

Trustees' Annual Report for the period

From

Period start date	1	September	2023
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 To

Period end date	31	August	2024
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Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

 Postcode

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	Lauren Ratcliffe	Chairman	Elected 22/11/23	Annual General Meeting
2	Carla Venton	Secretary	Re-elected 22/11/23	Annual General Meeting
3	Sheridan Holland	Lead Practitioner	Re-elected 22/11/23	Annual General Meeting
4	Emma Kaintoch	Treasurer	Elected 22/11/23	Annual General Meeting
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17				
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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 th 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.

During the period of this report, Sheridan Holland was the manager of Orchard pre-school. AS of September 2024, the pre-school is now managed by Sian Knappett and Sheridan resigned from the pre-school.

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 45 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), SALT
- 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)

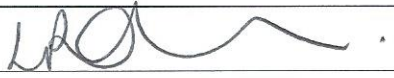

You **may choose** to include additional information, where relevant about:

- 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

Signature(s)		
Full name(s)	Lauren Ratcliffe	Carla Venton
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	22/1/2025.	



Section A Independent Examiner's Report

Report to the trustees/ members of ORCHARD PRE-SCHOOL

On accounts for the year ended 31 AUGUST 2024 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 31/08/2024.

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: [Signature] Date: 11/11/2024

Name: GEMMA COUSENS

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

Address: WAYSIDE, LIME WALK, DIBDEN PURLIEU 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.

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Orchard Pre-School 1024956

Receipts and payments accounts

CC16a

For the period from 01-Sep-23 To 31-Aug-24

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					
HCC funding	85,759	-	-	85,759	
Parent receipts	27,379	-	-	27,379	
Grants	500	-	-	500	
Social events	-	-	-	-	
Fundraising	1,746	-	-	1,746	
Donations	-	-	-	-	
Trips	-	-	-	-	
Other sundry receipts	6,155	-	-	6,155	
	-	-	-	-	
Sub total	121,538	-	-	121,538	-
A2 Asset and investment sales, etc.					
	-	-	-	-	-
Total receipts	121,538	-	-	121,538	-
A3 Payments					
Staff costs	101,325	-	-	101,325	
Premises	12,330	-	-	12,330	
Professional development	543	-	-	543	
Consumables	1,241	-	-	1,241	
Social events	272	-	-	272	
Fundraising costs	452	-	-	452	
Trips	-	-	-	-	
Administration	1,769	-	-	1,769	
Other sundry costs	2,135	-	-	2,135	
	-	-	-	-	
Sub total	120,067	-	-	120,067	-
A4 Asset and investment purchases, etc.					
	2,793	-	-	2,793	
Total payments	122,860	-	-	122,860	-
Net of receipts/(payments)	- 1,322	-	-	- 1,322	-
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end					
	84,319	-	-	84,319	
Cash funds this year end					
	82,996	-	-	82,996	



Charity Name: Orchard Pre-School
 Charity No: 1024956

CC16a

Receipts and payments accounts

For the period from: 01-Sep-23 To: 31-Aug-24

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	25,210	-	-
	Reserve account	57,686	-	-
	Petty cash	100	-	-
	Total cash funds	82,996	-	-

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

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