



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> August 2020**      **Period start date**   **To 31<sup>st</sup> July 2021**  
**Period end date**

**Charity name: Loxwood Pre-School**

**Charity registration number: 1028253**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>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.</b>  <b>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.</b>

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p><b>Unfortunately, due to the global pandemic our main fundraising event, Loxfest – a family oriented community event which raised substantial funds for the Pre-School in the past, was unable to run again so the focus was on smaller initiatives such as cupcake selling, Christmas and Summer Raffles and a sponsored walk.</b></p> <p><b>The funds raised are used to maintain and improve the facilities on offer to the children that attend the Pre-School. Due to the pandemic this was restricted with only the Astro turf being put in place during the holiday period but plans for a mud kitchen and replacing the roof over the outdoor classroom area where put in place for the next financial year.</b></p> <p><b>Educational toys and equipment where replaced.</b></p> <p><b>Outdoor Sports Equipment was purchased to further encourage physical and sporting activities.</b></p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Para 1.18</p>	<p><b>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.</b></p>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
<p>Policy on grant making</p>	<p>Para 1.38</p>	
<p>Policy on social investment including program related investment</p>	<p>Para 1.38</p>	
<p>Contribution made by volunteers</p>	<p>Para 1.38</p>	<p><b>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.</b></p>

Other		
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Loxwood Pre-School has successfully maintained the full headcount throughout the year and currently has a waiting list for places.</b></p> <p><b>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 continue to use the woods and stream alongside the village hall as a location for their Forest Childcare activities and this opportunity has continued to be well received by the staff, children, parents and local community.</b></p> <p><b>We continue to work closely with the local Primary School where most 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.</b></p> <p><b>We have maintained our learning journals, electronically updating parents with their child's progress on a half termly basis and providing reports and face to face appointments where possible depending on government Covid-19 regulations.</b></p> <p><b>We continue to have an excellent small team of staff who are encouraged to regularly attend training courses to improve their knowledge and skills.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Loxwood Pre-School was inspected by Ofsted in June 2019 and was awarded Outstanding in all areas.</b>
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Performance of fundraising activities against objectives set	Para 1.41	<b>Unfortunately, due to the pandemic the main fundraising event, Loxfest, could not go ahead but alternative smaller events were held were possible under restrictions.</b>
Investment performance against objectives	Para 1.41	<b>Investment was made into improving facilities and benefiting the education and development of the children.</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>The financial statements show net income for the ending July 2021 as £69,313, this is up 2.5% from 2020 but still not back to pre-covid incomes of £77,669 in 2019.</b></p> <p><b>The principal source of income is council funding accounting for 61.5%.</b></p> <p><b>The lower income compared to 2019 is to be expected as pre-school has not held their Loxfest fundraiser since 2019.</b></p> <p><b>Pre-school's assets have largely stayed the same, with current assets £63,149.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserve funds of £10,000 remain held in a separate bank account in case of closure due to unforeseen circumstance and include funds to cover mandated redundancy packages.</b>
Amount of reserves held	Para 1.22	<b>£10,000</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	<b>There are no current deficits.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The Pre-School is funded by a combination of private payment, public Council funding and fundraising to maintain its financial position. The fees generated are sufficient to run the Pre-School.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>The Pre-School ensures that sufficient funds are obtained before any new larger projects are undertaken, such as the renovation of the sand pit area. Any expenditure is an investment into enhancing the educational setting for the children to benefit their development.</b>
A description of the principal risks facing the charity	Para 1.46	<b>The principle risk is the rising cost of amenities and materials as inflation rises. The slight rise in private fees which has been planned to be reviewed every September has been implemented to mitigate this risk.</b>

Other		
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constituted by trust deed dated 19<sup>th</sup> October 1993 – adopted from Pre-School Learning Allliance.</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>The Pre-School is currently an unincorporated association, operating with a Chair, Treasurer and Secretary alongside other committee members.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees are selected from the parents of the attendees and work alongside the Pre-School staff and management. Full training is provided to new committee members.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>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 it where most children leaving the Pre-School will go on to attend.</b>
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Loxwood Pre-School
Other name the charity uses	
Registered charity number	1028253

Charity's principal address	Loxwood Pre-School, Badgers Way, Nicholsfield, Loxwood, West Sussex, RH14 0TJ

