



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 01 | Month 09 | Year 2024 | | Day 31 | Month 08 | Year 2025 |

Section A Reference and administration details

Charity name

NORTON PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1020883

Charity's principal address

| | |
|------------------|----------|
| Honeywood Corner | |
| Ixworth Road | |
| Norton | |
| Postcode | IP31 3LE |

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 | Alison Leightley | Chairperson | | |
| 2 | Gemma Worley | Secretary | | |
| 3 | Paula Bradshaw | Treasurer | | |
| 4 | Kathryn Richmond | | | |
| 5 | Laura MacPherson | | | |
| 6 | Rebecca Impey | | | |
| 7 | Sophie Vinyard | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
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| 16 | | | | |
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| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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)

| |
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| |
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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---------------------------------------------------------------------|-----------------------------|
| Type of governing document (eg. trust deed, constitution) | PLA Model Constitution 2011 |
| How the charity is constituted (eg. trust, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Elected at 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.

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Section C Objectives and activities

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

To enhance development and education of children of pre-school age, by providing play, education and care facilities, family learning and extended hours, involving parents and offering opportunities regardless of race, religion, culture, means or ability.

We provide outreach for parents and carers within a rural community.
We offer community involvement in activities and fundraising events.
We also promote awareness of other organisations and charities.

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 have continued to improve the condition of our building to ensure a safe environment for children and staff.

Our After School Club has now moved back to the local Village Hall after temporarily moving to the local primary school for a year. Our Breakfast Club is now situated permanently at our pre-school setting.

Our pre-school has reached full capacity during the morning sessions and numbers have increased during the afternoons.

Staff have continued their training and have been successful in gaining new qualification levels.

Section E Financial review

Brief statement of the charity's policy on reserves

Our reserve funds are still being held in our current account and are used to aid the pre-school as and when needed. The committee still intends to open a new, separate account to hold our reserve funds separately to our cash flow account.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

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

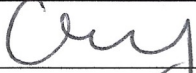

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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

| | | |
|--------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | GEMMA WORLEY | EILISE SCOTT |
| Position (eg Secretary, Chair, etc) | SECRETARY | chair |
| Date | 4/3/26 | |

