



## Trustees' annual report (including Directors' report) for the period

From: Period start date 01 Sept 2022 To period end date 31 August 2023

Charity name: Orchard Pre-school

Charity registration number:1024956

Company number:

### Objectives and activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | 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 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>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>• 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;</li><li>• 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;</li></ul> <p>Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.</p> |
| Statement confirming whether the trustees have had regard to the guidance  | Para 1.18          | The trustees have had regard to the guidance issued by the Charity Commission on public benefit.  |

|  |  |  |
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| 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      |  |
| Other  |                |  |

### Achievements and performance

|   |           |  |
|---|-----------|--|
| 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 | <p>The main achievements of the Pre-school in the year were:</p> <ul style="list-style-type: none"> <li>• Successfully developing the 50 children attending the pre-school in a safe and fun environment</li> <li>• Open all day from 9 – 3.30 term time only for children between the ages of 2 year 9 months and 4 years</li> <li>• Maintaining the quality of the pre-school so that the waiting list remains full and the pre-school committee is active</li> <li>• Taking students from local colleges on work experience and placements</li> <li>• Providing a range of activities for parents to be engaged in the pre-school, e.g. trips, parent helper rota</li> <li>• Fundraising activities</li> <li>• Working closely with other agencies, including; local infant schools, Portage (special needs provision), Children's Centres</li> </ul> |
|---|-----------|--|

|  |  |  |
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|  |  | <ul style="list-style-type: none"> <li>• Receiving input from other local organisations as part of the topic work including the police and firefighters</li> <li>• Maintaining links between the pre-school and parents, e.g. home visits for new children, parents' evenings, social events</li> <li>• Accepting children with health issues and special needs to be inclusive and reflective of the community</li> </ul> |
|--|--|--|

### 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 | At the end of the financial year the pre-school was £5000 credit.  |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The Pre-school maintains a cash reserve account in order to:</p> <ul style="list-style-type: none"> <li>• Reduce the impact of risks posed by unavoidable changes or circumstances</li> </ul> |

|  |           |   |
|--|-----------|---|
|  |           | Manage events that require significant amounts of cash that cannot be met from normal operating income. |
| Amount of reserves held  | Para 1.22 | 56605   |
| Reasons for holding zero reserves  | Para 1.22 |   |
| Details of fund materially in deficit  | Para 1.24 |   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |   |

### 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 | Government grant and parent fees |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |                                  |
| 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: for example, trust deed, memorandum and articles of association etc               | Para 1.25 | Pre-school learning Alliance constitution updated February 2021 |
| How is the charity constituted? for example limited company, unincorporated association, CIO                  | Para 1.25 | Unincorporated Charity  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of | Para 1.25 | Election at AGM   |

|   |  |  |
|---|--|--|
| any person or body entitled to appoint one or more trustees |  |  |
|   |  |  |

### 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 |  |
| Other   |           |  |

### Reference and administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | Orchard Pre-school  |
| Other name the charity uses |   |
| Registered charity number   | <b>1024956</b>  |
| Charity's principal address | <b>St Andrews Church Centre<br/>Beaulieu Rd<br/>Dibden Purlieu<br/>SO45 4PT</b> |

### 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   | Chair           |                                   | AGM   |
| 2 | Lauren Ratcliffe | Treasurer       |                                   | AGM   |
| 3 | Carla Venton     | Secretary       |                                   | AGM   |
| 4 | Sherie Holland   | Manager         |                                   | AGM   |
| 5 |                  |                 |                                   |   |
| 6 |                  |                 |                                   |   |
| 7 |                  |                 |                                   |   |
| 8 |                  |                 |                                   |   |
| 9 |                  |                 |                                   |   |

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**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   |  |
| 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

|  |  |  |
|--|--|--|
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|  |  |  |

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

|  |
|--|
|  |
|--|

### Other optional information

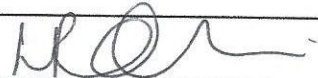
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### Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

|  |              |   |
|--|--------------|---|
| Signature(s)                                 | C. Venton    |  |
| Full name(s)                                 | CARLA VENTON | LAUREN RATCLIFFE  |
| Position (for example Secretary, Chair, etc) | SECRETARY    | CHAIR.  |
| Date   | 1/5/24.      |   |



