

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, Kerri Rees, Donna McCracken, Jade Shepherd

5. **Organisational structure** :

Custodial Trustees : Joanne Williams, Amanda Selita.

Chair : Joanne Williams

Treasurer : Donna McCracken

Secretary : Kerri Rees

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 was Good, will still attract children to the preschool and now have a waiting lists for some of our sessions. Our plan for the coming year is to implement knowledge and understanding of the world through play to build confidence and encourage more open ended questions.

Report by Joanne Williams, Chairperson, Burford Preschool

Burford Pre-School
1013024
Accounts for the year ending
31 December 2024

Burford Pre-School

Accounts for the year ended 31st December 2024

Contents

- 1 Summary of Receipts & Payments
- 2 Bank Reconciliation
- 3 Independent Examiner's Report

Burford Pre-School
Summary of Receipts and Payments
Accounts for the year ending 31st December 2024

	2023	Receipts		2024	
£	£			£	£
	9,024.50	Fees		11,111.32	
	70,117.38	Early years grant		82,608.57	
	13,800.35	Donations		9,145.86	
	1,130.25	Fund raising		2,060.56	
	304.75	Bank interest		330.81	
	-	Milk refunds		-	
	137.35	Misc		-	
	<u>94,514.58</u>	Total receipts		<u>105,257.12</u>	
		Payments			
	47,351.58	Wages		56,634.24	
	1,643.97	Tax & NI		907.62	
	907.09	Conucil Tax & Rates		1,200.60	
	6,807.98	Utilities		19,497.40	
	15,450.79	Building maintenance		13,872.58	
	1,618.68	Early years equipment		888.85	
	2,659.15	Food		1,894.65	
	1,187.50	Cleaning		652.48	
	115.28	Advertising		-	
	719.28	Postage & stationery		1,122.59	
	15.00	Travel		300.00	
	-	Web Costs		216.00	
	1,373.08	Insurance		2,403.07	
	60.00	Bank charges		60.00	
	898.62	Staff welfare		246.88	
	44.81	Health and Safety		66.89	
	-	Waste Disposal		772.53	
	118.32	Subscriptions		50.00	
	587.05	Professional		1,668.09	
	-	School Fees		-	
	313.98	Tech Equipment		17.71	
	713.50	Repairs and Renewals		471.34	
	89.91	Clothing		131.00	
	857.87	Training		362.83	
	1,185.60	Accounts		573.60	
	902.48	Pension		952.41	
	340.66	Miscellaneous		706.83	
	<u>85,962.18</u>	Total payments		<u>105,670.19</u>	
		Annual surplus/deficit		<u>- 413.07</u>	
	<u>8,552.40</u>				
		Receipts & Payments Summary			
	18,453.19	Balance b/fwd @ 1st January		27,005.59	
	94,514.58	Add total receipts		105,257.12	
	85,962.18	Deduct total payments		105,670.19	
	<u>27,005.59</u>	Balance as at 31st December		<u>26,592.52</u>	
		Represented by			
	16,783.41	Current account		16,084.73	
	10,210.51	Deposit account		10,464.50	
	11.67	Maintenance account		43.29	
	<u>27,005.59</u>	Total		<u>26,592.52</u>	

Burford Pre-School**Bank reconciliation as at 31st December 2024**

	Current	Deposit	Maintenance	All accounts
Opening balance at 01/01/2024	£ 16,783.41	£ 10,210.51	£ 11.67	£ 27,005.59
Receipts analysis	£ 112,991.51	£ 253.99	£ 8,064.42	£ 121,309.92
Payments analysis	£ 113,690.19	£ -	£ 8,032.80	£ 121,722.99
Closing balance	£ 16,084.73	£ 10,464.50	£ 43.29	£ 26,592.52
Balance of statement at 31/12/2024	£ 16,084.73	£ 10,464.50	£ 43.29	£ 26,592.52
Difference	£ -	£ -	£ -	£ -

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 2024 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
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Accounts for the year ending
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