



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1	September	2021	<b>To</b>	31	August	2022

## Section A Reference and administration details

**Charity name** Orchard Pre-School

**Other names charity is known by** N/A

**Registered charity number (if any)** 1024956

**Charity's principal address** St Andrews Church, Beaulieu Road  
 Dibden Purlieu  
 Southampton, Hampshire  
**Postcode** SO45 4PT

### 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	Natalie Walker	Chairman	Re-elected 10.11.2021	Annual General Meeting
2	Carla Venton	Secretary	Re-elected 10.11.2021	Annual General Meeting
3	Sheridan Holland	Lead Practitioner	Re-elected 10.11.2021	Annual General Meeting
4	Lauren Ratcliffe	Treasurer	Elected 10.11.2021	Annual General Meeting
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15				
16				
17				
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
None	


**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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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution dated 9 <sup>th</sup> February 2021
How the charity is constituted <i>(eg. trust, association, company)</i>	Unincorporated charity
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected by 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 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.

**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)**

In planning and carrying out the activities for the year the Trustees kept in mind the Charity Commission guidance on public benefit through discussion at Trustee meetings.

The focus of activity continues to be the development of pre-school children in a safe, structured and supportive environment. The following activities further the Pre-School's objectives and provide public benefit:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and 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;
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area;
- Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

**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**

The main achievements of the Pre-school in the year were:

- Successfully developing the 60 children attending the pre-school in a safe and fun environment
- Open all day from 9 – 3.30 term time only for children between the ages of 2 year 9 months and 4 years
- Maintaining the quality of the pre-school so that the waiting list remains full and the pre-school committee is active
- Taking students from local colleges on work experience and placements
- Providing a range of activities for parents to be engaged in the pre-school, e.g. trips, parent helper rota
- Fundraising activities
- Working closely with other agencies, including: local infant schools, Portage (special needs provision), Children's Centres
- Receiving input from other local organisations as part of the topic work including the police and firefighters
- Maintaining links between the pre-school and parents, e.g. home visits for new children, parents' evenings, social events
- Accepting children with health issues and special needs to be inclusive and reflective of the community

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The Pre-school maintains a cash reserve account in order to:

- Reduce the impact of risks posed by unavoidable changes or circumstances
- Manage events that require significant amounts of cash that cannot be met from normal operating income.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

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


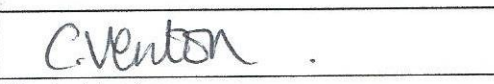
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Natalie Walker	Carla Venton
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary

**Date**

28 / 4 / 23



Charity Name Orchard Pre-School	No (if any) 1024956	<b>CC16a</b>	
<b>Receipts and payments accounts</b>			
For the period from	Period start date 01-Sep-21	To	Period end date 31-Aug-22

**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>					
HCC funding	90,099	-	-	90,099	78,132
Parent receipts	14,144	-	-	14,144	20,837
Grants	1,500	-	-	1,500	150
Social events	-	-	-	-	-
Fundraising	2,277	-	-	2,277	2,144
Donations	25	-	-	25	50
Trips	-	-	-	-	-
Other sundry receipts	2,756	-	-	2,756	2,448
	-	-	-	-	-
<b>Sub total</b>	<b>110,801</b>	<b>-</b>	<b>-</b>	<b>110,801</b>	<b>103,761</b>
<b>A2 Asset and investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>110,801</b>	<b>-</b>	<b>-</b>	<b>110,801</b>	<b>103,761</b>
<b>A3 Payments</b>					
Staff costs	87,872	-	-	87,872	84,104
Premises	8,790	-	-	8,790	11,076
Professional development	35	-	-	35	451
Consumables	1,333	-	-	1,333	1,192
Social events	-	-	-	-	-
Fundraising costs	825	-	-	825	180
Trips	-	-	-	-	-
Administration	2,109	-	-	2,109	2,325
Other sundry costs	1,907	-	-	1,907	1,668
	-	-	-	-	-
<b>Sub total</b>	<b>102,871</b>	<b>-</b>	<b>-</b>	<b>102,871</b>	<b>100,996</b>
<b>A4 Asset and investment purchases, etc.</b>					
	1,424	-	-	1,424	586
<b>Total payments</b>	<b>104,295</b>	<b>-</b>	<b>-</b>	<b>104,295</b>	<b>101,582</b>
<b>Net of receipts/(payments)</b>	<b>6,506</b>	<b>-</b>	<b>-</b>	<b>6,506</b>	<b>2,181</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>72,816</b>	<b>-</b>	<b>-</b>	<b>72,816</b>	<b>70,635</b>
<b>Cash funds this year end</b>	<b>79,322</b>	<b>-</b>	<b>-</b>	<b>79,322</b>	<b>72,816</b>



Charity Name Orchard Pre-School	No. (if any) 1024956		
<b>Receipts and payments accounts</b>			
For the period from	Period start date 01-Sep-21	To	Period end date 31-Aug-22

CC16a

**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	Current account	23,011	-	-
	Reserve account	56,211	-	-
	Petty cash	100	-	-
	<b>Total cash funds</b>	<b>79,322</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 £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Educational and play equipment	Unrestricted funds	-	-
	Garden Shed	Unrestricted funds	-	-
	Fixtures and fittings	Unrestricted funds	-	-
	Office equipment	Unrestricted funds	-	-
	Laptop computer	Unrestricted funds	-	-
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	NATALIE WALKER	21/3/23
	CARLA VENTON	28/4/23



Section A

Independent Examiner's Report

Report to the trustees/ members of	ORCHARD PRE-SCHOOL		
On accounts for the year ended	31 AUGUST 2022	Charity no (if any)	1024956
	Set out on pages 3 AND 4		

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 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: Gemma Cousens Date: 23/03/2023

Name: GEMMA COUSENS

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

Address: LANGDALE, BEAULIEU ROAD, DIBDEN  
PURLIEU, SOUTHAMPTON, SO4S 4JE

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).

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

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