

# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

Pip and Jims Pre School.

On accounts for the year ended

200816

Charity no (if any)

1062237

Set out on pages

(remember to include the page numbers of additional sheets)

### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below\*):

(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 Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

\* Please delete the words in the brackets if they do not apply.

Signed

*D. Williams*

Date

11/1/9

Name

D. WILLIAMS

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

BA

Address

46 COLLYN END RISE  
CHELTENHAM  
GL53 0PB



Charity name:

Charity number:

Pip and Jims Pre School

1062237

Receipts and payments accounts for the period

Period start date... 1st September 2015 Period end date... 31st August 2016.

## RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	41182.23		48903	
Nursery Education Funding (New for 2)				
Children's fees	22792.50		15,665	
Milk refund				
Grants (specify) .....				
Grant .....				
Grant .....				
Fundraising	4281.65		4659.57	
Donations				
Interest	3.54		5.04	
Other receipts	1278.82		1342.00	
Sub total	69538.73		70574.69	
Income from the sale of equipment				
<b>TOTAL RECEIPTS</b>	(A) 69538.73		70574.61	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	45139.29		52591.00	
Training costs	186.76		592.00	
Premises (rent, heat etc)	6021.46		6,009.00	
Subscriptions	205.00		158.00	
Insurance	485.00		509.00	
Administration	1156.98		1504.00	
Refreshments				
Consumables (paint, paper etc)	1686.69		990.00	
Fundraising costs	4374.04		3365.83	
Other	1453.43		1516.00	
Sub total	56334.61		67234.83	
Purchases of of equipment and other assets				
<b>TOTAL PAYMENTS</b>	(B) 60708.05		67234.83	

<b>NET OF RECEIPTS AND PAYMENTS</b>	(A-B=C)	8830.68	3339.64
Cash funds* incl. deposit a/c last year end	(D)	14887.13	23687.81
Cash funds* incl. deposit a/c this year end	(C+D)	23687.81	27027.45

## STATEMENT OF ASSETS AND LIABILITIES

\*Note: cash funds include reserve/contingency/deposit accounts.

	Current value	
	£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	27180.27
Debtors (money owed to the charity on the period end date)	(F)	-
Value of buildings and equipment (current or depreciated value)	(G)	-
Liabilities (loans and any other money owed on the period end date)	(H)	152.72
Net assets	(E-F+G-H)	27027.45

Signed on behalf of the trustees (committee):

Signed: [Signature] Name: D.M. Williams

Role: Administrator

Date: 1/1/16

C. Whybrow

Chapman Whybrow



Last year was an important one for Pip and Jim's. We started the year not knowing whether the pre-school would be able to continue and ended it with a new venue and a bright future ahead of us.

I want to thank all the staff for sticking with us through the uncertainty, and for all your hard work this year. Jenna deserves special thanks - she really did go above and beyond to make sure the move to Brizens happened. From the extra hours you put in, getting the local community involved to speaking so well in front of the parish council and organising extra fundraising, all on top of your ~~day~~ job. I can't thank you enough for everything you've done.

The committee have also had a busy year liaising with Ofsted and the Brizen's committee on top of its usual activities, so thank you <sup>to all committee members</sup> for contributing their time.

Going forward Pip and Jim's is in a good position. Staff, parents and children have all said good things about the new venue, and we've got a good team and reputation. ~~We still have some spaces available~~ but we do still have some available spaces at the moment but I'm confident they'll be taken up soon, as word spreads.

This year we'll be busy settling into our new home. There is the possibility of expanding the preschool to available space within the building and extending our hours to offer 3 hours a week in line with the extended government funding coming in next yr.



There are some changes to the committee for the new year - I'm standing down as chair due to family and work commitments and Natalie Norman and Sarah Ballard are also stepping down, as their children have moved on to school. Berns will be taking on the role of chair, and as she gets on well with everyone and is much more organized than I am I'm sure she'll do a great job. I also want to welcome our other new committee members, I hope you enjoy helping the pre-school raise funds and meeting its reporting requirements.



F. S. LINNINGS

19.9.2016.



J. SCAPROTT

19/9/2016



LOUISE ENGLISH

19/9/16



19/9/16

P. Dennis.

### Manager's Report

Since last year's AGM lots of changes have occurred within the pre-school.

