



Trustees' Annual Report for the period

From 01/08/2022
Period end date

Period start date To

31/07/2023

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	<p>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.</p> <p>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.</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.	Para 1.17 and 1.19	<p>We have continued with small scale fundraisers. Funds-raised are used to maintain and improve the facilities on offer to the children that attend pre-school. In August 2022 the sandpit area at pre-school was renovated making a larger and level sand play area for the children.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>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.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	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.
Other		

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>Loxwood Pre-School has successfully maintained the full headcount again throughout the year and currently has a waiting list for places.</p> <p>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 continue to enjoy going for walks in the local woods.</p> <p>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.</p> <p>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 appointment.</p> <p>We continue to have an excellent small team of staff who are encouraged to regularly attend training courses to improve their knowledge and skills.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Loxwood Pre-School was inspected by Ofsted in June 2019 and was awarded Outstanding in all areas. We are currently awaiting a new inspection and converting from an unincorporated charity to a CIO.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	Investment was made into improving facilities and benefiting the education and development of the children.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The financial statements show net income for the year ending July 2023 as £67,035, this is down 12.6% from 2022 (£76,673). The principal source of income is council funding accounting for 60%, this percentage has reduced from 2022 and we have had an increase in revenue from private fees. Our overall revenue has reduced and this is largely due to the reduction in council funded hours - presumably due to where children birthdays fell in 2022 and an absence of parish funding for the 2023 year. Our fundraising remains largely the same as 2022 with revenue for 2023 of £2,393. Pre-school's fixed assets have increased with the sandpit area being improved, the current assets have reduced slightly by 3%. The hourly rate for funded three and four year old children is increasing by 4.7% and with the introduction of more funding for two year olds we hope 2024 will see an improvement to pre-schools earnings. As this is the first year we will need to wait and see how many parents are eligible and take up additional hours at pre-school.</p> <p>It's hoped that the preschool will run at a neutral balance or slight surplus for 2023-2024 with the reliance on previous years fundraising not required for day to day running costs.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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.</p>
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	There are no current deficits.
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:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p>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 currently sufficient to run the Pre-School.</p>
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	<p>The Pre-School ensures that sufficient funds are obtained before any new larger projects are undertaken, such as the renovation of the sandpit area. Any expenditure is an investment into enhancing the educational setting for the children to benefit their development.</p>
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The principle risk is the rising cost of amenities and materials as inflation rises and the rise in salary costs. However with new funding for two year olds it is hoped that many children will be eligible for funded hours and this improved hourly rate will greatly benefit pre-school.</p>
<p>Other</p>		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constituted by trust deed dated 19th October 1993 – adopted from Pre-School Learning Alliance.
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	The Pre-School is currently an unincorporated association, operating with a Chair, Treasurer and Secretary alongside other committee members. We are in the process of changing to a CIO.
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	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.

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	Early Years Alliance: Trustees induction programme March 2022.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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.
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

	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		
2	Lucy Knight	Treasurer		
3	Laura Crofts	Secretary		
5	Emma Lee	Trustee		
6	Emma Lancaster	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

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
Accountant	Jane Briggs	Unit 3, The Dairy, Tilehouse Farm Offices, E Shalford Ln, Shalford, Guildford GU4 8AE

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)

	
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Full name(s)

Lucy Knight	Lauren Hopkins
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Position (eg
Secretary, Chair, etc)

Treasurer	Chair
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Date

07/02/2024

LOXWOOD PRESCHOOL**INCOME AND EXPENDITURE ACCOUNT****For the Year Ending 31st July 2023**

Income	2023	2022
Private Fees	23,953	15,947
Council Funding	40,498	56,878
Loxfest	0	0
Fundraising	1,535	2,282
Interest	191	3
Christmas Event	858	63
Loxwood Parish Grant	0	1,500
Total	67,035	76,673
Expenditure	2023	2022
Salaries, Recruitment & Payroll Costs	60,866	54,756
Training & Subscription(DBR)	618	1,519
Christmas Event Expenses	192	207
Telephone	471	360
Premises Utilities	1,199	1,430
Premises Repairs & Replacements	1,376	6,551
Postage & Stationery	619	801
Advertising	174	151
Insurances	0	1,695
Consumables	2,426	3,269
Accountancy & Bookkeeping Fees	1,328	1,314
Premises (Rent)	523	590
Bank Fees	92	63
Depreciation	3,726	3,778
IT Software and Consumables	452	429
Total	74,062	76,913
Income over Expenditure	-7,027	-240

LOXWOOD PRESCHOOL

BALANCE SHEET

For the Year Ending 31st July 2023

Fixed Assets	Notes	2023	2022
Loxfest Equipment and Website		657	985
Portacabin and Outside Space		9,451	10,501
Office Equipment		360	690
Technical Equipment		0	134
Toys		1,852	2,363
Shed		50	67
Playground and flooring		11,585	5,476
Total		23,955	20,216
Current Assets		2023	2022
Loxwood CIO 8368		136	0
Loxwood Savings 9968		7	10,004
Loxwood 6568		21,570	18,760
Paypal Account		1,541	1,428
Loxwood Fundraising 2760		15,323	20,185
Loxwood Preschool 32 Day Debtor		10,121	0
		135	0
Total		48,833	50,377
Less Current Liabilities		2023	2022
Creditors		0	0
Accruals		444	426
Deferred Income		16,462	7,258
Total		16,906	7,684
Net Current Assets		55,882	62,909
		2023	2022
Represented by			
Accumulated Funds		62,909	63,149
Surplus (Deficit) for the year		-7,027	-240
		55,882	62,909



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Loxwood Pre-School

On accounts for the year ended

31 July 2023

**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 **31/07/2023**.

Responsibilities and basis of report

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:

Date: 09/02/2024

Name:

Jane Briggs

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

FCPA

Address:

Unit 3, The Dairy, Tilehouse Farm Offices, East Shalford Lane, Shalford

Guildford, Surrey, GU4 8AE

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.

None to disclose