



# Trustees' Annual Report for the period

Period start date	1 August 2022	To	31 July 2023
Period end date			
From			

## 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)
Hannah Salmon	Chair		
Keighley Northfield	Treasurer		
Lynne Clift	Secretary		
Christine Dunne			
Lesley-Ann Northrop			
Ru Jogia-Patel			

- 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.

**Additional governance issues (Optional information)**

Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011) dated 17.11.2014 <small>(eg. trust deed, constitution)</small>	Unincorporated association <small>(eg. trust, association, company)</small>	Trustees are generally elected from the membership at the AGM, but may be co-opted onto the Committee in the period between AGMs. <small>(eg. appointed by, elected by)</small>
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**Description of the charity's trusts**

**Section B Structure, governance and management**

Holly Gabbitas, Preschool Manager

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

Type of adviser	Name	Address

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

Name	Dates acted if not for whole year

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

## Objectives and activities

### Section C

Summary of the objects of the charity set out in its governing document

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)

<p>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.</p>	<p>A pre-school, also providing before and after school care and holiday clubs for children up to school year six. The primary activities listed in the Constitution are:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</li> </ul> <p>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 accounting year the trustees have:</p> <ul style="list-style-type: none"> <li>• Purchased a new water table for the outside area</li> <li>• Continued to invest in improving our SEN facilities by purchasing new items for the SEN room.</li> <li>• Purchased a variety of new and educational toys, including multi-cultural items and replenished tired resources.</li> <li>• Revived our Maths stations and purchased new resources for these.</li> <li>• 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.</li> <li>• Pre-School Manager is undertaking her Level 5 qualification.</li> <li>• Maintained and brought additional resources for our forest area in the garden</li> <li>• Purchased new tables and chairs for the main room.</li> </ul>
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Additional details of objectives and activities (Optional information)

Further financial review details (Optional information)

N/A	<p>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.</p>
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**Brief statement of the charity's policy on reserves**

**Details of any funds materially in deficit**

**Section E Financial review**

<p>The Pre-school has provided term-time sessions for 64 children under statutory school age during the accounting year 2022-2023.</p> <p>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 132 families.</p> <p>The local community continue to be very supportive, and we were lucky to receive a financial donation from the Potton Consolidated Charity.</p> <p>Our fundraising activities continue to be limited this year because of the cost of living crisis. We have, however, raised some monies through our membership of the easy fundraising website, and through our membership of Amazon Smile.</p>
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**Summary of the main achievements of the charity during the year**

**Section D Achievements and performance**


Empty box for achievements and performance
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**You may choose to include further statements, where relevant, about:**

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

10/11/23

3/11/23

Signature(s)	
Full name(s)	Hannah Salmon
Position (eg Secretary, Chair, etc)	Secretary

Signed on behalf of the charity's trustees

The trustees declare that they have approved the trustees' report above.

## Section G Declaration

## Section F Other optional information

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. Our utilities and food costs have risen this year as well as also had to cover the annual sinking fund charge to the council as well as other repair costs – in particular to our boiler, emergency lighting and entry system.

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.

- 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.

