



## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022

Charity name: Botesdale & Rickinghall Pre-School

Charity registration number: 1022795

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of the Pre-School are to enhance the development and education of children, primarily under statutory school age, by encouraging parents to understand and provide for the needs of their children, through community groups and by –</p> <ol style="list-style-type: none"><li>1) Offering preproperate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, whatever their race, culture, religion, means or ability</li><li>2) Encouraging the study of the needs of such children and their families and promoting interest in and recognition of such needs in the local areas</li><li>3) Instigating and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We are open for 6.15 hours a day during term-time, mainly for children between 2-5. Parents are able to choose the amount of hours they want to use with 3 being the minimum in any one day.</p> <p>We take children mainly from Botesdale and Rickinghall but also the surrounding area.</p> <p>There are a wide range of activities on offer, including an excellent outdoor play area with a wood and a log cabin, the children spend long periods of time outside. This allows them to explore their environment, develop muscle strength and coordination, and gain self-confidence.</p>

		A healthy snack is provided each day (this may be impacted by COVID). Children and staff sit together and have packed lunches provide from home together. This provides a good opportunity for different discussions and for safety having a watchful eye on the children to help prevent choking.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	A major contribution is made by volunteers, mainly the parents of children at the playgroup. The committee is staffed entirely by volunteers, some who have children at the setting. In addition, many parents help out with organised fundraising activities.
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	This year the Pre-School remained opened throughout the year. We retained all of staff and recruited an Apprentice. We are building up our number of children which continues to grow.

### Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.41	

Achievements against objectives set		
Performance of fundraising activities against objectives set	Para 1.41	Fundraising opportunities have been limited due to the longer terms impact of COVID and wanting to focus on the children.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>At the end of the year, we made a profit of £21,778.81, however, please note –</p> <ol style="list-style-type: none"> <li>1) Whilst this seems like a significant increase on the profit we made last year (£16,728.99), we had reserved money to undertake repairs to the Pre-School grounds. We had hoped that this work would be undertaken in the summer holidays, but due to contractor availability, the work was undertaken in September 2022. The cost of this work was £13,860. Had this work been completed in August 2022 as hoped, the profit would have been £7,918.81.</li> <li>2) Whilst this seems like a significant reduction in profit from the year ending August 2021, it is important to remember that in the year ending August 2020, we made a profit of £5,309. However, in the year ending August 2021, we received a grant income of just under £10,500, had we not received this our profit would've been approximately £6,000 which is comparable to the profit made last year and this year</li> <li>3) This year we have also spent approximately 247% more on replacement toys and due to the increase in the number of children, our staffing costs have increased, which has increased our spend and reduced our profit</li> <li>4) On the 31<sup>st</sup> August 2021 the total money in both bank accounts was approximately £140,000 compared to approximately £102,000 on 31<sup>st</sup> August 2021, can be accounted for by the that we had not yet spent the £13,860 we had reserved for the groundworks and due to the increased number of children this year</li> </ol>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We refer to the Charity Commissions Reserve Policy.</p> <p>We currently have just over £40,000 in reserves. This money has been allocated as reserves for staff redundancies and for 6 months running costs, in case the Pre-School can no longer run. Whilst this is unlikely, we want to be in a position where staff will be able to receive a redundancy payment and any costs can be covered.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p><b>£40,524.69</b></p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>N/A</p>

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main sources of funding are government funding for children over 3 years' old and sessional fees paid by parents for children under 3.  Other sources of funding include fundraising from events such as sponsored walks, coffee afternoons, etc. although these have limited this year due to COVID.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We have no investments.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by the Committee

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	These are given to new members who are requested to read and sign within 2 weeks to confirm their understanding.
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of the Pre-School Learning Alliance and is governed by the PSLA model constitution.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Botesdale & Rickinghall Pre-School
Other name the charity uses	Botesdale & Rickinghall Playgroup
Registered charity number	1022795
Charity's principal address	Botesdale Village Hall The Street Botesdale Suffolk IP22 1BZ



