

## **BURFORD PRESCHOOL TRUSTEES ANNUAL REPORT**

1. **Name** :Burford Preschool.

2. **Charity number** : 1013024

3. **Address** : Tanners Lane, Burford, Oxfordshire. OX18 4NA.

4. **Name of all Trustees** : Amanda Selita, Joanne Williams, Dale Peedell, Amy Dadge, Donna McCracken, Jade Shepherd

5. **Organisational structure** :

Custodial Trustees : Joanne Williams, Amanda Selita.

Chair : Joanne Williams

Treasurer : Donna McCracken

Secretary : Amy Dadge

Fundraising Co-ordinator: Jade Shepherd

Committee Members : Olga Caless,

Supervisor : Katie Wilton

Assistant Supervisor : Karen Peedell

Staff members : Stacey Whalley, Kate Leach, Amy Dadge

Trustees are elected annually through a process of nomination at each AGM.

6. **How the charity is constituted**: please see the Preschool Learning Alliance Model Preschool Constitution 2010.

7. **Decision Making**: The committee meets on average once a term, all meetings are minuted. All issues are discussed and decisions are made by a majority vote.

8. **Objectives and activities**: To offer the highest standard provision for children aged two to five.

### **9. Achievements and performance :**

To ensure the future of the preschool in its current building, to attract new children to the preschool. We achieved a Good from OFSTED in 2019 and want to continue to work at this level. Our focus this year has been on fundraising and planning to improve the IT provision at the Pre-School this will provide a more efficient system for the Pre-Schools administration tasks, but more importantly allow us to offer a more relevant learning experience. Our reputation as a Pre-School remains high within the community and has resulted in waiting lists for most of our sessions

Actions taken include :

The preschool continues to be in a stable financial position, which we must maintain to ensure the preschool remains financially viable.

i. Ensure all financial obligations are up to date

ii. Continue to run the three afternoon sessions as these are proving very

popular

### **Outlook for upcoming year :**

The upcoming year is looking positive, our OFSTED performance and reputation has meant that we are attracting more and more children to the preschool and now have waiting lists for some of our sessions. Our plan for the coming year is to implement our new IT strategy and to build on this new way of working where necessary.

Report by Joanne Williams, Chairperson, Burford Preschool

**Burford Pre-School  
1013024  
Accounts for the year ending  
31 December 2023**

**Burford Pre-School**  
**Summary of Receipts and Payments**  
**Accounts for the year ending 31st December 2023**

	<b>2022</b>		<u>Receipts</u>		<b>2023</b>	
£	£				£	£
	8,874.80		Fees		9,024.50	
	49,865.23		Early years grant		70,117.38	
	10,543.48		Donations		13,800.35	
	1,617.58		Fund raising		1,130.25	
	38.44		Bank interest		304.75	
	-		Misc		137.35	
		<u><b>70,939.53</b></u>	<b>Total receipts</b>		<u><b>94,514.58</b></u>	
			<u>Payments</u>			
		35,865.81	Wages		47,351.58	
		2,102.91	Tax & NI		1,643.97	
		-	Council Tax & Rates		907.09	
		2,561.78	Utilities		6,807.98	x
		6,388.79	Building maintenance		15,450.79	
		204.96	Early years equipment		1,618.68	
		1,450.24	Food		2,659.15	
		130.71	Cleaning		1,187.50	
		15.13	Advertising		115.28	
		826.82	Postage & stationery		719.28	
		255.00	Travel		15.00	
		20.64	Web Costs		-	
		1,272.12	Insurance		1,373.08	
		97.50	Bank charges		60.00	
		415.00	Staff welfare		898.62	
		-	Health and Safety		44.81	
		189.32	Subscriptions		118.32	
		521.08	Professional		587.05	
		217.00	School Fees		-	
		-	Tech Equipment		313.98	
		63.99	Repairs and Renewals		713.50	
		-	Clothing		89.91	
		25.80	Training		857.87	
		1,143.60	Accounts		1,185.60	
		806.09	Pension		902.48	
		-	Miscellaneous		340.66	
		<u><b>54,574.29</b></u>	<b>Total payments</b>		<u><b>85,962.18</b></u>	
		<u><b>16,365.24</b></u>	<b>Annual surplus/deficit</b>		<u><b>8,552.40</b></u>	
			<u>Receipts &amp; Payments Summary</u>			
		2,087.95	Balance b/fwd @ 1st January		18,453.19	
		70,939.53	Add total receipts		94,514.58	
		54,574.29	Deduct total payments		85,962.18	
		<u><b>18,453.19</b></u>	<b>Balance as at 31st December</b>		<u><b>27,005.59</b></u>	
			<u>Represented by</u>			
		6,176.84	Current account		16,783.41	
		10,022.38	Deposit account		10,210.51	
		2,253.97	Maintenance Account		11.67	
		<u><b>18,453.19</b></u>	<b>Total</b>		<u><b>27,005.59</b></u>	

**Burford Pre-School**

**Bank reconciliation as at 31st December 2023**

	<b>Current</b>	<b>Deposit</b>	<b>Maintenance</b>	<b>All accounts</b>
<b>Opening balance at 01/01/2023</b>	<b>6176.84</b>	<b>10022.38</b>	<b>2253.97</b>	<b>18453.19</b>
<b>Receipts analysis</b>	<b>102768.75</b>	<b>2416.41</b>	<b>6276.58</b>	<b>111461.74</b>
<b>Payments analysis</b>	<b>92162.18</b>	<b>2228.28</b>	<b>8518.88</b>	<b>102909.34</b>
<b>Closing balance</b>	<b>16783.41</b>	<b>10210.51</b>	<b>11.67</b>	<b>27005.59</b>
<b>Balance of statement at 31/12/2023</b>	<b>16783.41</b>	<b>10210.51</b>	<b>11.67</b>	<b>27005.59</b>
<b>Difference</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Burford Pre School

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BURFORD PRE SCHOOL

I report on the accounts of the Charity for the year ended 31 December 2023 which are set out on pages 1, 2 & 3.

### **Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- a) examine the accounts (under section 43(7)(b) of the Act)
- b) to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 43(7)(b) of the Act)
- c) to state whether particular matters have come to my attention.

### **Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence which would be required in an audit and consequently I do not express an audit opinion on the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements of a) to keep proper accounting records in accordance with section 41 of the 1993 Act. and of b) to prepare accounts which accord with the accounting records and to comply with the requirements of the 1993 Act. have not been met
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Cuthbertson. - Cert Acc (Open)  
Shilton Accounting Services  
1 The Clock House  
Brize Norton Road  
Carterton  
OX18 3HN

**Burford Pre-School**  
**1013024**  
**Accounts for the year ending**  
**31 December 2023**

**Burford Pre-School**  
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