Staffing - Beccy left us during the summer term to have her fourth child and we are pleased to inform you all she had a beautiful baby boy. Our administrator Chayla had been covering Beccys hours alongside myself during last term for which we are very grateful. We held interviews at the end of last term to find an apprentice; since taking over as manager I have been extremely keen to offer apprenticeships and have offered the position to one of the interviewee's Rebecca. We look forward to widening your childcare knowledge during your time at pip and jims.

The move- after a very long touch and go period we found our new setting, here at the brizens. The children have thoroughly enjoyed the vast open green space. We are now beginning to settle in and plans have been made for the erection of the fence and shed at the rear of the building.

Ofsted – The new inspection cycle has now begun and an inspection is now imminent. As daunting as this may be we are continually self evaluating in order to improve our provision even further. With a high expectation of a fantastic rating.

Staff training – All staff have completed the mandatory safeguarding training and will as and when required be attending first aid.

Fundraising - A big thank you to everyone who has helped with our many fundraising efforts. Without this money raised we would be unable to renew our more expensive resources and purchase new equipment. I would like to thank you all on behalf of the team.

Education – last year was a fantastic year, full to the brim with fun and laughter. The children gained new life skills, providing them with readiness for their next adventure at school. Our new starters have settled in well and have become part of the team very quickly. Our numbers for this academic year mirror last years at this time. Starting on the lower side but with the view of being full by Christmas. New families continue to come and look round, evidence that our good reputation is continuing to attract new families to the setting, even after a move to a different area.

Parents as partners – We work hard to involve our families as much as possible with their children's learning. Staff will continue to build up good key worker relationships with families and this is essential because the children are our main focus and their families know them best.

Vision for the upcoming year -Allan and the other Brizens trustees have been extremely busy preparing development plans for a full transformation of the pavilion side. With these plans we will be able to provide extra spaces for children to attend as well as potentially installing state of the art technology resources. This however leaves a £20,000 fundraising target to achieve. Which I am sure we will not struggle to secure.

I would like to say a big thank you to the committee for their hard work and support. You have all been fantastic, giving up your own time to support your child's pre-school is amazing and I am so very grateful.

Finally I would like to thank the Pip and Jim's staff team for their support and hard work over the past year. Even when the future of pip and Jims was uncertain you all still gave 110% this place honestly is what it is because of you. You provide love, warmth and lots of fun to every child, every day. I really cannot thank you all enough.



F.E. SLIMMINGS  
19.9.2016.



J. SCARLETT  
19.9.2016



LOUISE ENGLISH  
19/9/16



P. Dennis  
19/9/2016.



## Treasurer's Report

### A stronger year for Pip and Jim's

We are delighted to report another very positive financial year for Pip & Jim's making a surplus for the year of just over £2000.

Despite the challenges we faced surrounding the uncertainty of our premises and future we rose to the challenge, we responded to a low intake in September, with Jemma and staff working hard to fill places and able keep the pre-school at capacity throughout the remainder of the year.

### Income and expenditure

Comparing this year to the previous 12 months, we income remained roughly the same (£65,254 to £65,910), although our mix between grant and fees did change significantly (63% funded 27% fees last year to 74% funded 26% fees this year).

Expenditure increased 13% year on year (£56,354 to £63,867). This is primarily caused by an increase in wages, caused partly by payrises given partway during the year, due to government changes to the national living wage. Wage bills were also increased against budget because of maternity cover during the last half term. We also decided to put aside money to enable us to reward staff for their hard work this year, particularly during the uncertainty we faced.


### Our financial situation


With regards to current funds, we have £10k in the business account, £15k in the reserve account and £2100 in the fundraising account. We have used some reserves to pay for renovations to the new premises as well as to purchase new furniture for the setting meaning we are better equipped for the new setting.


### Looking forwards


Having budgeted for the year ahead, we are expecting income to reduce by £2,500 due to a reduction in our numbers of children due to the move; and for expenditure to increase by £500, with this rise due to an increase in rental costs at the new venue. Our financial goal is to break even for the year, although being in a new location we are aware of the challenges that face us in achieving the numbers to the setting.

Whilst we have had a good 12 months, and look financially healthy as we start a new year, we still have a challenge ahead in ensuring the numbers of children are achieved.

  
F.E. SWMINGS  
19/9/2016

  
J. SCARROTT  
19.9.2016

  
LOUISE ENGLISH  
19/9/16

  
P. DENNIS  
19/9/2016