

Charity registered number  
1017425

Marshfield Pre-School

Report and Accounts

31 August 2024

## **Marshfield Pre-School**

**Registered number:** 1017425

### **Annual report of the trustees**

Marshfield pre-school is a registered charity (number 1017425). The charity's registered address is Marshfield Pre-school, Hayfield, Marshfield, Chippenham, SN14 8RA

#### **Objective of the charity**

The objective of Marshfield Pre-School is to offer accessible childcare for all (through low pricing) and to provide children with the opportunity to learn through play, meeting the teaching guidelines for children of pre-school age. It provides a high standard of care and received a good OFSTED report in 2019. The pre-school is a well used and vital facility in Marshfield, enabling children to mix with other local children, develop social skills and make friends with whom they will attend the local primary school. We also provide a holiday club for all children from 2-11 years. We are open from 7.30am to 6pm 51 weeks of the year.

#### **Trustees**

The trust members who held office last year were:

A Cherry-Williams  
C Loney  
J Moore  
G Hollis  
N Hooper  
M Edwards

#### **Achievements during the year**

During the year we invested in new fencing around our front garden to improve the safety and security of our children. Work also started on updating our back garden to bring it back to full use and enhance our forest school.

#### **Reserves Policy**

There are reserves of £150,464 (2023 - £126,259). Of these funds it is considered prudent to maintain a working capital reserve of £15,000. Future projects which will also require some of this reserve include refurbishment of the back garden.

The Trustees decided that an Emergency fund should always be held on deposit and only used if the Pre-school faces financial hardship. Should this money be needed fundraising events will be held to replace it as soon as possible.

#### **Obligations of the Trustees**

Marshfield Pre-school raised money and received grants to build an extension to Marshfield Community centre. The extension was completed in January 2004. The extension owned by Marshfield Community Association (registered charity 297306) and the Pre-school has committed to a 15 year lease which started on 19 January 2004, and is currently in the process of being renewed.

**Marshfield Pre-School**

**Registered number: 1017425**

**Annual report of the trustees**

**Trustees' Responsibilities**

The Trustees are required under the Charities Act 1993 to prepare accounts for each financial year which give a true and fair view of the charity's financial activities during the year and of its position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts,
- prepare the accounts on a going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on date and signed on their behalf.



A Cherry-Williams  
Chairperson

**Marshfield Pre-School  
Independent Examiner's Report**

**Independent Examiner's report to the Trustees of  
Marshfield Pre-School**

We report on the accounts of the charity for the year ended 31 August 2024, which are set out on the pages 4 to 6

**Respective Responsibilities of Trustees and Examiner**

As the charity's Trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 ("the Act") does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) of the Act, whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes 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 disclosure in the accounts, and seeking explanations from you as Trustees. We have not carried out an audit or any other review, and consequently we do not express any opinion on these 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:
  - to keep accounting records in accordance with section 41 of the Act, and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, except as disclosed in Note 1(a) of the accounts, have not been met, or
2. To which, in my opinion, attention should be drawn to enable proper understanding of the accounts to be reached.

*Karen Sayers Limited*

Karen Sayers Limited  
Chartered Accountants

29 Silver Street  
Colerne  
Wilts  
SN14 8DY

date

**Marshfield Pre-School  
Income and Expenditure  
for the year ended 31 August 2024**

	Notes	2024 £	2023 £
<b>Income</b>		268,349	222,693
Direct expenses		(17,282)	(15,748)
<b>Surplus</b>		<u>251,067</u>	<u>206,945</u>
Administrative expenses		(229,314)	(207,992)
Other operating income		1,490	3,985
	2	<u>23,243</u>	<u>2,938</u>
Interest receivable		962	250
<b>Surplus/(deficit) for the year</b>		<u>24,205</u>	<u>3,188</u>

**Marshfield Pre-School  
Balance Sheet  
as at 31 August 2024**

	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	3	28,696	31,884
<b>Current assets</b>			
Debtors	4	10,626	6,947
Cash at bank and in hand		155,603	103,708
		<u>166,229</u>	<u>110,655</u>
<b>Creditors: amounts falling due within one year</b>	5	(44,461)	(16,280)
<b>Net current assets</b>		<u>121,768</u>	<u>94,375</u>
<b>Net assets</b>		<u>150,464</u>	<u>126,259</u>
<b>Funds of the Charity</b>			
Emergency Fund		28,000	8,000
General Fund	6	122,464	118,259
<b>Total reserves</b>		<u>150,464</u>	<u>126,259</u>



A Cherry Williams

Approved by the Trustees on date

**Marshfield Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

**1 Accounting policies**

**Basis of preparation**

The accounts have been prepared on the accruals basis.

