

**POTLEY HILL COMMUNITY PRESCHOOL**

**Accounts for the year ended 31 July 2024**

# Potley Hill Community Preschool

## Accounts for the year ended 31 July 2024

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### Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Charity's principal office is:  
Frogmore Community Campus  
Potley Hill Road  
Yateley  
Hampshire GU46 6AG  
Telephone: 01252 869944
- The Charity was established in 1979 under the auspices of the Preschool Learning Alliance. It is registered in England & Wales, number 1023187.
- The Management Committee are appointed annually at the annual general meeting by majority vote. The following served as Committee members during the financial year:

Caroline Wallbank	Chair	
Lauren Misa	Treasurer	
Kat Croser	Secretary	From 16 <sup>th</sup> October 2023
Steph Norton	Deputy Secretary	From 16 <sup>th</sup> October 2023
Sarah Abel	Deputy Treasurer	From 16 <sup>th</sup> October 2023
Hayley Jackson	ex officio, Manager	From 15 <sup>th</sup> September 2023
Nika Puncer-Kugler		From 16 <sup>th</sup> October 2023
Christina Ashford		From 16 <sup>th</sup> October 2023
Katie Cobie		From 16 <sup>th</sup> October 2023
Marina Contreras Aguilar		16 <sup>th</sup> October 2023 to 24 <sup>th</sup> May 2024
Andrea Bullock	ex officio, Manager	Until 15 <sup>th</sup> September 2023
Natasha Munday		Until 16 <sup>th</sup> October 2023
Tara-Jane Nicholas		Until 16 <sup>th</sup> October 2023
Gemma Johnson		Until 16 <sup>th</sup> October 2023
Abigal Fickling		Until 16 <sup>th</sup> October 2023
Ella Carroll		Until 16 <sup>th</sup> October 2023

The Charity's independent examiner is:

Mrs Claire Connell  
86 Silverdale Road  
Earley  
Reading RG6 7LT

- The preschool's bankers are The Co-operative Bank, Charity Bank, and Nationwide Building Society

# **Potley Hill Community Preschool**

## **Annual Report of the Management Committee for the year ended 31 July 2024**

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming Annual General Meeting to be held at the Frogmore Community Campus, Yateley on 14<sup>th</sup> October 2024.

### **Objectives and activities**

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Hampshire County Council. The Preschool was open during the year for five full days per week between 8 am and 6 pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in December 2019, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

### **Achievements and performance**

The number of children on the roll was at a similar level to the previous year. Overall occupancy was 91.92% compared with 99.38% the previous year.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

The preschool has benefitted from stability in staffing over the past year. Staff training is ongoing, with a view to ensuring all staff are qualified to at least level 3.

# **Potley Hill Community Preschool**

## **Annual Report of the Management Committee for the year ended 31 July 2024 (continued)**

### **Financial review**

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the year, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

These accounts show a surplus of £45,465 on unrestricted funds, compared with a surplus of £11,398 in the previous year. The balance sheet shows net assets and reserves of £239,763 (2023: £194,298), compared with annual income of some £471,669 (2023: £422,774).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased in 2023 (see below). Reserves at 31 July 2023 were as follows:

- A designated reserve of £170,000, equivalent approximately to one term's expenses plus £35,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2023. The amount in this reserve is reviewed annually.
- Unallocated general funds of £69,763.

### **Structure, governance and management**

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the Preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

The Charity's statutory particulars, including the names of trustees, are on page 1.