October 2022 / 3 / 49 / HS



**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**

31<sup>st</sup> July 2023

**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

**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:**

20/03/2024

**Name:**

Richard Dilley

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

FCA FCCA

**Address:**

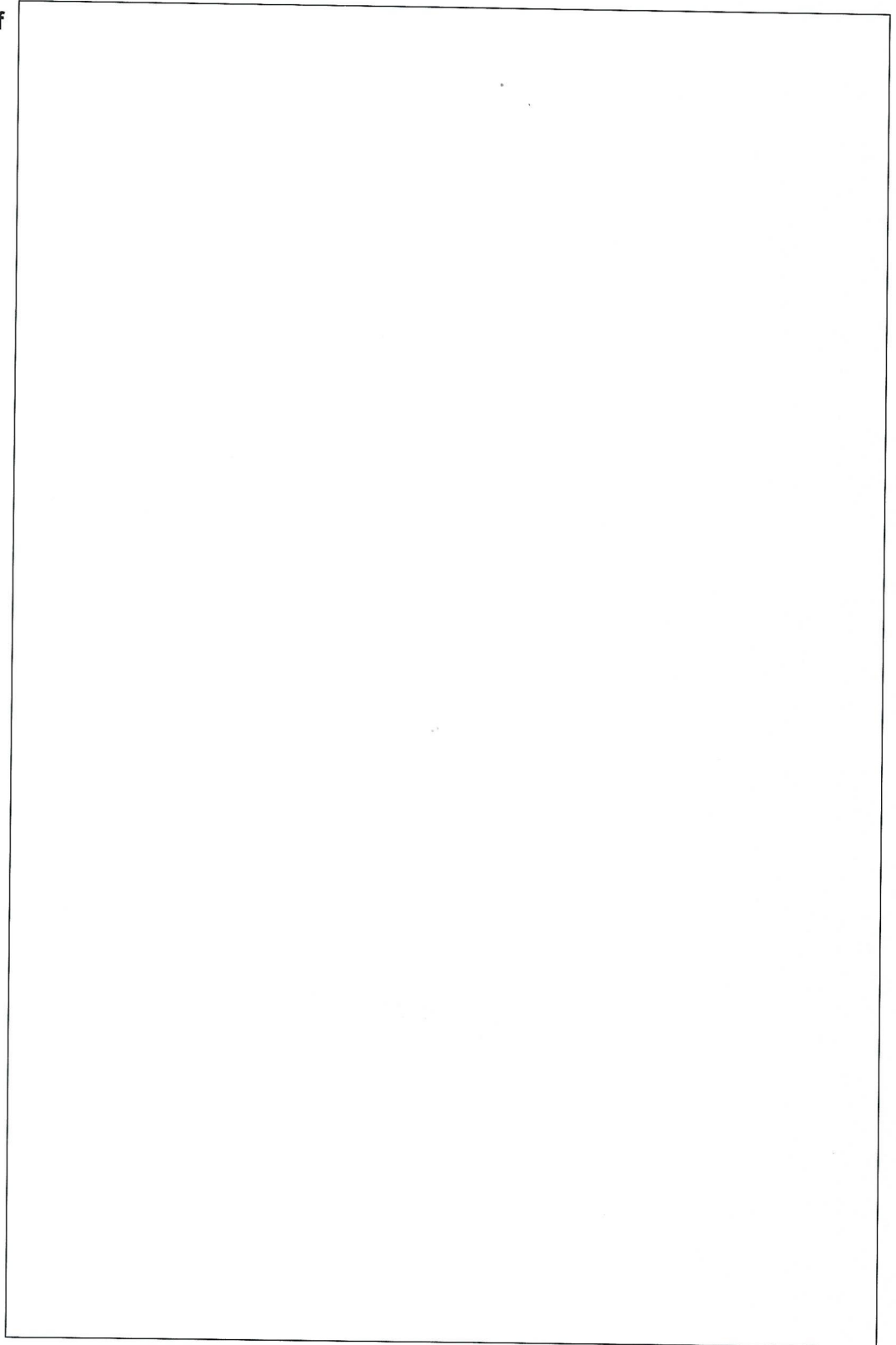
George Hay Partnership LLP

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.**





**Receipts and payments accounts**

CC16a

For the period from	01 Aug 22	To	31 Jul 23
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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>					
Fee Payments & Vouchers	98,636	-	-	98,636	61,261
CBC Funding Income	118,762	-	-	118,762	147,591
Fundraising Income	891	-	-	891	331
Bank Interest	133	-	-	133	3
Donations/Goodwill	1,000	-	-	1,000	1,001
<b>Sub total (Gross income for AR)</b>	<b>219,422</b>	<b>-</b>	<b>-</b>	<b>219,422</b>	<b>210,187</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>219,422</b>	<b>-</b>	<b>-</b>	<b>219,422</b>	<b>210,187</b>
<b>A3 Payments</b>					
Wages / Payroll	150,931	-	-	150,931	139,594
HMRC	26,173	-	-	26,173	21,867
Pension	5,910	-	-	5,910	6,475
Premises / Rent	6,078	-	-	6,078	13,859
Consumables	5,061	-	-	5,061	4,984
Equipment / Resources	5,526	-	-	5,526	3,866
Activities	580	-	-	580	479
Goodwill gift	673	-	-	673	901
Fundraising Costs	-	-	-	-	-
Petty Cash	-	-	-	-	-
Systems & Technology	4,139	-	-	4,139	3,094
Training	4,688	-	-	4,688	2,157
Utilities	8,612	-	-	8,612	6,048
Shopping / Food	4,100	-	-	4,100	3,895
Miscellaneous	-	-	-	-	-
<b>Sub total</b>	<b>222,471</b>	<b>-</b>	<b>-</b>	<b>222,471</b>	<b>207,221</b>
<b>A4 Asset and investment purchases, (see table)</b>					
General items considered	-	-	-	-	-
investment rather than consumables	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>222,471</b>	<b>-</b>	<b>-</b>	<b>222,471</b>	<b>207,221</b>
<b>Net of receipts/(payments)</b>	<b>- 3,049</b>	<b>-</b>	<b>-</b>	<b>- 3,049</b>	<b>2,966</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>113,577</b>	<b>-</b>	<b>-</b>	<b>113,577</b>	<b>110,611</b>
<b>Cash funds this year end</b>	<b>110,528</b>	<b>-</b>	<b>-</b>	<b>110,528</b>	<b>113,577</b>

## 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 £
<b>B1 Cash funds</b>	Lloyds Bank Treasurer Account	77,435	-	-
	Lloyds Bus Bank Extra (Reserves)	30,404	-	-
	Lloyds Bus Banking Extra (Fundraising)	2,689	-	-
	Cash in hand (Petty Cash & uniform sales)	-	-	-
	<b>Total cash funds</b>	<b>110,528</b>	<b>-</b>	<b>-</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>				-
				-
				-
				-
				-
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		Unrestricted		
		Unrestricted		
	Independent examiner fee	Unrestricted	705+VAT	01/12/23
		Unrestricted		
		Unrestricted		

