

## POOL PRE-SCHOOL GROUP AGM

TUESDAY 24<sup>TH</sup> OCTOBER 2023

### CHAIRPERSONS REPORT

Welcome to Pre-Schools AGM, for those of you who don't know me, my name is Carol Lister and I have been Chairperson of Pre-School for several years. As a former childminder most of the children I've looked after have attended this lovely setting. 2022/2023 has been a new beginning for Pre School with the move into Arthington Village Hall, as with all new ventures there were a few teething problems but our amazing staff rose to the challenge and have made the new setting a safe, secure happy place for the children.

#### COMMITTEE

Pre-School is a committee run charity, which needs a committee to continue to operate otherwise we would have to close. All committee members have to have a DBS check, this costs you nothing and the chair usually sorts this out for you.

The committee should ideally be made up of parent's and carers, there are 3 officers, Chairperson, Secretary and Treasurer (who works alongside the financial administrator) plus at least 6 committee members. The committee meets every half term usually on a Tuesday evening, our main tasks are to support the staff, raise money by fundraising, decide on staff wages and fee increases etc. If you would like to join the committee, please do say so when we elect the new one, it is a good way to meet parents and have a say in your child's Pre-School.

#### FUNDRAISING

Events this last year have been a Halloween disco (organised by Faye Myers our fundraising co-ordinator) Wreath making (organised by myself with Vikky and Tracy), Christmas cake raffle (cakes donated by Sue Grange), Rob Burrows marathon (run by our amazing treasurer Anna), Hook a Duck at Pool Feast (Organised by Roz, Natalie + Cecile), to name just a few. Our target this school year is to make a play area for the children on the grassed area.

#### THANK YOU'S

Firstly, I would like to thank Vikky our manager she goes over and above her role for Pre-School, we are so lucky to have her, with her knowledge, experience and dedication.

Secondly, my thanks go to Tracy our deputy manager who also brings a wealth of knowledge, experience and dedication to the setting and is a huge support to Vikky, they are both absolute stars.

Thirdly, thank you to Rachel and Penny our two Pre-School assistants who are both caring and dedicated workers. We would be lost without this team.

Fourthly, I would like to thank our Financial Administrator Sue, who has the difficult job of balancing the books which she does so well. I would also like to thank Anna our Treasurer for supporting Sue in this role.

Next, thank you to the committee, your help and support has been amazing, Faye, Natalie, Roz and Cecile, not to mention the laughs we've had.

Last but by no means least I would like to thank all you parents for your support and patience, particularly during our settling in period in the new venue it means such a lot to Pre-School.

**Pool Pre School Group (Charity no. 1027238)**

**Accounts**

**Year Ended 31 August 2023**

Pool Pre School Group (Charity number 1027238)  
Independent Examiners Report to the Trustees of Pool Pre-School Group  
On Accounts for the Year Ended 31 August 2023

Respective Responsibilities of the Trustees and Examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of The Charities Act 2011 (The 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act.
- b) To Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- c) To state whether particular matters have come to my attention.

Basis of Independent Examiners Statement

My examination was carried out in accordance with general Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiners Statement

In connection with my examination no matter has come to my attention.


1) Which gives me reasonable cause to believe that in any material respect the requirements:

- a) To keep accounting records in accordance with section 130 of the 2011 Act and
- b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of The Charities Act.

have not been met or

2) To which in my opinion, attention drawn in order to enable a proper understanding of the accounts to be reached.

David Locke AIA AFA  
David Locke & Co  
8A The Gills, Otley LS21 2AH

  
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Date.....17th October 2023

Pool Pre School Group (Charity number 1027238)  
Significant Information and Report of Trustees  
Year Ended 31 August 2023

Charitable Objectives

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 and by (a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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, (b) encouraging the study of the needs of such children and their families and promoting public interest in an recognition of such needs in the local areas. (c) instigating and adhering to and furthering the aims and objects of the Pre- School Learning Alliance.

