



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept'	2019		31	August	2020

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Colgate Memorial Hall	
Blackhouse Road, Colgate	
West Sussex	
<b>Postcode</b>	<b>RH13 6HS</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chrissie Walker	Secretary		
2	Emma Veal	Treasurer		
3	Sarah Watson	Chairperson		
4	Gary Ramsden			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Lisa Smith - Manager & EYP

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution adopted 20 <sup>th</sup> September 1990
How the charity is constituted (eg. trust, association, company)	Association consisting of 3 Officers and not less than 4 or more than 9 elected members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The aim of this association is to provide Early Years Education for children below compulsory school age by:  
 Being registered with Ofsted and following the Early Years Foundation Stage. (EYFS)  
 Supporting Children and Parents during their time at Colgate Preschool.  
 Providing a safe, stimulating environment for children that encompass the EYFS.

We meet the requirements of the Early Years Foundation Stage and we are registered with Ofsted.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

We began the new school year in September 2019 as normal with 36 children on the register. In the Spring Term Covid 19 impacted on our practice resulting in the setting temporarily closing on the 23<sup>rd</sup> March 2020 (for the national lockdown). During the closure West Sussex County Council continued to pay the Free Entitlement for funded children. Non funded children were not charged any fees in line with Government Guidelines. During our period of closure 3 Staff were furloughed proportionally with the losses from our non-funded income. As a gesture of 'goodwill' we were not charged rent for the Village Hall that we operate from during the period of closure. We reopened on 1<sup>st</sup> June 2020 and some parents chose to keep their children at home and continue isolating for various reasons. Therefore our numbers were lower than usual. Throughout the pandemic Colgate Preschool has incurred extra costs for PPE and cleaning equipment to ensure that Preschool has remained a safe place for children and staff to attend. As a direct result of Covid 19 we have been unable to hold any of our usual events such as the Easter Bonnet Parade and Summer Sports Day which has impacted on our income from fundraising. We have continued adapt our practice throughout the ongoing Covid 19 situation to ensure that we can provide a safe, happy, play environment for young children to develop and learn.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We hold cash at bank of £67,565.93 all of which is unrestricted funds. These funds are held in order to meet any unforeseen expenditure and contingency.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>	S.Watson	
<b>Full name(s)</b>	Sarah Watson	
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	
<b>Date</b>	24/06/2021	