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	All assets belong to the Pre-School and are used to keep the Pre-School running for the benefit of the wider community. The charity doesn't have its own assets, everything belongs to the Pre-School.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Log cabin
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### 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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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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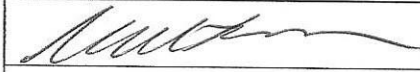

### Other optional information

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# Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MATT COHEN	LAURA HEFFERNAN
Position (eg Secretary, Chair, etc)	SECRETARY.	CHAIR
Date	15/11/22	

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Deposit Account	40,525	-	-
	Current Account	107,940	-	-
	Petty Cash	115	-	-
	Equipment	3,177	-	-
	Asset as below B2	1,527	-	-
	Liabilities as below B5	26,336	-	-
	<b>Total cash funds</b>	<b>126,948</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK OK OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Accounts Receivable	1,395	-	-
	Prepayments	133	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

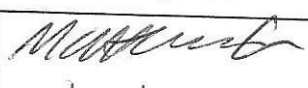
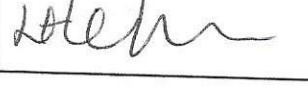
1,527

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accounts Payable	548	-	
	Deferred Income	17377	-	
	Net Wages	7399	-	
	Other creditor	100	-	
	PAYE/NIC	580	-	
	Pensions	332	-	
		<b>26336</b>		

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date(s) of approval
	MATT GREEN	15/11/22
	LAURA HEFFERNAN	



**Receipts and payments accounts**

For the period from	Period start date 01 09 2021	To	Period end date 31 08 2022
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Funding	76,590	-	-	76,590	57,690
Fees	36,941	-	-	36,941	12,682
Fund Raising	105	-	-	105	97
Grants		-	-	-	10,460
Parties & Outings - Income		-	-	-	-
Clothing	136	-	-	136	122
Interest	59	-	-	59	
Other Income		-	-	-	
<b>Sub total (Gross income for AR)</b>	<b>113,831</b>	<b>-</b>	<b>-</b>	<b>113,831</b>	<b>81,050</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>113,831</b>	<b>-</b>	<b>-</b>	<b>113,831</b>	<b>81,050</b>
<b>A3 Payments</b>					
Staff Costs	76,556	-	-	76,556	55,927
Hall Hire	5,170	-	-	5,170	1,639
Project Expenditure		-	-	-	
Equipment	2,911	-	-	2,911	1,222
Refreshments	938	-	-	938	53
Parties & Outgoings- Cost	268	-	-	268	244
Clothing costs	1,291	-	-	1,291	221
Insurance	839	-	-	839	821
Admin Expenses	2,137	-	-	2,137	1,904
Miscellaneous	426	-	-	426	279
Software Costs	708	-	-	708	379
Repairs & Maintenance	683	-	-	683	917
Bank Charges	88	-	-	88	602
Training	272	-	-	272	113
<b>Sub total</b>	<b>92,287</b>	<b>-</b>	<b>-</b>	<b>92,287</b>	<b>64,321</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>92,287</b>	<b>-</b>	<b>-</b>	<b>92,287</b>	<b>64,321</b>
<b>Net of receipts/(payments)</b>	<b>21,544</b>	<b>-</b>	<b>-</b>	<b>21,544</b>	<b>16,729</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>105,404</b>	<b>-</b>	<b>-</b>	<b>105,404</b>	<b>88,675</b>
<b>Cash funds this year end</b>	<b>126,948</b>	<b>-</b>	<b>-</b>	<b>126,948</b>	<b>105,404</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

*Charity Name*  
Botesdale and Rickinghall Pre-school

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1022795

**Set out on pages**

1  
*(Remember to include the page number of additional pages)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

**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:** 

**Date:** 05-11-2022

**Name:** Josephine Meekings

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

Institute of Financial Accountants

**Address:**

Broland  
Garden House Lane  
Rickinghall Diss Norfolk IP22 1EA