



## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2023 To 31 December 2023

Charity name: Trinity Pre-School

Charity registration number: 1023282

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aims of the preschool are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through a community group.
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	The preschool achieves its aims by offering play, education, and care facilities together with the right of parents to take responsibility for and to become involved in the activities of the preschool ensuring that the preschool offers opportunity for all children, whatever their race, culture, religion, means, or ability. Encouraging the study of the needs of their children and their families and promoting public interest and in recognition of such needs in our local area. Instigating and adhering to and further the aims and objectives of the Early Years Alliance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year, we kept in mind the Charity Commissions guidance on public benefit at our committee meetings.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>NA</b>
Policy on social investment including program related investment	Para 1.38	<b>NA</b>
Contribution made by volunteers	Para 1.38	<b>NA</b>
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	The preschool ran a number of fundraising events throughout the year and were able to raise money for garden improvements and additional learning materials.

### 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	
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	The charity made a profit of £7731.63 over the 2023 period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	General Reserve – The purpose of the organisation is to provide preschool learning to children. Funding comes from the Local Authority in the form of the Early Years Single Funding Formula Grant and also fees from non-funded attendees. Changes in Government Policy can significantly influence the level of fees and grants the preschool receives. The primary expense incurred by the organisation is staff salaries. The level of EYSFF and fees income can vary according to the number of attendees in any one term, but a reduction in attendees does not necessarily result in an equivalent reduction in staffing for other costs.
Amount of reserves held	Para 1.22	As a result of the above, the trustees feel it is prudent to maintain a general reserve to secure the continued operation of the organisation should there be a material reduction in fees, or other unforeseen expenditure in future periods. The preschool holds a minimum of 3 months full running costs and redundancy entitlement in general reserve.
Reasons for holding zero reserves	Para 1.22	<b>N/a</b>
Details of fund materially in deficit	Para 1.24	<b>N/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/a</b>

### 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 main source of income for the organisation is from Early Years Funding (EYSFF) and fees.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/a</b>
A description of the principal risks facing the charity	Para 1.46	<b>N/a</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pres-School Learning Alliance (Early Years Alliance) Constitution 2011 adopted on 13 <sup>th</sup> November 2017.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Voluntary Charity Unincorporated
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	Appointed or reappointed annually at the AGM

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>NA</b>
Other		

### Reference and Administrative details

Charity name	Trinity Pre-School
Other name the charity uses	None
Registered charity number	1023282
Charity's principal address	Vicarage Road Henley on Thames RG9 1HJ

**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	Lindsay Cammish	Chair		
2	Natasha Reynolds	Treasurer		
3	Amy O'Hagan	Co-Treasurer	01/09/2023	
4	Clarice Chung	Co-Secretary	01/09/2023	
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		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### 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

N/A
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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

	<b>Signature(s)</b>	<i>Lindsay Cammish</i>	<i>Natasha Reynolds</i>
	<b>Full name(s)</b>	Lindsay Cammish	Natasha Reynolds
	<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
	<b>Date</b>	2024-10-29	2024-10-29

# Signature Certificate

Reference number: SWUS7-ELCXP-B2XZ8-RMHOX

## Signer

## Timestamp

## Signature

### Lindsay Cammish

Email: lindsaylkammish@gmail.com

Sent: 29 Oct 2024 14:42:56 UTC  
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Signed: 29 Oct 2024 14:54:09 UTC

*Lindsay Cammish*

### Recipient Verification:

✓ Email verified 29 Oct 2024 14:53:32 UTC

IP address: 149.102.188.42  
Location: Henley on Thames, United Kingdom

### Natasha Reynolds

Email: natashahreynolds@gmail.com

Shared via link

Sent: 29 Oct 2024 14:42:56 UTC  
Viewed: 29 Oct 2024 15:32:26 UTC  
Signed: 29 Oct 2024 15:33:11 UTC

*Natasha Reynolds*

IP address: 51.241.119.166  
Location: Reading, United Kingdom

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## Receipts and payments accounts