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

Signature <div style="border: 1px solid black; padding: 5px; font-family: cursive;">C. Robinson</div>	Print Name <div style="border: 1px solid black; padding: 5px;">CERI ROBINSON</div>	Date of approval <div style="border: 1px solid black; padding: 5px;">24/04/24</div>
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**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**

31<sup>st</sup> July 2023

**Charity no  
(if any)**

10227170

**Set out on pages**

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**Signed:**

**Date:**

20/03/2024

**Name:**

Richard Dilley

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

FCA FCCA

**Address:**

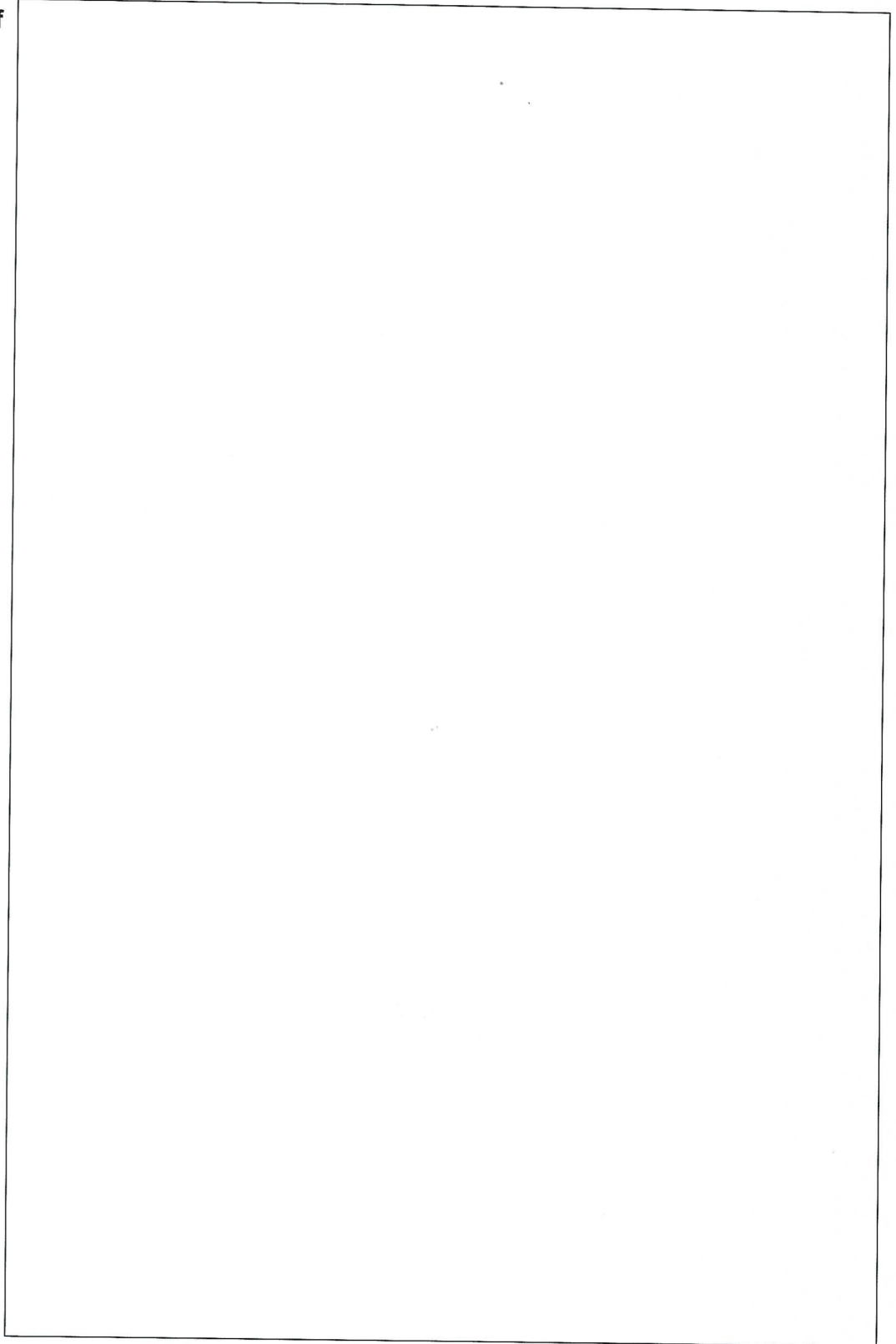
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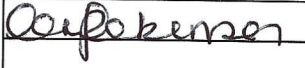
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Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>				-
				-
				-
				-
				-
				-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		Unrestricted		
		Unrestricted		
	Independent examiner fee	Unrestricted	705+VAT	01/12/23
		Unrestricted		

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

Signature	Print Name	Date of approval
	CTEI ROBINSON	24/04/24