Charity Trustees

Carol Lister	Anna Dribble	Cecile Drean Egisti
Faye Myers	Natalie Allen	
Gemma Owens	Ros Fox -Bentley	

Trustees are selected by appointment or election.

Bankers - HSBC

Independent Examiners

David Locke & Co  
8A The Gills, Otley, West Yorkshire, LS21 2AH

Address

Pool C of E School  
Holme View  
C/O Arthington Village Hall, Arthington Lane, Pool In Wharfedale LS21 1PQ

Trustees Responsibilities For The Accounts

Charity law requires the trustees of the Pre-School to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition the trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charities transactions and to disclose with reasonable accuracy at any time the financial position of the Pre-School. They are also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Management

The management of the charity is through a committee of volunteers who are trustees of the charity. The day to day running of the charity is through a team of paid staff.

The trustees have regard to the guidance issued by the Charities Commission per section 4 of the Charities Act 2006

The financial statements are prepared using the statement of recommended practice applicable to charities preparing their accounts in accordance with the Financial reporting Standard For Smaller Entities.

Pool Pre School Group (Charity number 1027238)

Significant Information and Report of Trustees

Year Ended 31 August 2023

Review of Activities

The principal activity and object of the charity is to develop and advance the education of children below compulsory school age and the whole of the incoming and outgoing resources are related to this activity.

Review of Financial Position

During the period the school had net income of £8317. Reserves at the end of the period were £66054.

Reserves Policy

The reserves policy is to have at least three months of operating expense in cash reserves and to recognise Pre-School Learning Alliance guidelines.

Cash balance at 31 August 2023 were £61805 which achieved this aim.

Risk Factors

The trustees have considered the risks the charity is exposed to and have processes in place to understand and mitigate those risks. Strategic and short term plans are reviewed regularly and funding planned to meet the needs of the charity. Internal control procedures to monitor expenditure are in place.

Steps have been taken to ensure any reduction in local authority funding does not have a permanent impact.

The cost of premises rental had increased and the Trustees decided to move to lower cost premises.

Approval

CL C. Hester .....

AD [Signature] .....

Date 24<sup>th</sup> October 2023 .....

Pool Pre School Group (charity no 1027238)

Balance Sheet At 31 August 2023

	<u>2023</u>	<u>2022</u>
<b>FIXED ASSETS</b>		
Tangible Fixed Assets	0	0
<b><u>CURRENT ASSETS</u></b>		
Stock - Sweatshirts & T Shirts	269	269
Debtors & Prepayments (Note 3)	5000	5000
Bank Balance Current A/C	16869	10277
Bank Balance Deposit A/C	44936	43118
Petty Cash	0	93
	-----	-----
	67074	58757
	-----	-----
<b><u>CURRENT LIABILITIES</u></b>		
Creditors & Accruals (Note 4)	1020	1020
	-----	-----
	1020	1020
	-----	-----
<b>NET CURRENT ASSETS</b>	66054	57737
<b>NET ASSETS</b>	----- 66054 =====	----- 57737 =====
<b>GENERAL FUND</b>	66054 =====	57737 =====

Approved By the Trustees

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Date .....

Pool Pre School Group (Charity number 1027238)