For the period from	Period start date 1/1/2023	To	Period end date 31/12/2023
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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>					
NEG FUNDING (inc SEN FUNDING, 2yr ETC)	95,528	-	-	95,528	85,160
FEES (inc DEPOSITS)	55,118	-	-	55,118	50,762
BANK INTEREST	3,416	-	-	3,416	656
DONATIONS	1,976	-	-	1,976	-
FUNDRAISING	-	-	-	-	3,090
MISC	-	-	-	-	455
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>156,037</b>	<b>-</b>	<b>-</b>	<b>156,037</b>	<b>140,123</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>156,037</b>	<b>-</b>	<b>-</b>	<b>156,037</b>	<b>140,123</b>
<b>A3 Payments</b>					
ADVERTISING & MARKETING	36	-	-	36	-
AUDIT & ACCOUNTANCY FEES	2,611	-	-	2,611	-
BANK FEES	60	-	-	60	66
CONSULTING	1,000	-	-	1,000	-
EMPLOYERS NATIONAL INSURANCE	7,274	-	-	7,274	-
FUNDRAISING EXPENSES	631	-	-	631	173
SCHOOL ACTIVITIES & OUTINGS	673	-	-	673	-
SUPPLIES & EQUIPMENT	4,781	-	-	4,781	5,960
INSURANCE	1,632	-	-	1,632	2,487
IT SOFTWARE & CONSUMABLES	180	-	-	180	-
PENSIONS COSTS	1,752	-	-	1,752	-
ADMINISTRATION (inc POSTAGE, PRINTING ETC)	294	-	-	294	1,602
RENT	500	-	-	500	500
BUILDING/GROUND MAINTENANCE	1,151	-	-	1,151	1,184
SALARIES	121,593	-	-	121,593	112,725
TRAINING	1,852	-	-	1,852	380
MEMBERSHIPS/LICENCES	1,148	-	-	1,148	334
TELEPHONE	1,138	-	-	1,138	1,063
UTILITY	-	-	-	-	2,684
PETTY CASH	-	-	-	-	-
MISC	-	-	-	-	1,178
CANTEEN/CLEAN	-	-	-	-	1,899
<b>Sub total</b>	<b>148,306</b>	<b>-</b>	<b>-</b>	<b>148,306</b>	<b>132,234</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>148,306</b>	<b>-</b>	<b>-</b>	<b>148,306</b>	<b>132,234</b>
<b>Net of receipts/(payments)</b>	<b>7,732</b>	<b>-</b>	<b>-</b>	<b>7,732</b>	<b>7,888</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>167,669</b>	<b>-</b>	<b>-</b>	<b>167,669</b>	<b>159,781</b>
<b>Cash funds this year end</b>	<b>175,401</b>	<b>-</b>	<b>-</b>	<b>175,401</b>	<b>167,669</b>

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

Categories

**B1 Cash funds**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CAF GOLD CURRENT ACCOUNT BALANCE	122,313	-	-
CAF RESERVE ACCOUNT BALANCE	53,913	-	-
CAF CASH	-	-	-
PETTY CASH	63	-	-
<b>Total cash funds</b>	<b>176,290</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
N/A	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
N/A		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
N/A		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<i>Lindsay Cammish</i>	Lindsay Cammish	2024-10-29

*Natasha Reynolds*

Natasha Reynolds 2024-10-29

# Signature Certificate

Reference number: CKEMI-EVLQK-OCBRP-RMWCS

## Signer

## Timestamp

## Signature

### Lindsay Cammish

Email: lindsaykcamish@gmail.com

Sent: 29 Oct 2024 14:40:28 UTC  
Viewed: 29 Oct 2024 14:51:13 UTC  
Signed: 29 Oct 2024 14:53:15 UTC

*Lindsay Cammish*

### Recipient Verification:

✓ Email verified 29 Oct 2024 14:51:13 UTC

IP address: 149.102.188.42  
Location: Henley on Thames, United Kingdom

### Natasha Reynolds

Email: natashareynolds@gmail.com

Sent: 29 Oct 2024 14:40:28 UTC  
Viewed: 29 Oct 2024 15:00:49 UTC  
Signed: 29 Oct 2024 15:02:23 UTC

*Natasha Reynolds*

### Recipient Verification:

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**Section A Independent Examiner's Report**

**Report to the trustees**

Charity Name  
TRINITY PRE-SCHOOL

**On accounts for the year  
ended**

31/12/2023 Charity no (if any) 1023282

**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 DD / MM / YYYY.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed: Tracy Lewis Date: 29-10-24

Name: TRACY LEWIS

Relevant professional qualification(s) or body DIRECTOR

(if any):

Address: OFFICE 11, CHILTERN COURT  
37 ST PETERS AVENUE  
CAVERSITAM, RG47 0H

**Section B Disclosure**

Only complete if the examiner needs to highlight material 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.