**Potley Hill Community Preschool  
Annual Report of the Management Committee for the year ended  
31 July 2024 (continued)**

**Structure, governance and management (continued)**

The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Preschool Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Preschool Learning Alliance insurance policies provide appropriate cover by in respect of:

- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee

*Caroline Wallbank*

Caroline Wallbank  
Chair  
Dated 14<sup>th</sup> October 2024

*Kat Croser*

Kat Croser  
Secretary

## **Potley Hill Community Preschool Independent Examiner's Report to the Committee**

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the year ended 31 July 2024 which are set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for 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 Charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Claire Connell MA, ACA, CTA  
Chartered Accountant

86 Silverdale Road  
Earley  
Reading  
RG6 7LT

24th October 2024

**Potley Hill Community Preschool**  
**Statement of Financial Activities for the year ended 31 July 2024**

	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2024</u> <u>Total</u> £	<u>2023</u> <u>Total</u> £
<b>Income and endowments from:</b>				
Donations and legacies				
Other grants	-	-	-	500
Connect4Communities grant	-	-	-	<u>360</u>
				860
Charitable activities				
Grants from local education authority	-	297,938	297,938	232,642
Parental fees and other contributions	-	<u>162,609</u>	<u>162,609</u>	<u>180,199</u>
		460,547	460,547	412,841
Other trading activities				
Christmas events	-	717	717	887
Sponsored event	-	1,517	1,517	545
Hand prints	-	120	120	173
Commissions from photographs & other income	-	1,896	1,896	2,534
Uniform sales	-	<u>2,864</u>	<u>2,864</u>	<u>3,166</u>
		7,114	7,114	7,305
Investments; bank interest	-	4,008	4,008	1,767
<b>Total</b>	-	<u>471,669</u>	<u>471,669</u>	<u>422,773</u>
<b>Expenditure on:</b>				
Raising funds				
Advertising (including website costs)	-	1,970	1,970	1,641
Charitable activities				
Staff salaries and related costs (Note 3)	-	358,872	358,872	343,659
Uniforms	-	1,177	1,177	722
Rent, service charges and cleaning for premises	-	30,617	30,617	30,078
Gardens and general maintenance	-	172	172	294
Garden and premises improvements	-	1,675	1,675	7,240
Equipment and consumables	-	9,537	9,537	8,225
Milk and provisions	-	1,315	1,315	1,062
Hot lunches	-	10,933	10,933	12,399
Office supplies, telephone and sundry costs	-	681	681	570
Accountancy, payroll & HR software/support	-	3,018	3,018	1,385
Printing and photocopying	-	526	526	687
Membership, accreditation and insurance	-	2,679	2,679	2,198
Uncollected fees expense	-	2,053	2,053	(18)
Independent examination fees (Note 5)	-	650	650	550
Connect4Communities expenditure	-	-	-	510
Depreciation	-	<u>329</u>	<u>329</u>	<u>173</u>
		424,234	424,234	409,734
<b>Total</b>	-	<u>426,204</u>	<u>426,204</u>	<u>411,375</u>
<b>NET INCOME FOR THE YEAR</b>	-	<b>45,465</b>	<b>45,465</b>	<b>11,398</b>
Total funds brought forward	-	194,298	194,298	182,900
Transfers between funds	-	-	-	-
<b>TOTAL FUNDS CARRIED FORWARD</b>	-	<u><b>239,763</b></u>	<u><b>239,763</b></u>	<u><b>194,298</b></u>

**Potley Hill Community Preschool  
Balance Sheet as at 31 July 2024**

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
<b>Fixed assets</b>			
Tangible assets	6	2,961	-
<b>Current assets</b>			
Stocks of uniform & consumables		765	1,229
Debtors	7	5,208	7,189
Cash at bank and in hand			
Current account		140,775	105,287
Deposit accounts		163,373	152,647
Petty cash		-	77
Total current assets		310,121	266,429
<b>Creditors: amounts falling due within one year</b>			
Creditors and accruals	8	-73,319	-72,131
<b>Net current assets</b>		236,802	194,298
<b>NET ASSETS</b>		<b>239,763</b>	<b>194,298</b>
<b>The funds of the Charity</b>			
Restricted income funds	9	-	-
Unrestricted funds	9	239,763	194,298
<b>TOTAL CHARITY FUNDS</b>		<b>239,763</b>	<b>194,298</b>

Approved at a meeting of the Management Committee held on 14<sup>th</sup> October 2024