**Income**

Income represents the value of grants received and fees charged for services supplied.

**Depreciation**

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	25% straight line
Land and building	straight line over the period of the lease

**Pensions**

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

**2 Operating profit**

	<b>2024</b>	<b>2023</b>
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	<u>3,188</u>	<u>3,188</u>

**3 Tangible fixed assets**

	<b>Land and buildings</b>
	£
<b>Cost</b>	
At 1 September 2023	55,796
At 31 August 2024	<u>55,796</u>
<b>Depreciation</b>	
At 1 September 2023	23,912
Charge for the year	3,188
At 31 August 2024	<u>27,100</u>
<b>Net book value</b>	
At 31 August 2024	<u>28,696</u>
At 31 August 2023	<u>31,884</u>

**4 Debtors**

	<b>2024</b>	<b>2023</b>
	£	£
Trade debtors	13,008	9,329
Provision for bad debts	<u>(2,382)</u>	<u>(2,382)</u>
	<u>10,626</u>	<u>6,947</u>

**Marshfield Pre-School**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

<b>5 Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	£	£
Trade creditors	1,738	576
Other taxes and social security costs	701	704
Other creditors	42,022	15,000
	<u>44,461</u>	<u>16,280</u>
<b>6 Funds</b>	<b>General</b>	<b>Emergency</b>
	£	£
At 1 September 2023	118,259	8,000
Surplus for the year	24,205	-
Transfer	(20,000)	20,000
At 31 August 2024	<u>122,464</u>	<u>28,000</u>

**Marshfield Pre-School**  
**Detailed income and expenditure**  
**for the year ended 31 August 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Direct costs	268,349	222,693
	(17,282)	(15,748)
<b>Gross income</b>	<u>251,067</u>	<u>206,945</u>
Administrative expenses	(229,314)	(207,992)
Other operating income	1,490	3,985
<b>Operating surplus</b>	<u>23,243</u>	<u>2,938</u>
Interest receivable	962	250
<b>Surplus</b>	<u>24,205</u>	<u>3,188</u>

**Marshfield Pre-School**  
**Detailed income and expenditure**  
**for the year ended 31 August 2024**

	2024	2023
	£	£
<b>Income</b>		
Member's Fees		
Revenue grant	143,690	116,438
Nursery grant	627	-
Dinner Money	109,862	94,441
Fundraising	13,054	10,453
Donation	651	931
	465	430
	<u>268,349</u>	<u>222,693</u>
<b>Direct costs</b>		
School Dinners	12,953	12,025
Forest school	45	-
Holiday club expenses	344	-
Consumables	3,940	3,723
	<u>17,282</u>	<u>15,748</u>
<b>Administrative expenses</b>		
Employee costs:		
Wages and salaries	181,501	149,905
Pensions	2,903	2,469
Employer's NI	8,055	4,829
Staff training and welfare	(13)	716
Travel and subsistence	117	39
PLA Insurance	2,038	2,047
Course Fees and Manuals	948	2,842
Uniforms	287	1,279
Gifts and Staff Incentives	201	258
AGM costs	37	61
Computer costs	250	360
DBS Check	273	-
	<u>196,597</u>	<u>164,805</u>
Premises costs:		
Rent	6,778	7,050
Waste	1,038	1,094
Light and heat	2,058	3,500
	<u>9,874</u>	<u>11,644</u>

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**Marshfield Pre-School**  
**Detailed income and expenditure**  
**for the year ended 31 August 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
General administrative expenses:		
Telephone and fax	992	960
Postage	2	-
Stationery and printing	871	838
Information and publications	-	9
Subscriptions	827	806
Bank charges	140	159
Equipment expensed	1,430	1,656
Software	1,467	1,546
Website	421	88
Repairs and maintenance	8,864	19,023
Depreciation	3,188	3,188
Bad debts	2,360	-
Ofsted registration	220	220
Events	676	1,274
Sundry expenses	674	407
	<u>22,132</u>	<u>30,174</u>
Legal and professional costs:		
Accountancy fees	360	324
Solicitors fees	-	178
Advertising and PR	351	867
	<u>711</u>	<u>1,369</u>
	<u>229,314</u>	<u>207,992</u>
<b>Other operating income</b>		
Other operating income	<u>1,490</u>	<u>3,985</u>