**COLGATE PRE-SCHOOL CASHFLOW September 2019 - August 2020**

	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Cash Flow Total
<b>Income</b>													
Balance Brought Forward	46512.86	39,262.03	37,510.62	34,285.72	47,746.93	42,249.72	49,083.43	42,380.91	62,624.37	54,500.66	64,077.61	78,656.41	
Direct Fees	2965.85	2267.68	2801.35	1410.2	2726.2	1830.8	1660.6	6.5		19.5	461.4	51	16,201.08
Forest School Fees	2540	178.5	153		2540		508			3302			9,221.50
Childcare Voucher Payment	624.75	984.7	1586.05	574	1667.3	603.75	956.45	257.65					7,254.65
Funding transfer (from setting)				397.8									397.80
DAF							615				615		1,230.00
WSSC 2 yr funding			994.5	642.6		275.4		775.08		279.72	761.46		3,728.76
WSSC Funding 3/4 yr funding		6389.21		22609.11		16037.04		29408.4		14409.72	24078.6		112,932.08
HMRC JRS Grant									1641.83	1641.83	78.96		3,362.62
Apprenticeship Chichester College									500				500.00
WSSC Inclusion Funding			2028				1980			1980			5,988.00
Toddlers				100.00									100.00
Miscellaneous	20.81	110	35			3							168.81
Training Provided													-
Refunds/Repayments		63.5					62	204.96			55.38		385.84
Uniform Sales	78	61.5	17	17	42	21					55.5		292.00
Fundraising		1.6	83.4	211									296.00
<b>Income Subtotal</b>	<b>6229.41</b>	<b>10056.69</b>	<b>7,698.30</b>	<b>25961.71</b>	<b>6,978.50</b>	<b>18767.99</b>	<b>5,782.05</b>	<b>30,652.59</b>	<b>2,141.83</b>	<b>21,632.77</b>	<b>26,106.30</b>	<b>51.00</b>	<b>162,059.14</b>
<b>Expenditure</b>													
Staff Salary	8,644.35	8,643.95	8,922.75	8,914.25	8,897.07	8,814.27	8,769.58	9,044.00	9,043.80	8,451.70	8,209.24	8,209.24	104,564.20
Hall Rental	603.60	603.60	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	689.14	6,720.32
Inland Revenue	1,217.93	596.71		1,107.88	1,034.33	990.17	989.97	593.01	593.21	569.01	635.35	635.35	8,962.92
Forest Camp Site					230.00								230.00
Argos		78.23				202.95	409.84			163.93			854.95
Amazon	374.18	27.32	239.33	50.00	207.23	123.98	47.77	36.99	209.80	476.98	346.37	75.07	2,215.02
Baker Ross		114.16	230.84			101.40					187.80		634.20
Book People			54.97	51.90									106.87
Nexus			257.92					360.00					617.92
Tesco	92.01			149.99	83.53	122.92		112.04					560.49
Sainsburys													-
Smudge and Dribble	34.35				44.07		83.02					51.25	212.69
Staples													-
Post Office	7.50			599.70		20.00					49.74		676.94
Miscellaneous Refund		16.90											16.90
The Works		63.50	36.00				49.10						148.60
Fees Refunds/Transfers		504.90			103.50					119.00			727.40
Education Visitors/Outings			130.80	145.00	140.00	175.00							590.80
Telephone/Broadband	31.99	141.89	40.80	54.50	122.89	45.86	36.60	132.71	29.88	35.21	159.11	35.62	866.86
Advertising													-
DBS			143.40										143.40
OFSTED Registration						50.00							50.00
Staff Uniform					586.89								586.89
Childrens uniform						460.00							460.00
Miscellaneous	781.19	26.48				89.99	140.99	84.00			869.49	1,068.80	3,060.94
Insurance	463.00							459.82					922.82
ALB Accountancy		101.22	48.60	51.18	51.18	48.60	48.60	48.60	126.60	116.10	62.10	46.02	748.80
Staff Training	897.60	350.00	50.00	150.00			204.96			834.00			2,486.56
													-
Staff Expenses	43.65	74.00	78.65	61.53	28.87		38.92			76.25	41.62		443.49
Weebly Website	40.92											53.45	94.37
Nest Pension	247.97	465.24		475.43	257.21		494.04		252.25	504.50	267.54	267.54	3,231.72
Mobile Top							10.00	10.00	10.00	20.00	10.00	10.00	70.00
<b>Expenditure Subtotal</b>	<b>13,480.24</b>	<b>11,808.10</b>	<b>10,923.20</b>	<b>12,500.50</b>	<b>12,475.71</b>	<b>11,934.28</b>	<b>12,484.57</b>	<b>10,409.13</b>	<b>10,265.54</b>	<b>12,055.82</b>	<b>11,527.50</b>	<b>11,141.48</b>	<b>141,006.07</b>
<b>Profit/Loss</b>													
Total Revenue (Cashflow)	7,250.83	- 1,751.41	3,224.90	13,461.21	- 5,497.21	6,833.71	6,702.52	20,243.46	- 8,123.71	9,576.95	14,578.80	- 11,090.48	21,053.07
BALANCE	39,262.03	37,510.62	34,285.72	47,746.93	42,249.72	49,083.43	42,380.91	62,624.37	54,500.66	64,077.61	78,656.41	67,565.93	
Savings													
<b>GRAND TOTAL</b>													<b>67,565.93</b>



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Colgate Playgroup

On accounts for the year  
ended

August 2020

Charity no  
(if any)

1002181

Set out on pages

1-2

(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; and
  - 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: JTighe

Date: 15/06/21

Name: Jane Tighe

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

<b>Address:</b>	25 Brighton Road
	Horsham
	West Sussex RH13 5BD

**Section B****Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**