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lauren Hopkins	Chair	Until July 2021	
2	Lucy Knight	Treasurer		
3	Katie Cornelius	Secretary	Until July 2021	
4	Laura Croft	Secretary	From July 2021	
5	Tom Croft	Committee	From July 2021	
6	Rebecca Pearl	Committee		
7	Lucie White	Committee		
8	Emma Lee	Committee		
9	Emma Lancaster	Committee	From May 2021	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address
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<b>Accountant</b>	Mrs J A Briggs 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information



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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	 <small>Laura Crofts (Mar 1, 2022 20:44 GMT)</small>
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Full name(s)

Lucy Knight	Laura Crofts
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Position (eg  
Secretary, Chair, etc)

Treasurer	Secretary
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Date

01/03/2022
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# TAR July 2020-2021

Final Audit Report

2022-03-01

Created:	2022-03-01
By:	Lucy Knight (lucy_knight@icloud.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAp9ion_gikAXW94DIJloSMMhGigi_Vvyv

## "TAR July 2020-2021" History

-  Document created by Lucy Knight (lucy\_knight@icloud.com)  
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-  Document emailed to Laura Crofts (laura.crofts@yahoo.co.uk) for signature  
2022-03-01 - 8:07:36 PM GMT
-  Email viewed by Laura Crofts (laura.crofts@yahoo.co.uk)  
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-  Document e-signed by Laura Crofts (laura.crofts@yahoo.co.uk)  
Signature Date: 2022-03-01 - 8:44:06 PM GMT - Time Source: server
-  Agreement completed.  
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# **LOXWOOD PRESCHOOL**

## **INCOME AND EXPENDITURE ACCOUNT**

**For the Year Ending 31st July 2021**

<b>Income</b>	<b>2021</b>
Private Fees	19,369
Council Funding	42,653
Loxfest	0
PayPal Income and Fundraising	2,888
Interest	3
Christmas Event	0
Loxwood Parish Grant	4,400
<b>Total</b>	<b>69,313</b>
<b>Expenditure</b>	<b>2021</b>
Salaries, Recruitment & Payroll Costs	48,628
Training & Subscription(DBR)	636
Loxfest Expenses	0
Christmas Event Expenses	0
Travel	0
Telephone	351
Premises Utilities	741
Premises Repairs & Replacements	3,491
Postage & Stationery	1,053
Advertising	857
Insurances	1,677
Consumables	1,247
Accountancy & Bookkeeping Fees	2,101
Premises (Rent)	794
Bank Fees	35
Depreciation	4,311
IT Software and Consumables	377
<b>Total</b>	<b>66,299</b>
<b>Income over Expenditure</b>	<b>3,014</b>

**LOXWOOD PRESCHOOL****BALANCE SHEET****For the Year Ending 31st July 2021**

<b>2020</b>	<b>Fixed Assets</b>	<b>Notes</b>	<b>2021</b>
20,512	Loxfest Equipment and Website		1,313
42,280	Portacabin and Outside Space		5,775
3,765	Office Equipment		1,198
172	Technical Equipment		434
27	Toys		1,867
833	Shed		84
0	Playground and flooring		6,085
<b>67,589</b>	<b>Total</b>		<b>16,756</b>
	<b>Current Assets</b>		<b>2021</b>
<b>2020</b>			
	Bank Account - Current A/C 1018		0
45,860	Bank Account - Deposit A/C 2153/9968		10,003
604	Bank Account - Current A/C 8721/6568		24,889
1,503	Paypal Account		1,351
307	Bank Account - Fundraising A/C 2760		21,680
11	Debtor		21
412			
791	<b>Total</b>		<b>57,944</b>
3,305			
83	<b>Less Current Liabilities</b>		<b>2021</b>
663			
1,677	Creditors		0
3,564	Accruals		1,170
2,149	Deferred Income		10,381
1,013			
3			
3,691	<b>Total</b>		<b>11,551</b>
0			
	<b>Net Current Assets</b>		<b>63,149</b>
<b>65,636</b>			
			<b>2021</b>
<b>1,953</b>	Represented by		
	Accumulated Funds		60,135
	Surplus (Deficit) for the year		3,014
			<b>63,149</b>

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**2020**

2,155  
2,073  
1,025  
550  
3,111  
101  
6,761

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**15,776**

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**2020**

21,678  
10,002  
22,792  
1,351  
0  
0

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**55,823**

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**2020**

149  
1,321  
9,994

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**11,464**

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**60,135**

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**2020**

58,182  
1,953  

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**60,135**

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**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Loxwood Pre-school

**On accounts for the year  
ended**

31 July 2021

**Charity no (if any)**

1028253

**Set out on pages**

1-2

*(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 31/12/2019.

**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:**

15/02/2022

**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 to disclose