



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	01	08	2019		31	07	2020

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 Hopkins	Chair	From 19 July 2021	
2	Lucy Knight	Treasurer		
3	Katie Cornelius	Secretary		
4	Rebecca Pearl	Committee		
5	Lucie White	Committee	From September 2020	
6	Emma Lee	Committee		
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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
Accountant	Mrs J A O'Leary FCPA	Honeygreen Barn, Smithbrook Barns, Cranleigh, Surrey, GU6 8LH

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)	Constituted by trust deed dated 19 th October 1993 – adopted from Pre-School Learning Alliance.
How the charity is constituted (eg. trust, association, company)	As shown above.
Trustee selection methods (eg. appointed by, elected by)	An AGM is held in the Spring of each year. New Committee members are voted into the trust and existing members resign. New members require two votes, proposer and seconder.

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.

The Committee operates with a Chair, Treasurer and Secretary alongside other committee members. All members work closely with the Pre-School staff and management. New members to the Committee are given any training or support required for them to fulfil their role.

Loxwood Pre-School has relationships with Ofsted, the Pre-School Learning Alliance, West Sussex County Council, the local community and local pre-schools and schools. There are close ties with Loxwood Primary School, which is situated next door to the Pre-School and is where most children leaving the Pre-School will go on to attend.

The major risk to Loxwood Pre-School is unexpected closure due to unforeseen circumstances and the associated financial obligations.

The trustees have a £10,000 contingency fund available. This is set aside in case of unexpected maintenance needs or unexpected sudden closure and will ensure that all bills and costs are covered.

Section C Objectives and activities

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

The objectives of the charity are to enhance the development and education of children aged between 2 and 4 years within the village of Loxwood and the surrounding area, by offering appropriate play, education and care facilities.

We encourage parents to participate actively in the Pre-School whilst we promote active learning for the children and endeavour to work within the local community when possible.

The trustees have their main fundraising event annually in May. LoxFest is a family-oriented community event which is locally supported and helps to raise a substantial amount of money for the Pre-School. Due to the Covid 19 pandemic this has not been able to take place in 2020, however, other small initiatives have been used to further boost the fundraising, for example, themed cupcake making kits, fancy dress days, a Christmas raffle and competitions.

The funds raised are used to maintain and improve the facilities on offer to the children that attend the Pre-School. Unfortunately, due to the pandemic no major works were able to take place to the setting during 2020, however, this is hoped to be different in the Spring of 2021.

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)

Two iPad's have been purchased. Both the Pre-School children use them in their daily activities, and also the staff use them for child observations and enhancing children's activities.

We also replaced and replenished educational toys and equipment.

The trustees actively maintain the running of the Pre-School and ensure that it meets all policies set out within the governing constitution as well as maintaining close relationships between the parents and the Pre-School staff.

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.

Loxwood Pre-School has a small network of unpaid volunteers who give up time and assistance to enable us to provide additional activities, maintain the premises and run successful fundraising events.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Loxwood Pre-School has successfully maintained full headcount throughout the year and currently has a waiting list for places.

We have continued to maintain our links with the local community including ties with a local community garden that the children regularly attend and a strong relationship with the village hall. The Pre-School children have been invited to use the woods and stream alongside the village hall as a location for their Forest Childcare activities and this opportunity has been well received by the staff, children, parents and local community.

We continue to work closely with the local Primary School where the majority of our leavers will attend in September. We have enjoyed working together with their staff to improve our transitions, and have also supported one another during the pandemic.

We have maintained our learning journals, electronically updating parents with their child's progress on a half termly basis and providing reports and telephone conversations on a termly basis as currently face to face appointments are against regulations.

We continue to have an excellent small team of staff who are encouraged to regularly attend training courses to improve their knowledge and skills.

Loxwood Pre-School was inspected by Ofsted in June 2019 and was awarded Outstanding in all areas.

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity has a reserve fund held in a separate bank account. These funds have been reviewed to be sufficient to cover costs associated with an unplanned closure and includes funds to cover mandated redundancy packages.

Details of any funds materially in deficit

There are no current as projected defecits.

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.

The Charity combines private payment, public funding and fundraising to maintain its financial position. The fees generated are sufficient to run the Pre-School.

Fundraising (through two to three major annual events) provides funding for long-term planning and changes to material facilities.

The Pre-School has a group of enthusiastic parents and fundraisers within the community who actively volunteer at events to ensure success and financial viability. All expenditure is intended to enhance the setting in order to benefit the education and development of the children.


Section F Other optional information

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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 Hopkins	
Position (eg Secretary, Chair, etc)	Chair, from 19 July 2019	
Date	28 February 2021	

LOXWOOD PRESCHOOL**INCOME AND EXPENDITURE ACCOUNT****For the Year Ending 31st July 2020**

Income	2020	2019
Private Fees	20,512	20,240
Council Funding	42,280	43,240
Loxfest	3,765	6,907
PayPal Income	172	7,199
Interest	27	19
Christmas Event	833	0
Baker's Child	0	64
Total	67,589	77,669

Expenditure	2020	2019
Salaries, Recruitment & Payroll Costs	45,860	49,693
Training & Subscription(DBR)	604	1,454
Loxfest Expenses	1,503	9,920
Christmas Event Expenses	307	8
Travel	11	40
Telephone	412	495
Premises Utilities	791	908
Premises Repairs & Replacements	3,305	11,039
Postage & Stationery	83	304
Advertising	663	909
Insurances	1,677	1,665
Consumables	3,564	6,483
Accountancy & Bookkeeping Fees	2,149	1,049
Premises (Rent)	1,013	325
Paypal Fees	3	67
Depreciation	3,691	4,462
Baker's child	0	9
Total	65,636	88,830

Income over Expenditure	1,953	-11,161
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LOXWOOD PRESCHOOL**BALANCE SHEET****For the Year Ending 31st July 2020**

Fixed Assets	Notes	2020	2019
Loxfest Equipment and Website		2,155	2,993
Portacabin		2,073	2,303
Equipment		1,025	1,426
Technical		550	397
Wendy House & Toys		3,111	3,206
Shed		101	118
Deposit on playground and flooring		6,761	7,512

Total		15,776	17,955
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Current Assets	2020	2019
Bank Account - Current A/C 1018	21,678	17,800
Bank Account - Deposit A/C 2153/9968	10,002	10,054
Bank Account - Current A/C 8721/6568	22,792	18,662
Paypal Account	1,351	5,861
Petty Cash	0	0
Debtor	0	32

Total	55,823	52,409
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Less Current Liabilities	2020	2019
Creditors	149	2,548
Accruals	1,321	578
Deferred Income	9,994	9,056

Total	11,464	12,182
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Net Current Assets	60,135	58,182
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	2020	2019
Represented by		
Accumulated Funds	58,182	69,343
Surplus (Deficit) for the year	1,953	-11,161
	<u>60,135</u>	<u>58,182</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Loxwood Pre School

**On accounts for the year
ended**

31 July 2020

**Charity no
(if any)**

1028253

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31. 07. 2020.

**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: 3.3.21

Name:

Jane Briggs

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

FCPA

Address:

Honeygreen Barn, Smithbrook Barns, Horsham Road, Cranleigh Surrey
GU6 8LH

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.

None