close control effected over outgoings.

The end result shows a Surplus for the year @ £19,432 (£34,640 in 2019). During this financial year, it was agreed that we would not utilise the Furlough Scheme but rely on income and resources to maintain staffing levels.

From the Balance Sheet at 31 December 2020, net assets have increased to £145,480 (£126,047 in 2019).

The results justify the efforts of all the staff, who have coped admirably through an unprecedented pandemic period. Very well done.

### **Reserves**

The Trustees are of the opinion that reserves are adequate to meet the needs of the Charity in current circumstances. Funds are lodged with NatWest Bank plc in current and reserve accounts.

### **Policies**

Policies and organisational structure of the Charity are determined by the Trustees who delegate powers of day to day operation to Mrs Margaret Wignall, as Pre-School Manager. To assist achieving the objectives of the Pre-School, qualified personnel are employed and staff training is encouraged to ensure that we meet guidelines and work to best practice.

### **Risk Assessment**

Risk assessment is carried out to meet the requirements of Ofsted and to follow the guidelines of the Pre-School Learning Alliance Insurance Scheme. Trustees are satisfied that sufficient Policies and Procedures exist and are implemented to mitigate against operational risks.

Signed, Chair of Trustees: K. Hamnett Dr K Hamnett Dated: 28/3/21



Section A

Independent Examiner's Report

Report to the  
trustees/members of

Charity Name  
St Cuthbert's Pre-School Playgroup (Churchtown)

On accounts for the year  
ended

31 August 2020

Charity no  
(if any)

1085385

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and  
basis of report

As the charity 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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

*T. J. Wright*

Date:

28/03/2021

Name:

T J Wright

Relevant professional  
qualification(s) or body  
(if any):

BA (Hons), FCCA

Address:

Mayfair Associates, 21a Hoghton Street, Southport, PR9 0NS





## Receipts and payments accounts

For the period from	01/09/2019	To	31/08/2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees - Pre-School	-	124,977	-	124,977	131,477
SEN Funding	-	12,559	-	12,559	11,373
EYPP Funding	-	302	-	302	398
Snack Money	-	1,112	-	1,112	1,713
Christmas Party	-	190	-	190	462
Coffee Morning/ Cafe	-	218	-	218	286
Goods for resale - sweatshirts	-	179	-	179	236
Goods for resale - book bags	-	37	-	37	10
Disability Access Fund	-	-	-	-	615
Bank Interest	-	157	-	157	42
Challenger Sports	-	278	-	278	24
Coronavirus Job Retention Scheme	-	800	-	800	-
<b>Sub total (Gross income for AR)</b>	-	140,809	-	140,809	146,636

### A2 Asset and investment sales, (see table).

	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	140,809	-	140,809	146,636

### A3 Payments

Wages - Pre-School	-	86,982	-	86,982	82,822
Wages - SEN Support	-	12,272	-	12,272	10,643
Wages - Administrator	-	-	-	-	-
EYPP	-	-	-	-	225
Rent	-	6,270	-	6,270	6,270
General Expenses	-	1,687	-	1,687	977
Repairs & Sundries	-	52	-	52	181
Accountancy Fees	-	3,210	-	3,210	2,076
Office Consumables	-	1,035	-	1,035	982
Cleaning & Toiletries	-	840	-	840	889
Staff Refreshments	-	199	-	199	162
Childrens Refreshments	-	634	-	634	1,048
Play Equipment - consumables	-	412	-	412	418
Play Equipment - toys, books etc	-	1,782	-	1,782	1,392
Pianist	-	287	-	287	504
Parties	-	403	-	403	620
Coffee Morning / Café	-	-	-	-	95
Travel Expenses	-	-	-	-	-
Telephone Expenses	-	541	-	541	434
Goods for Resale - sweatshirts	-	-	-	-	215
Goods for Resale - book bags	-	196	-	196	-
Insurance	-	1,109	-	1,109	885
Subscriptions	-	233	-	233	215
Website / IT	-	281	-	281	281
Donations	-	1,500	-	1,500	-
Staff Training	-	591	-	591	429
Staff Meetings	-	-	-	-	21
Hall Refurbishment Project	-	-	-	-	-
SEN Support	-	195	-	195	149
Bank Charges	-	-	-	-	62
Coronavirus cost	-	666	-	666	-
<b>Sub total</b>	-	121,377	-	121,377	111,995

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
<i>Sub total</i>	-	-	-	-	-
<i>Total payments</i>	-	121,377	-	121,377	111,995
<i>Net of receipts/(payments)</i>	-	19,432	-	19,432	34,641
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	126,048	-	126,048	91,407
<i>Cash funds this year end</i>	-	145,480	-	145,480	126,048

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Account	-	32,866	-
	Bank Reserve Account	-	112,577	-
	Petty Cash	-	37	-
	<b>Total cash funds</b>	-	145,480	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	K. Hamnett	Dr K Hamnett	28/03/2021	