*Caroline Wallbank*

Caroline Wallbank  
Chair

*Lauren Misa*

Lauren Misa  
Treasurer

# Potley Hill Community Preschool

## Notes to the Accounts for the year ended 31 July 2024

### 1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

### 2. Accounting policies

#### a) General matters

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

#### b) Going concern

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 August 2024 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

#### c) Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

#### d) Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

### 3. Staff costs

	<u>2024</u>	<u>2023</u>
	£	£
Salaries	328,774	313,401
Social Security, less small employer rebate	15,578	16,194
Employer pension contributions (NEST scheme)	9,024	8,862
Training, uniforms and other	5,496	5,202
	358,872	343,659

**Potley Hill Community Preschool**  
**Notes to the Accounts for the year ended 31 July 2024 (continued)**

**3. Staff costs (continued)**

	<u>2024</u> Number	<u>2023</u> Number
Average number of staff employed	18	20
Full-time staff equivalents	16	16

No employee earned more than £60,000 per annum (2023: none); and, in the opinion of the trustees, no employee was able to exert significant influence over the running of the Charity.

**4. Trustees**

None of the trustees received any emoluments or reimbursement of expenses in respect of those services. The salary of the Manager, who is a trustee *ex officio*, is included in staff costs in Note 3.

**5. Governance costs**

The only governance cost that is separately identifiable is the fees paid to the independent examiner of £550 for those services (2023: £550). £100 was charged by the examiner for Corporation Tax services in 2023-24. The premium paid for general insurances includes trustee indemnity cover, but the amount is not separately stated in the premium.

**6. Fixed assets; tangible assets**

	<u>£</u>
<u>Cost</u>	
At 1 August 2023	25,956
Disposals in the year	-
Additions in the year	3,290
At 31 July 2024	29,246
<u>Depreciation</u>	
At 1 August 2023	25,956
Written off re disposals	-
Charge for the year	329
At 31 July 2024	26,285
<u>Net book value</u>	
31 July 2024	2,961
31 July 2023	-

**7. Debtors**

	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
Fees receivable less provisions	1,398	3,269
Other debtors	1,330	673
Prepaid expenses	2,480	3,247
	5,208	7,189

**Potley Hill Community Preschool**  
**Notes to the Accounts for the year ended 31 July 2024 (continued)**

<b>8. Creditors</b>	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Supplies and services for preschool activities	-148	2,596
Accrued holiday pay & bonus	58,556	56,312
PAYE & National Insurance	6,016	5,599
Pension contributions	2,089	2,296
Parents' fees received in advance	2,831	3,382
Other creditors and accruals	3,975	1,946
	<b>73,319</b>	<b>72,131</b>

<b>9. Reserves</b>	<u>July</u>	<u>Surplus</u>	<u>Fund</u>	<u>July</u>
	<u>2023</u>	<u>for year</u>	<u>Transfer</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Restricted reserves</u>				
Connect4Communities grant	-	-	-	-
<u>Unrestricted funds</u>				
General fund	54,298	15,465	-	69,763
Designated fund; strategic contingencies reserve	140,000	30,000	-	170,000
	194,298	45,465	-	239,763
<b>All reserves</b>	<b>194,298</b>	<b>45,465</b>	-	<b>239,763</b>

The Connect4Communities grant was government funding for vulnerable families. This had to be spent on food and energy for eligible recipients.

<b>10. Analysis of net assets by fund</b>	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>fund</u>	<u>fund</u>	<u>fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	2,961	-	-	2,961
Stocks	765	-	-	765
Debtors	5,208	-	-	5,208
Bank & cash balances	134,148	170,000	-	304,148
Creditors	-73,319	-	-	-73,319
	69,763	170,000	-	239,763

**11. Contingent liabilities**

There were no contingent liabilities at 31 July 2024 (2023; none).

**12. Transactions with related parties**

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £18,526 (2023 £10,272), all at the standard fee rates.