

REGISTERED COMPANY NUMBER: 06563550 (England and Wales)  
REGISTERED CHARITY NUMBER: 112754

**ACTON BRIDGE PRE-SCHOOL ASSOCIATION**

**Report of the Trustees and  
Unaudited Financial Statements**

**For the Year Ended 30 July 2019**



**Acton Bridge Pre-School Association**

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for the Year Ended 30 July 2019**

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## **Acton Bridge Pre-School Association**

### **Report of the Trustees For the Year Ended 30 July 2019**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 July 2019. The trustees has adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015)

#### **OBJECTIVES & ACTIVITIES**

##### **Objectives and aims**

Our charity's purposes and aim as set out in the objects contained in the company's memorandum of association is to enhance and encourage the development and education of children under statutory school age and to encourage parents to understand and provide for the needs of their children. Our aims fully reflect the purpose that the charity was set up to further.

##### **Significant activities**

The aim is achieved by providing structured and less formal activities in a well supervised environment. The Pre-School is registered and inspected by Ofsted. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objective and in planning our future activities. In particular, the trustees consider that planned activities will contribute to the aim and objectives they have set.

##### **Public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the provision of childcare. Sessions available are Footsteps Toddler Group for younger children, and Pre-School sessions for 2.5 to 5 year olds.

Our objects and funding limit the services we provide to those resident in the Acton Bridge, Cheshire and surrounding areas. The benefits are provided for Pre-School age children and their families by the trustees and employees of the charity.

Funding for the Company's services are provided either by fundraising, charging parents to cover session costs or by the Early Years Funding from Cheshire West and Chester Council (local authority). Our services are provided regardless of gender, disability and ethnicity.

The charity currently employs 4 members of staff, all working part time.

The charity continues to work hard to market its services to aim to improve sustainability.

#### **FINANCIAL REVIEW**

##### **Financial position**

Against a backdrop of limited resources and insecurities over funding the charity has continued to plan and develop services. This year the Pre-School has made a deficit of £9,005, leaving total funds of £14,067 at 30 July 2019, none of which are restricted.

##### **Principal funding sources**

The Pre-School was successful in obtaining continued funding for 2018/19 from the Cheshire West and Chester Council to provide services, this comprises the majority of the incoming resources.

Aside from the income received from the Council, and paid for sessions, the Charity carries out some fundraising activities e.g. sponsored activities and community events.

##### **Investment policy and objectives**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Funds not required for running costs are held in a higher interest bank account.

##### **Reserves policy**

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be enough to cover the redundancy and notice period amounts that would be payable if necessary due to closure.

##### **FUTURE PLANS**

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

## **Acton Bridge Pre-School Association**

### **Report of the Trustees For the Year Ended 30 July 2019**

#### **STRUCTURE, GOVERNANCE & MANAGEMENT**

##### **Constitution**

The organisation is a charitable company limited by guarantee, incorporated on 11 April 2008 and registered as a charity on 11 January 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

##### **Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

All members of the Management Committee give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts.

Due to the nature of childcare much of the charity's work inevitably focuses upon young people.

The Management Committee seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body.

##### **Management**

The Pre-school has at present a Management Committee of 3 members who meet at least once a term and are responsible for the strategic direction and policy of the charity.

A member of staff currently sits on the Committee but conflicts of interest are managed by staff being excluded from votes on certain issues including salary discussions.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Supervisor.

The Management Committee is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Supervisor has responsibility for the individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

##### **Related parties**

The main related party is the major funder Cheshire West and Chester Council along with the Acton Bridge Community Association who lease premises to the Pre-School.

##### **Risk management**

The Management Committee has considered the major risks to which the charity is exposed. Significant external risks surround funding has led to the need to develop a strategic plan to increase the diversification of funding and activities. Internal control risks are minimised by the existence of procedures for authorisation for all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff and visitors to the Pre-School. The continuing monitoring of the organisation by Ofsted ensures a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

**Acton Bridge Pre-School Association**

**Report of the Trustees  
For the Year Ended 30 July 2019**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

06563550 (England and Wales)

**Registered Charity number**

1127543

**Registered office**

Acton Bridge Parish Rooms  
Hill Top Road  
Acton Bridge  
Northwich  
Cheshire  
CW8 5RA.

**Trustees**

I Madej  
S M Quinn

**Independent examiner**

David Brandwood, ACMA, CGMA

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 17 July 2020 and signed on its behalf by:



I Madej - Trustee

**Independent Examiner's Report to the Trustees of  
Acton Bridge Pre-School Association**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 July 2019 set out on pages 3 to 8.

**Respective Responsibilities of Trustees and Examiner**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').

**Independent Examiner's Statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



David Brandwood ACMA, CGMA

Date: 17/7/2020

**Acton Bridge Pre-School Association**

**Statement of Financial Activities  
for the Year Ended 30 July 2019**

		2019 Unrestricted funds £	2018 Unrestricted funds £
	Notes		
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies		4,621	2,798
<b>Charitable activities</b>			
Pre-School activities		19,281	35,086
Other trading activities	2	1,303	1,602
Investment income	3	-	-
<b>Total</b>		<u>25,205</u>	<u>39,486</u>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Pre-School activities		<u>34,210</u>	<u>30,812</u>
<b>NET INCOME/(EXPENDITURE)</b>		(9,005)	8,674
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>23,073</u>	<u>14,399</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>14,068</u></u>	<u><u>23,073</u></u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**Acton Bridge Pre-School Association**