Charity Name  
Orchard Pre-School

For Charity  
1024956

### Receipts and payments accounts

CC16a

For the period from 01-Sep-22 To 31-Aug-23

#### Section A Receipts and payments

|  | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                             |  |                                      |                                     |                                 |                               |
| HCC funding                                    | 94,501                                 | -                                    | -                                   | 94,501                          | -                             |
| Parent receipts                                | 14,970                                 | -                                    | -                                   | 14,970                          | -                             |
| Grants   | 2,000                                  | -                                    | -                                   | 2,000                           | -                             |
| Social events                                  | -                                      | -                                    | -                                   | -                               | -                             |
| Fundraising                                    | 1,768                                  | -                                    | -                                   | 1,768                           | -                             |
| Donations                                      | 2,000                                  | -                                    | -                                   | 2,000                           | -                             |
| Trips  | -                                      | -                                    | -                                   | -                               | -                             |
| Other sundry receipts                          | 2,710                                  | -                                    | -                                   | 2,710                           | -                             |
| <b>Sub total</b>                               | <b>117,950</b>                         | <b>-</b>                             | <b>-</b>                            | <b>117,950</b>                  | <b>-</b>                      |
| <b>A2 Asset and investment sales, etc.</b>     |  |                                      |                                     |                                 |                               |
| <b>Total receipts</b>                          | <b>117,950</b>                         | <b>-</b>                             | <b>-</b>                            | <b>117,950</b>                  | <b>-</b>                      |
| <b>A3 Payments</b>                             |  |                                      |                                     |                                 |                               |
| Staff costs                                    | 92,155                                 | -                                    | -                                   | 92,155                          | -                             |
| Premises                                       | 12,733                                 | -                                    | -                                   | 12,733                          | -                             |
| Professional development                       | 415                                    | -                                    | -                                   | 415                             | -                             |
| Consumables                                    | 1,089                                  | -                                    | -                                   | 1,089                           | -                             |
| Social events                                  | 116                                    | -                                    | -                                   | 116                             | -                             |
| Fundraising costs                              | 590                                    | -                                    | -                                   | 590                             | -                             |
| Trips  | 295                                    | -                                    | -                                   | 295                             | -                             |
| Administration                                 | 2,465                                  | -                                    | -                                   | 2,465                           | -                             |
| Other sundry costs                             | 1,978                                  | -                                    | -                                   | 1,978                           | -                             |
| <b>Sub total</b>                               | <b>111,835</b>                         | <b>-</b>                             | <b>-</b>                            | <b>111,835</b>                  | <b>-</b>                      |
| <b>A4 Asset and investment purchases, etc.</b> |  |                                      |                                     |                                 |                               |
| <b>Total payments</b>                          | <b>112,953</b>                         | <b>-</b>                             | <b>-</b>                            | <b>112,953</b>                  | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>              | <b>4,997</b>                           | <b>-</b>                             | <b>-</b>                            | <b>4,997</b>                    | <b>-</b>                      |
| <b>A5 Transfers between funds</b>              |  |                                      |                                     |                                 |                               |
| <b>A6 Cash funds last year end</b>             | <b>79,322</b>                          | <b>-</b>                             | <b>-</b>                            | <b>79,322</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                | <b>84,319</b>                          | <b>-</b>                             | <b>-</b>                            | <b>84,319</b>                   | <b>-</b>                      |



Charity Name  
Orchard Pre-School

No (if any)  
1024956

### Receipts and payments accounts

CC16a

For the period from 01-Sep-22 To 31-Aug-23

### 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         | 27,614                          | -                             | -                            |
|               | Reserve account         | 56,605                          | -                             | -                            |
|               | Petty cash              | 100                             | -                             | -                            |
|               | <b>Total cash funds</b> | <b>84,319</b>                   |                               |                              |

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

OK

OK

OK

#### B2 Other monetary assets

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------|---------------------------------|-------------------------------|------------------------------|
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |
|         | -                               | -                             | -                            |

#### 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 asset belongs | Cost (optional) | Current value (optional) |
|--------------------------------|-----------------------------|-----------------|--------------------------|
| Educational and play equipment | Unrestricted funds          | -               | -                        |
| Garden Shed                    | Unrestricted funds          | -               | -                        |
| Fixtures and fittings          | Unrestricted funds          | -               | -                        |
| Office equipment               | Unrestricted funds          | -               | -                        |
| Laptop computer                | Unrestricted funds          | -               | -                        |
|                                |                             | -               | -                        |
|                                |                             | -               | -                        |
|                                |                             | -               | -                        |

#### B5 Liabilities

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---------|---------------------------------|-----------------------|---------------------|
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |
|         |                                 | -                     |                     |

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

| Signature | Print Name       | Date of approval |
|-----------|------------------|------------------|
|           | CARLA VENTON     | 11/5/24          |
|           | LAUREN RATCLIFFE | 3.5.24           |



Section A Independent Examiner's Report

Report to the trustees/ members of

ORCHARD PRE-SCHOOL

On accounts for the year ended

31 AUGUST 2023

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 31/08/2023.

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").

Independent examiner's statement

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.

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:

29/02/2024

Name:

GEMMA COUSENS

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

ACA

Address:

WAYSIDE, LIME WALK, DIBDEN PURLEY SOUTHAMPTON, SO45 4RB

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.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide details of items as requested in the text to the left.