NORTON PRE SCHOOL
Receipts Payment Accounts
September 2024 to August 2025

| RECEIPTS (GROSS INCOME) | | 2025 | 2024 | 2023 | 2022 |
|------------------------------|------------------------------------------------|----------------|----------------|----------------|----------------|
| Funding | Early Years Funding (SCC) | 145,929 | 103,594 | 58,526 | 72,945 |
| | Early Years Pupil Premium (EYPP) | 3,747 | 1,868 | 1,453 | 111 |
| | SEN Inclusion Funding & SEN High Needs Funding | 11,139 | 6,330 | 2,251 | 0 |
| | Disability Access Funding | 2,000 | | | |
| Fees, Subscriptions | Pre-School Fees (Fees & LC) | 23,945 | 27,364 | 17,104 | 19,534 |
| | Out of School Fees (BC & ASC) | 79,840 | 82,388 | 71,092 | 46,831 |
| | Holiday Club | 15,415 | 11,073 | 6,440 | 3,448 |
| Grants | Job Retention Scheme (Gov Furlough) | 0 | 0 | 0 | 0 |
| | Capital Grant (local authority) | 0 | 10,000 | 0 | 0 |
| | Tesco Grant | 0 | 0 | 0 | 0 |
| | Emerging Needs Grant (local authority) | 0 | 0 | 0 | 0 |
| | Locality Award (local authority) | 0 | 0 | 0 | 1,480 |
| | Community Restart Grant (local authority) | 0 | 0 | 0 | 2,500 |
| Fundraising event proceeds | Fundraising Events | 1,818 | 1,979 | 5,212 | 1,163 |
| | Commission | 404 | 190 | 417 | 286 |
| | Donations to other Charities | 0 | 0 | 0 | 15 |
| | Grants | 475 | 500 | 800 | 900 |
| Pakenham Trust | Donations | 712 | 255 | 230 | 700 |
| | | | | | |
| Classroom | Educational trips fees | 0 | 0 | 0 | 0 |
| | T shirt sales | 172 | 36 | 24 | 176 |
| Staff | Training refunded | 0 | 0 | 0 | 600 |
| | EYPD Training | 0 | 1,602 | | |
| | SENCO Award | 0 | 1,000 | | |
| | Apprentice Payment | 1,000 | 1,000 | 500 | 500 |
| Other receipts | Miscellaneous | 238 | 399 | 32 | 106 |
| | Wages SSP Grant - HMRC | 0 | 0 | 0 | 96 |
| | Bank charges written back | 0 | 0 | 0 | 0 |
| | Monies written back | 0 | 0 | 0 | 0 |
| | Transfer from CAF account | 0 | 0 | 0 | 0 |
| Business Loans | Santander Bounce Back Loan | 0 | 0 | 0 | 0 |
| Investment income | CAF60 Account transfer from CIA | 0 | 0 | 3,454 | 1,083 |
| | Interest on CAF60 Account | 794 | 315 | 158 | 59 |
| TOTAL RECEIPTS | | 287,628 | 249,893 | 167,693 | 152,533 |
| PAYMENTS (TOTAL EXPENDITURE) | | 2025 | 2024 | 2023 | 2022 |
| Wages | Staff Wages, PAYE, NI & PENSION | 221,487 | 179,237 | 140,714 | 124,383 |
| | Accountant | 814 | 773 | 763 | 666 |
| HR Support | Outsource HR Company | 1,685 | | | |
| Staff Costs | Training | 1,518 | 1,049 | 371 | 1,446 |
| | Staff Uniform | 1,216 | 1,034 | 223 | 327 |
| Fees | Refund of Fees | 219 | 0 | 0 | 73 |
| Premises | Rent (pre-school) | 0 | 0 | 0 | 0 |
| | Rent (out of school) | 7,735 | 1,750 | 4,067 | 0 |
| Insurance & Membership | Insurance | 2,039 | 1,970 | 2,133 | 1,184 |
| | Affiliation Fees | 506 | 637 | 540 | 139 |
| Utilities | Telephone & Broadband | 728 | 501 | 434 | 483 |
| | Mobile Phone | 0 | 10 | 0 | 0 |
| | Electricity | 3,258 | 2,675 | 2,426 | 2,478 |
| | Water Rates | 1,239 | 820 | 592 | 611 |
| Maintenance | Refuse Collection | 809 | 775 | 739 | 726 |
| | Cleaner | 286 | 385 | 0 | 0 |
| | Hygiene and Cleaning | 2,237 | 2,558 | 2,441 | 2,431 |
| | Building Renewals & repairs | 986 | 5,599 | 355 | 713 |
| | Ground maintenance | 278 | 86 | 1,369 | 544 |
| | Equipment R and R | 1,925 | 1,258 | 1,793 | 817 |
| | Fire | 85 | 242 | 82 | 72 |
| | PAT Testing | 0 | 0 | 111 | 0 |
| Educational supplies | Rentokil / Pest Control | 466 | 501 | 451 | 413 |
| | Craft & development materials | 1,606 | 1,305 | 1,050 | 547 |
| | Toys and Books | 262 | 39 | 30 | 4 |
| | Educational trips | 0 | 0 | 0 | 0 |
| Out of Schools | T Shirt costs | 97 | 408 | 0 | 147 |
| | Snacks | 3,441 | 2,640 | 2,934 | 1,626 |
| | ASC Spending | 307 | 167 | 206 | 201 |
| Administration | Postage & Stationery | 1,922 | 1,214 | 664 | 1,017 |
| Computer System | Famly App | 2,146 | 2,146 | 2,866 | 2,146 |
| Fundraising events costs | Fundraising costs | 3,223 | 1,232 | 1,340 | 388 |
| | Committee expenses | 8 | 26 | 8 | 66 |
| | Donations to Other Charities | 0 | 0 | 0 | 15 |
| Pakenham Trust | Grants | 587 | 7 | 540 | 0 |
| Other payments | Transfer of funds to CAF60 Account | 0 | 0 | 3,454 | 1,083 |
| | Business Loan | 8,950 | 9,166 | 9,379 | 8,785 |
| | Advertising & Marketing | 347 | 347 | 173 | 173 |
| | Miscellaneous expenses | 0 | 352 | 50 | 69 |
| | Gifts | 305 | 25 | 198 | 42 |
| | Bank Charges | 0 | 0 | 0 | 0 |
| Funding | Team Building | 1,340 | 612 | 179 | 67 |
| | SEN Inclusion Funding & SEN High Needs Funding | 200 | 277 | 217 | 0 |
| | Early Years Pupil Premium (EYPP) | 2,423 | 1,775 | 202 | 207 |
| | EYFS Additional Payment | 0 | 0 | 528 | 0 |
| Grants | Job Retention Scheme (Gov Furlough) | 0 | 0 | 0 | 0 |
| | Capital Grant (local authority) | 0 | 10,000 | 0 | 0 |
| | Tesco Grant | 0 | 0 | 0 | 0 |
| | Emerging Needs Grant (local authority) | 0 | 0 | 0 | 280 |
| | Locality Award (local authority) | 0 | 0 | 0 | 0 |
| | Community Restart Grant (local authority) | 0 | 0 | 0 | 0 |
| TOTAL PAYMENTS | | 276,680 | 233,598 | 183,622 | 154,369 |
| Surplus | | 10,948 | 16,295 | -15,929 | -1,836 |
| Bank & cash balances b/f | | 75,976 | 59,681 | 75,610 | 77,446 |
| Bank & cash balances c/f | | 86,924 | 75,976 | 59,681 | 75,610 |
| Represented by: | | | | | |
| Current Account | | 62,040 | 51,886 | 35,906 | 55,447 |
| CAF 60 Savings Account | | 24,884 | 24,090 | 23,775 | 20,163 |
| | | 86,924 | 75,976 | 59,681 | 75,610 |



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name NORTON PRE-SCHOOL

On accounts for the year ended

31ST AUGUST 2025

Charity no (if any)

1020883

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
• the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: [Signature]

Date: 12/3/2026

Name: SWAN GOODSHIP

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

RETIRED BANK MANAGER

Address:

4 CHALK LANE, IXWORTH
BURY SS. EDMUNDS
SUFFOLK, IP31 2SQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

