



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
NUTLEY PRE SCHOOL PLAYGROUP

**On accounts for the year  
ended**

31 AUGUST 2023

**Charity no  
(if any)**

1028830

**Set out on pages**

3 and 4

(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 AUGUST 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 do not accord with the accounting records; or
- the accounts do 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.

**Signed:**

*P. Cosham*

**Date:**

2/10/24

**Name:**

Polly Cosham

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

Accountant

**Address:**

Havenho, High Street

Nutley, Uckfield, East Sussex

TN22 3NW

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




**Receipts and payments accounts**

For the period from	1st Sept 2022	To	31 Aug 2023
---------------------	---------------	----	-------------

**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>					
Education Grant	41,017	-	-	41,017	42,080
Fees	22,712	-	-	22,712	17,509
Fund Raising	1,875	-	-	1,875	3,432
Donations	1,203	-	-	1,203	42
Other Income	5,000	-	-	5,000	250
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>71,807</b>	<b>-</b>	<b>-</b>	<b>71,807</b>	<b>63,313</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>71,807</b>	<b>-</b>	<b>-</b>	<b>71,807</b>	<b>63,313</b>
<b>A3 Payments</b>					
Staff Costs	57,771	-	-	57,771	50,144
Fund Raising	1,010	-	-	1,010	1,141
Hall Rental	8,952	-	-	8,952	7,013
Software	890	-	-	890	779
Equipment	366	-	-	366	575
Tutors	1,140	-	-	1,140	1,800
Misc	599	-	-	599	1,244
Training	941	-	-	941	518
Garden Maintenance	978	-	-	978	734
Refreshments	957	-	-	957	480
Insurance	760	-	-	760	738
Advertising	295	-	-	295	501
Craft	189	-	-	189	5
Stationary	247	-	-	247	120
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>75,095</b>	<b>-</b>	<b>-</b>	<b>75,095</b>	<b>65,792</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>75,095</b>	<b>-</b>	<b>-</b>	<b>75,095</b>	<b>65,792</b>
<b>Net of receipts/(payments)</b>	<b>- 3,288</b>	<b>-</b>	<b>-</b>	<b>- 3,288</b>	<b>- 2,479</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	23,498	-	-	23,498	25,977
<b>Cash funds this year end</b>	<b>20,210</b>	<b>-</b>	<b>-</b>	<b>20,210</b>	<b>23,498</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 at bank	20,210	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>20,210</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	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	
		MARTIN CRAIG BA ACA	30-Sep-23	

## **Nutley Preschool Playgroup AGM 19th October 2023**

**Time start:** 8pm

**Present:** Maxine Phair, Jess Feakins, Jenny Dyer, Sophie Scandrett, Pippa Parkes, Martin Craig, Jade Cafferkey, Polly Cosham, Liz Mitchell, Amy, Emily

**Apologies:** Emma Fletcher, Laura Gifford, Jess Feakins

**Thank you**

- To outgoing committee members, gift provided

**Approval of previous AGM minutes from last October:** Yes

**Chairpersons report including Trustees report:**

As members of the Preschool Management Committee the following people were all Trustees of the Charity (1028830) From October 2022 until now.

- Chair – Maxine Phair
- Secretary – Sophie Scandrett (stepping down)
- Treasurer - Martin Craig (stepping down)

Other committee members that have served voluntarily throughout the past year are:

- Liz Mitchell
- Laura Gifford
- Sophie Scandrett (stepping down)
- Amy-Lynn Ferguson
- Pippa Parkes (stepping down)
- Emma Fletcher
- Jessica Feakins
- Clare Coles (Stepping down)

Stepping down off the committee at this meeting will be Pippa Parkes, Sophie Scandrett and Clare Coles.

**Staff Details:**

In the academic year of 2022 -23 we have had the following staff members:

- Manager & SENCO – Jessica Wright (Maternity Leave)
- Maternity Cover Manager & SENCO – Gemma Warner
- Deputy Manager – Jenny Dyer
- Preschool Assistant – Georgia Waite
- Preschool Assistant - Lisa Bills
- Preschool Assistant - Louise McLeary (starting the year as bank staff and moving to employed on 18<sup>th</sup> October 2022)

- Preschool Assistant – Kym Howarth
- Bank Staff – Wendy Breeze
- Bank Staff – Karen Evans

At the start of the academic year 2023-24 we have the following staff:

- Manager & SENCO – Jessica Wright (returned from Maternity Leave)
- Deputy Manager – Jenny Dyer
- Preschool Assistant – Georgia Waite
- Preschool Assistant - Lisa Bills
- Preschool Assistant – Kym Howarth
- Preschool Assistant – Louise Mcleary
- Bank Staff – Wendy Breeze
- Bank Staff – Karen Evans

### **Overview/Past Year Review:**

We started the academic year 2022-23 with 18 children and finished with 28 children on the register, 11 of which were rising 5's which is such a great achievement.

The staff have worked tirelessly over the last year to continue to make sure that the Preschool has run smoothly and been accommodating for all the children.

We have continued to open for 30 hours per week, to all families, including all funding options and we are a member of the tax-free childcare government scheme.

Music Bus and Tiny Tekkers have both continued this year, and they continue to be enjoyed by the children, we have made a change to the payment of this now being non optional for parents.

We had good success with the events we have managed to run this year, the Christmas market of 2022 was very successful, and also our easter egg hunt and our stall at the Nutley Village Fete. I would like to add a huge thank you to everyone who came along and supported all events and also those who helped on the day. We are excited for our upcoming events this year; our Christmas market and the children's Christmas play and party.

For this academic year, we started with 19 children on the register, and we have already had a number of new enquiries and new starters. The on-going aim is to have 30 children on the register by the summer term with a minimum of 6 hours each.

We have a couple of new committee members joining us this month and we look forward to welcoming them onto the team. We are also saying goodbye to two members of the committee, Pippa and Sophie. A huge thank you to you both for your hard work and dedication to preschool.

We are also seeing our Treasurer of 3 years Martin, step into the role of deputy treasurer to make way and support Polly who is stepping into the role of Treasurer, a massive thank you to Martin for your amazing work and for all you have done for preschool.

Finally, on behalf of the preschool and personally, I would like to thank all the committee, the staff and parents for their continued hard work to ensure Nutley preschool is a wonderful setting to be a part of and a growing asset to our community.

#### Voting people onto the committee:

- Jade Cafferkey – New member - DBS check to be processed
- Alice Lindley – New member - DBS check to be processed
- Liz Mitchell – Existing committee member
- Laura Gifford – Existing committee member
- Emma Fletcher – Existing committee member
- Jess Feakins - Existing committee member
- Amy-Lynn Ferguson – role of Secretary also a trustee
- Martin Craig – role of Deputy Treasurer
- Polly Cosham – role of Treasurer also a trustee
- Maxine Phair – role of Chair

#### **Treasurer update:**

- 3rd year in a row we have made a loss; recorded loss for this year £3288 however the real loss for the year is £5400 (multifactorial)
- Government funding model is key issue - we know we are underfunded
- Salary bill up by 10% vs increase in funded hours of 6.5% so mismatch ongoing
- Higher head count on average for year just ended - 23 vs 20 previous year - however as previously outlined, on average these children were doing less hours
- We are tackling that now with having a minimum session requirement
- £30 per month hall increase this year
- Well done to all to achieve this loss - ongoing challenges

**Meeting close: 9pm**