



Trustees' Annual Report for the period

Period start date: 1 August 2021
 Period end date: 31 July 2022
 From To

Section A Reference and administration details

Charity name: **POTTON PRE-SCHOOL (ST. MARY'S)**

Other names charity is known by: **POTTON PRE-SCHOOL**

Registered charity number (if any): **1027170**

Charity's principal address:

Everton Road	
Potton	
Sandy	
Postcode	SG19 2PB

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	Hannah Salmon	Chair		
2	Keighley Northfield	Treasurer		
3	Sarah Jenkins	Secretary	Resigned June 2022	
4	Christine Dunne			
5	Lesley-Ann Northrop			
13	Lynne Clift			
14	Ru Jogia-Patel			
16	Hannah Mayhew-Mead			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Holly Gabbitas, Preschool Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011) dated 17.11.2014
How the charity is constituted	Unincorporated association
Trustee selection methods	Trustees are generally elected from the membership at the AGM, but may be co-opted onto the Committee in the period between AGMs.

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.

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 and by the activities set out below.

A pre-school, also providing before and after school care and holiday clubs for children up to school year 7. The primary activities listed in the Constitution are:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the rights of parents to take responsibility for and to 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 providing public interest in and recognition of such needs in the local areas.
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

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 carrying out the activities of the Preschool and in exercising our powers and duties as trustees of the Preschool we have had regard to the guidance issued by the Charity Commission on public benefit. In particular, during the course of the accounting year the trustees have:

- Purchased a new kitchen for the home corner area
- Continued to invest in improving our SEN facilities by purchasing new items for the SEN room.
- Purchased a variety of new and educational toys, including multi-cultural items and resources and replenished tired resources.
- Purchased large garden equipment such as a new sand table.
- Revived our Maths stations and purchased new resources for these.
- Continued to provide the staff with mandatory and additional training opportunities to further enhance the skill set of the setting and ensure that all staff are up-to-date with changes in the sector, particularly with regards to the EYFS Reform changes.
- A member of staff enrolled on the Level 3 Forest School Leader training course
- Ensured that the staff were provided with the correct PPE to continue to operate and established a monthly 'fogging' schedule with an external contractor to ensure that the building, staff and children had the highest level of protection from the virus and to prevent the spread.
- Created a forest area in the garden
- Re-vamped our quiet book area, purchased new books, cushions and dividers..

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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The Pre-school has provided term-time sessions for 76 children under statutory school age during the accounting year 2021-2022.

Our before and after school club, The Nest, continued to be a valuable source of affordable childcare for local families and during the year, providing assistance to over 130 families. The numbers this year are back up to the pre-Covid numbers.

The local community continue to be very supportive, and we were lucky to receive a financial donation from the Potton Consolidated Charity.

Our fundraising activities have been limited this year because of the cost of living crisis. We have, however, raised £98.97 through our membership of the easyfundraising website, and £217.88 through our membership of Amazon Smile.

We have worked very closely with other Early Years settings and schools in the area throughout the academic year and have supported each other.

Section E Financial review

Brief statement of the charity's policy on reserves

The Pre-school has in place a deposit account which enables a salary reserve to cover the cost of 2 months wages in the unlikely event that the Pre-school has to close – this is a recommendation of the Early Years Alliance.

Details of any funds materially in deficit

N/A

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.

Our income comes from the following sources: Local Authority 2, 3 and 4 year-old funding for Pre-schoolers, Unfunded session fees for pre-schoolers, SEN Funding, The Nest Breakfast and After School Club fees.

Our fee increases in the previous Accounting year, along with Local Authority funding and sound costs management by the Preschool management team, has meant we have been able to recoup some of the financial losses due to Covid. At the end of the financial year we made a small surplus, which we were not expecting and had forecast to breakeven. Our utilities and insurance have risen this year, we also had to cover the annual sinking fund charge to the council as well as other repair costs – in particular to our boiler.

Our income covers the day-to-day running and staffing costs of the pre-school and Nest and we are lucky enough to have a small fundraising team to help raise extra funds to use in the setting to replace worn out toys and pay for Christmas / End of Year treats for the children. Fundraising activities have been severely impacted by the cost of living crisis, families are being frugal during these difficult times but we have used other means such as fundraising shopping websites to raise monies during the year, and were grateful to receive a donation from Potton Consolidated Charities during the year.

All Pre-school funds are used to enrich the children's learning ensuring that we continue to offer the best Early Years' experience possible for all the children in our community and we work hard to maintain our Outstanding rating.

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)	Hannah Salmon	Lynne Clift
Position (eg Secretary, Chair, etc)	Chair	Secretary



CHARITY COMMISSION
FOR ENGLAND AND WALES

Potton Pre-School (St. Mary's)

1027/170

Receipts and payments accounts

CC16a

For the period
from

01-Aug-21

To

31-Jul-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fee Payments & Vouchers	61,261	-	-	61,261	39,527
CBC Funding Income	147,591	-	-	147,591	136,864
Fundraising Income	331	-	-	331	229
Bank Interest	3	-	-	3	4
Donations/Goodwill	1,001	-	-	1,001	1,000
Sub total (Gross income for AR)	210,187	-	-	210,187	177,623
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	210,187	-	-	210,187	177,623
A3 Payments					
Wages / Payroll	139,594	-	-	139,594	130,138
HMRC	21,867	-	-	21,867	13,244
Pension	6,475	-	-	6,475	8,231
Premises / Rent	13,859	-	-	13,859	10,515
Consumables	4,984	-	-	4,984	3,557
Equipment / Resources	3,866	-	-	3,866	2,509
Activities	479	-	-	479	198
Goodwill gift	901	-	-	901	840
Fundraising Costs	-	-	-	-	-
Petty Cash	-	-	-	-	28
Systems & Technology	3,094	-	-	3,094	3,944
Training	2,157	-	-	2,157	530
Utilities	6,048	-	-	6,048	5,552
Shopping / Food	3,895	-	-	3,895	3,089
Miscellaneous	-	-	-	-	-
Sub total	207,221	-	-	207,221	182,375
A4 Asset and investment purchases, (see table)					
General items considered	-	-	-	-	-
investment rather than consumables	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	207,221	-	-	207,221	182,375
Net of receipts/(payments)	2,966	-	-	2,966	4,752
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	110,611	-	-	110,611	115,363
Cash funds this year end	113,577	-	-	113,577	110,611

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	Lloyds Bank Treasurer Account	79,534	-	-
	Lloyds Bus Bank Extra (Reserves)	30,272	-	-
	Lloyds Bus Banking Extra (Fundraising)	3,772	-	-
	Cash in hand (Petty Cash & uniform sales)	-	-	-
	Total cash funds	113,577	-	-

(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	IT replacement cost	Unrestricted	6,000	-
	Rescources replacement cost	Unrestricted	20,000	-
	Furniture replacement cost	Unrestricted	7,500	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		Unrestricted		
		Unrestricted		
	Independent examiner fee	Unrestricted	£635+VAT	01/12/22
		Unrestricted		

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

Signature	Print Name	Date of approval



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Potton Pre-School (St Mary's)

**On accounts for the year
ended**

31st July 2022

**Charity no
(if any)**

10227170

Set out on pages

7 and 8
(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 31st July 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 (other than that disclosed below *) 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:

Date:

24/3/2023

Name:

Richard Dilley

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

FCA FCCA

Address:

George Hay Partnership LLP
Brigham House, 93 High Street
Biggleswade, Beds, SG18 0LD

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.

