



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

The Parish Rooms
Chart Road
Sutton Valence, Kent
<b>Postcode</b> <input type="text" value="ME17 3AW"/>

### 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	Emily Wallond	Chair	From to date	
2	Fay Davidson	Manager		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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
N/A	

### 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 (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance Model Constitution 2011
Trustee selection methods (eg. appointed by, elected by)	Elected at the AGM by the members

### 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

The aims of the pre-school are 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)**

Offer group play, education and care facilities, family learning and extended hours groups. This is together with the right 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.

Encourage the study of the needs of such children and their families, promoting public interest in, and recognition of, such needs in the local areas.

Instigate, adhere to and further the aims and objectives 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**

Income levels are lower than last year and there have been increases to minimum wage and pension contributions. There has been a reliance on money that was previously in the savings/reserve account

## Section E

## Financial review

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

Reserve funds are held accordingly to the pre-school's 'Reserves Policy' in order to:

- Meet redundancy liabilities
- Ensure cash funds for day to day running costs
- Replace equipment as it wears out
- Cover running costs during lower periods of income
- Meet unexpected costs such as illness or maternity cover

### 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.

## 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)	Emily Wallond	Fay Davidson
Position (eg Secretary, Chair, etc)	Chair	Manager

16/6/24



## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

31/08/2024

### 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>					
Fees	73,720	-	-	73,720	70,268
Fundraising	-	-	-	-	-
Milk Refunds	-	-	-	-	-
Donations	-	-	-	-	-
Grants	-	-	-	-	-
Interest	-	-	-	-	-
Other	10,616	-	-	10,616	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>84,336</b>	<b>-</b>	<b>-</b>	<b>84,336</b>	<b>70,268</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>84,336</b>	<b>-</b>	<b>-</b>	<b>84,336</b>	<b>70,268</b>
<b>A3 Payments</b>					
Staff Costs	71,397	-	-	71,397	74,016
Rent & Hall Hire	8,641	-	-	8,641	8,999
Fundraising Costs	-	-	-	-	-
Equipment & Supplies	1,584	-	-	1,584	2,240
Telephone & IT	762	-	-	762	734
Consumables, Stationery & Postage	223	-	-	223	203
Admin	311	-	-	311	132
Staff Training	604	-	-	604	150
Subs / Insurance	1,350	-	-	1,350	1,341
Staff Uniform	-	-	-	-	278
Food & Milk	303	-	-	303	268
Professional Fees	-	-	-	-	-
Cleaning	813	-	-	813	37
Misc	299	-	-	299	-
	-	-	-	-	-
<b>Sub total</b>	<b>86,287</b>	<b>-</b>	<b>-</b>	<b>86,287</b>	<b>88,397</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>86,287</b>	<b>-</b>	<b>-</b>	<b>86,287</b>	<b>88,397</b>
<b>Net of receipts/(payments)</b>	<b>- 1,951</b>	<b>-</b>	<b>-</b>	<b>- 1,951</b>	<b>- 18,129</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 1,951</b>	<b>-</b>	<b>-</b>	<b>- 1,951</b>	<b>- 18,129</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>	Cash	9	-	9
	Current Account	1,986	-	3,935
	Redundancy	29,967	-	28,950
	Savings Account	30,980	-	41,542
	<b>Total cash funds</b>	<b>62,942</b>	<b>-</b>	<b>74,436</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	Agreement Error
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	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	
	Emily Wallond	<b>Emily Wallond</b>	16/02/2025	



Section A

Independent Examiner's Report

Report to the trustees

Sutton Valence Pre School

On accounts for the year ended

31/08/2024

Charity no (if any)

1027175

Set out on pages

1 to 9

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

14-6-2025

Name:

MR J. E. LARGE

Relevant professional qualification(s) or body

[Empty box]

(if any):

Address: Freeland, West Street,  
Horton, Maidstone  
Kent ME15 0JA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.

*[Faint handwritten text, possibly a signature and date, is visible at the bottom of the disclosure box.]*