Statement of Financial Activities

Year Ended 31 August 2023

	<u>2023</u>		<u>2022</u>
<b><u>RECEIPTS - Incoming Resources</u></b>	£		£
Fees	21699		21567
Interest Received	473		17
Milk Refunds	652		533
Donations	534		1117
Grants	85004		76774
Fund Raising - Note 1	2681		2337
First Aid	0		170
	-----	111043	----- 102515
-			
<b><u>LESS PAYMENTS - Resources Expended</u></b>			
Staff Wages & Pensions	79818		79416
Rent	12000		27150
Milk	658		533
Insurances	883		861
Electricity	2464		0
Equipment/Materials/Refreshments	1395		1802
Administration Expenses	312		124
Computer Fees	142		0
Accountancy	510		510
Gifts Gratuities & Donations	186		194
Publications & Subscriptions	344		120
Training & Courses	171		651
Tarmac	3750		0
Miscellaneous Expenses	93		0
Relocation Expenses - Removal	0		260
- Roof	0		2640
- Toilets	0		14472
	-----	102726	----- 128733
<b>EXCESS/DEFICIT FOR THE YEAR</b>		-----	-----
		8317	-26218
<b>Balance Brought Forward 1 September 2022</b>		57737	83955
<b>Balance carried forward 31 August 2023</b>		-----	-----
		66054	57737
		=====	=====

## Pool Pre School Group (Charity no. 1027238)

### Notes To The Accounts At 31 August 2023

<u>1) Fund Raising</u>	<u>2023</u>	<u>2022</u>
Gift Aid	158	134
Wreath Making	743	655
Raffle	179	135
Haloween	370	307
Cake Stall	0	106
Spring Into Spring	0	863
School Fete	0	137
Just Giving	1129	0
Sundry Fundraising	102	0
	-----	-----
	2681	2337
	=====	=====

### 2) Stock of T Shirts

The costs during the previous years included shirts purchased for use by employees.

### 3) Debtors & Prepayments

Debtors	0	0
Prepayments - Rent	5000	5000
	-----	-----
	5000	5000
	=====	=====

### 4) Creditors & Accrued Expenses

PAYE & Social Security Costs	0	0
Accountancy	1020	1020
	-----	-----
	1020	1020
	=====	=====

### 5) Related Party Transactions

Members of the committee had dealings with the pre school, these were on an arms length basis and are not considered material.

## Treasurer's report - October 2023

The Pool Pre-School accounts, copies of which are available today show the finances for the year ended 31 August 2023.

### **Result for the Year**

The accounts show a small surplus for the year 2022/2023 of £8,317

### **Incoming resources**

Due to rising energy and salary costs fees were increased in the year. Fee income remains relatively unchanged from last year at £21,699. Grant funds are up slightly at £85,004. While the hourly grant funding rate has increased annually, it has not kept pace with the rate of inflation therefore we will need to carefully review fees in future and focus on fundraising activity to ensure our setting is sustainable.

I want to extend sincere thanks to parents, carers and relatives who have supported fundraising efforts throughout the year. And to the staff and committee members who have organised a range of events from Wreath Making to Halloween Discos to Marathon running.

In total fundraising income was £2,681, £344 up on the prior year.

### **Resources expended**

Rising staff wages (in line with minimum wage increases) are a contributing factor to the requirement to increase fees. Due to our recent move and child numbers we have not needed to replace a team member who left in the prior year. However, we have seen an increased number of children with additional needs and may therefore need to recruit in 2023-24 year. Staff levels are continuously reviewed.

### **Rent and premises**

We are now very much settled into our new premises at Athington Village Hall. While we were sad to leave the Pool Primary School our new setting has enabled us to offer extended hours.

### **Reserves**

The balance sheet shows as of 31<sup>st</sup> August 2023, Pool Pre-School holds reserves of £44,936. Our goal is to hold 3 months operating expenses in reserve in line with Pre-School Learning Alliance Guidelines.

The reserve fund may also be needed to cover the cost of making our new setting even better for our children, with the creation of a 2<sup>nd</sup> outdoor play space.

## **Looking forward**

Our focus must remain on fundraising efforts as well as campaigns to raise numbers. We have made good links with other settings in the area who will refer our setting should theirs not meet the needs of the parents and children. We continue to promote our extended hours and excellent, long-serving team which is a major benefit to this setting. We have an outstanding team to whom I extend my thanks for all they do for the Pre-School under the excellent leadership of Vikky Campbell.

*Anna Drabble, Treasurer (FY 2023-2023)*