



Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

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">1) Offering appropriate 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 ability2) Encouraging the study of the needs of such children and their families and promoting interest in and recognition of such needs in the local areas3) Instigating and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance
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</p>

		<p>periods of time outside.</p> <p>This allows them to explore their environment, develop muscle strength and coordination, and gain self-confidence.</p> <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.</p>
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	We have provided early childhood education and care for children, helping them develop a range of skills necessary for school readiness.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the year, we made a profit of £3,833.24, however, please note –</p> <ol style="list-style-type: none"> 1) Whilst this seems like a significant decrease on the profit made last year (£21,544), we had reserved money to undertake repairs to the Pre-School grounds. We had hoped that this work would be undertaken in the summer of 2021/22, 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 for this year would have been £17,693.24. 2) We have also had higher expenditure in the following areas - equipment (approx. £4,500 due to replacing equipment) and higher staffing costs due to a higher number of children. 3) On the 31st August 2023 the total money in both bank accounts was approximately £135,898 compared to approximately £148,465 on 31st August 2022, due to not having spent the money on the building works as referred to in point 1 above.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We refer to the Charity Commissions Reserve Policy.</p> <p>We currently have just over £61,000 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>
Amount of reserves held	Para 1.22	£61,264.41
Reasons for holding zero reserves	Para 1.22	N/A
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 main sources of funding are
--	--	---

The charity's principal sources of funds (including any fundraising)	Para 1.47	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.
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.
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

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	Laura Hefferman	Chair		
2	Claire Gieth	Treasurer		
3	Matt Green	Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

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)

Laura Heffernan

Position (eg Secretary,
Chair, etc)

Chair

Date

21.11.2023



Receipts and payments accounts

For the period from	Period start date 01 09 2022	To	Period end date 31 08 2023
---------------------	---------------------------------	----	-------------------------------

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 £
A1 Receipts					
Funding	113,033			113,033	76,590
Fees	24,413			24,413	36,941
Fund Raising	126			126	105
Donations Received				-	
Parties & Outings-Income					
Clothing	149			149	136
Interest	740			740	59
Other Income					
Sub total (Gross income for AR)	138,461	-	-	138,461	113,831
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	138,461	-	-	138,461	113,831
A3 Payments					
Staff Costs	95,388			95,388	76,556
Hall Hire	5,206			5,206	5,170
Proejct Expenditure				-	
Equipment	7,371			7,371	2,911
Refreshments	1,530			1,530	938
Parties & Outgoings- Cost	1,013			1,013	268
Clothing costs	894			894	1,291
Insurance	864			864	839
Admin Expenses	3,683			3,683	2,137
Miscellaneous	1,574			1,574	426
Software Costs	378			378	708
Repairs & Maintenance	15,645			15,645	683
Training	1,010			1,010	272
Bank Charges	72			72	88
Sub total	134,628	-	-	134,628	92,287
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	134,628	-	-	134,628	92,287
Net of receipts/(payments)	3,833	-	-	3,833	21,544
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	126,948	-	-	126,948	105,404
Cash funds this year end	130,781	-	-	130,781	126,948

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 £
B1 Cash funds	Deposit Account	61,264	-	-
	Current Account	74,634	-	-
	Petty Cash	74		
	Equipment	3,177		
	Assett as below B2	2,169		
	Liabilities as below B5	- 10,537	-	-
	Total cash funds		130,781	-
(agree balances with receipts and payments account(s))		OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Accounts Receivable	2031	-	-
	PrePayments	138	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
			2169	

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Accounts Payable	1221	-	
	Deferred Income		-	
	Misc	6	-	
	Net Wages	8732	-	
	PAYE/NIC	154		
	Pensions	424		
		10,537		

	Signature(s)	Print Name(s)	Date(s) of approval

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



Section A

Independent Examiner's Report

Report to the trustees/ members of	<small>Charity Name</small> Botesdale and Rickinghall Pre-School		
On accounts for the year ended	31 August 2023	Charity no (if any)	1022795
Set out on pages	1 <small>(Remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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").

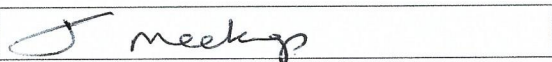
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention 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.

Signed:  **Date:** 10/11/2023

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

Section B

Disclosure

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