**Balance Sheet  
At 30 July 2019**

		2019 Unrestricted funds £	2018 Unrestricted funds £
	Notes		
<b>FIXED ASSETS</b>			
Tangible assets	8	-	1,720
<b>CURRENT ASSETS</b>			
Debtors	9	-	940
Cash at bank and in hand		13,378	22,746
		<hr/> 13,378	<hr/> 23,686
<b>CREDITORS</b>			
Amounts falling due within one year	10	690	(2,333)
<b>NET CURRENT ASSETS</b>		<hr/> 14,068	<hr/> 21,353
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> 14,068	<hr/> 23,073
<b>NET ASSETS</b>		<hr/> <hr/> 14,068	<hr/> <hr/> 23,073
<b>FUNDS</b>	11		
Unrestricted funds		<hr/> 14,068	<hr/> 23,073
<b>TOTAL FUNDS</b>		<hr/> <hr/> 14,068	<hr/> <hr/> 23,073

The notes form part of these financial statements



**Acton Bridge Pre-School Association**

**Balance Sheet – continued  
At 30 July 2019**

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 30 July 2019.

The members have not required the charitable company to obtain and audit of its financial statements for the year ended 30 July 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on ~~17 July 2020~~ and were signed on its behalf by:



I Madej – Trustee

The notes form part of these financial statements

## Acton Bridge Pre-School Association

### Detailed Statement of Financial Activities for the Year Ended 30 July 2019

#### 1. ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standards applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is account for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixture and fittings	- 10% on cost
Computer equipment	- 20% on cost

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the done or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. OTHER TRADING ACTIVITES

	2019	2018
	£	£
Fundraising events	<u>1,303</u>	<u>1,602</u>

#### 3. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	<u>-</u>	<u>-</u>

**Acton Bridge Pre-School Association**

**Detailed Statement of Financial Activities - continued  
for the Year Ended 30 July 2019**

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Depreciation – owned assets	<u>1,720</u>	<u>1,602</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

The trustees include staff representatives who are paid at a market rate for employed work they do at the pre-school and not in their role as trustee.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 July 2019 nor for the year ended 31 July 2018.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2019	2018
	4	4
Pre-school staff	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	4,621
<b>Charitable activities</b>	
Pre-School activities	-19,281
Other trading activities	1,303
Investment income	<u>-</u>
<b>Total</b>	25,205
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Pre-school activities	<u>34,210</u>
<b>Total</b>	<u>34,210</u>
<b>NET EXPENDITURE</b>	(9,005)
<b>RECONCILIATION OF FUNDS</b>	
<b>Total fund brought forward</b>	<u>23,073</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>14,068</u>

**Acton Bridge Pre-School Association**

**Detailed Statement of Financial Activities - continued  
for the Year Ended 30 July 2019**

**8. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer Equipment £	Totals £
<b>COST</b>			
At 1 August 2018	16,016	904	16,920
At 30 July 2019	16,016	904	16,920
<b>DEPRECIATION</b>			
At 1 August 2018	14,296	904	15,200
Charge for year	1,720	-	1,720
At 30 July 2019	16,016	904	16,920
<b>NET BOOK VALUE</b>			
At 30 July 2019	-	-	-
At 31 July 2018	1,720	-	1,720

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Other debtors	-	940

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Social security and other taxes	(690)	135
Other creditors	-	1,898
Accrued expenses	-	300
	(690)	4,943

**11. MOVEMENT IN FUNDS**

	At 1.8.18 £	Net movement in funds £	Transfers between funds £	At 30.7.19 £
<b>Unrestricted funds</b>				
General fund	10,823	(9,005)	-	5,145
Outdoor equipment	2,000	-	-	2,000
Redundancy and contingency fund	10,250	-	-	10,250
	23,073	(9,005)	-	17,928
<b>TOTAL FUNDS</b>	23,073	(9,005)	-	14,068

**Acton Bridge Pre-School Association**

**Detailed Statement of Financial Activities - continued  
for the Year Ended 30 July 2019**

**11. MOVEMENT IN FUND - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,205	(34,210)	(9,005)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>25,205</u>	<u>(34,210)</u>	<u>(9,005)</u>

The general fund represents the free funds of the charity which have not been designated for particular purposes.

The outdoor equipment fund comprises monies designated by the trustees towards future capital expenditure.

The redundancy and contingency fund represents monies designated by the trustees towards the future redundancy and other expenditure, should funding not be available to enable the charity to carry out its activities.

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 July 2019.

**Acton Bridge Pre-School Association**

**Detailed Statement of Financial Activities - continued  
for the Year Ended 30 July 2019**

	2019 £	2018 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donated services and facilities	4,621	2,798
	<hr/> 4,621	<hr/> 2,798
<b>Other trading activities</b>		
Fundraising events	1,303	1,602
<b>Investment income</b>		
Deposit account interest	-	-
<b>Charitable activities</b>		
Pre-school fees	5,464	9,069
CWAC pre-school fees	13,817	26,017
	<hr/> 25,205	<hr/> 35,086
<b>Total incoming resources</b>	25,205	39,486
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	26,463	22,770
Room hire	1,358	2,415
Insurance	911	830
Telephone	20	10
Postage and stationery	6	834
Advertising	-	30
Staff training	-	35
Outings and parties	-	453
Repairs and renewals	8	421
Groceries	-	327
Uniform costs	-	509
Subscriptions	131	140
Sundry	5,593	32
Fixtures and fittings	1,720	1,601
	<hr/> 34,210	<hr/> 30,407
<b>Support costs</b>		
<b>Governance costs</b>		
Other costs	-	105
Accountancy and legal fees	-	300
	<hr/> -	<hr/> 405
<b>Total resources expended</b>	34,210	30,812
<b>Net income/(expenditure)</b>	<hr/> (9,005)	<hr/> 8,674