



# Trustees' Annual Report for the period

|             |                   |             |              |           |                 |             |              |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| <b>From</b> | Period start date |             |              | <b>To</b> | Period end date |             |              |
|             | Day<br>01         | Month<br>08 | Year<br>2019 |           | Day<br>31       | Month<br>07 | Year<br>2020 |

## Section A Reference and administration details

**Charity name**

Broughton Pre School

**Other names charity is known by**

**Registered charity number (if any)**

1031324

**Charity's principal address**

Conker Lodge (Broughton Primary School)  
 School Lane, Broughton  
 Hampshire  
**Postcode** SO20 8AN

### 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  | Emily Waller      | Chair           |                                   |   |
| 2  | Emily Palmer      | Treasurer       |                                   |   |
| 3  | Emily Van Noort   | Fundraiser      |                                   |   |
| 4  | Elisabeth Cummins | Fundraiser      |                                   |   |
| 5  |                   |                 |                                   |   |
| 6  |                   |                 |                                   |   |
| 7  |                   |                 |                                   |   |
| 8  |                   |                 |                                   |   |
| 9  |                   |                 |                                   |   |
| 10 |                   |                 |                                   |   |
| 11 |                   |                 |                                   |   |
| 12 |                   |                 |                                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

### 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

## Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Early Years Learning Alliance Constitution  |
| How the charity is constituted<br>(eg. trust, association, company) | Trustees/Committee  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Selection of new volunteers based upon voting by committee members and minuted in AGMs. |

### Additional governance issues (Optional information)

|  |   |
|--|---|
| <p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul> | <p>All new committee members are subject to a DBS check and must be registered prior to commencement of any charitable activity or responsibilities.</p> <p>In addition to the committee, the pre school has an appropriately qualified manager, deputy manager and 2 further staff members who are all kept up to date with relevant qualifications as required by ofsted.</p> |
|--|---|

## Section C Objectives and activities

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

The objective of the charity is to provide high quality early years education and childcare for local children between the ages of 2 to 4 years old. Alongside the provision of childcare, the charity focuses on development of children to equip them with the physical, mental and emotional skills required to start their primary school education. The preschool is run in a safe, clean and well resourced environment where children are given the opportunity to participate in a wide range of fun and educational activities which promote all areas of development and learning.

**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)**

Learning is encouraged through play and activities which are designed and planned around the children's interests, aiming to support and extend their learning. Guidance on determining and planning these activities are taken from the relevant professional frameworks and are recorded using our online platform, Tapestry. Play and activities are designed to develop numeracy, literacy, social and motor skills as set out in the curriculum. Activities can take the form of baking, planting seeds, puzzles, stories and song time to watching development of caterpillars and tadpoles to one to one numeracy lessons and outdoor play on our varied equipment including balance bikes, a mud kitchen and climbing equipment.

To compliment and leverage the benefit of our various activities, each child is assigned a key worker who is responsible for the care, mental, health and development of that child which is recorded in our Tapestry portal. Tapestry is available to parents enabling them to be kept informed with the activities, behaviour and achievements of their child, alongside assessments and an annual report.

The preschool has numerous policies and procedures in place that are compliant with the Statutory Framework for The Early Years Foundation Stage. Inductions on these policies and procedures are given to any new staff members when employment commences.

Broughton preschool supports the local public by providing excellent quality 'low cost' childcare and education as does not cap nor discriminate against the number of government funded children who attend, despite the financial implications of this. To enable the charity to operate as a going concern and keep fees low, several varied fundraising events are run by the committee and volunteers on an annual basis. To this extent, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**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.

**Summary of the main achievements of the charity during the year**

The 2019-2020 school year saw unprecedented times when the Covid-19 pandemic led to the national lockdown commencing March 2020. This meant that the pre school was closed for the entire 2020 lockdown and this has had a number of impacts on the Charity. Most significantly, financially. Throughout the national lockdown period, the decision was taken not to charge those parents who had previously booked a place for their child at the pre school during the lockdown period, thereby affecting revenue. In line with this, the committee assessed our financial position and agreed to continue paying our valued staff their usual monthly wages at 100%. Additionally, due to restrictions, fundraising became very challenging and the committee felt it was also inappropriate during this period. Whilst all these factors had an adverse impact financially, the pre school was fortunate to negate or reduce a large proportion of reduced income through the furlough of one member of staff (in line with guidance), continued funding of government funded child places, and small business Covid-19 grants from the local authority, Hampshire County Council.

Throughout lockdown, staff continued to deliver some service and maintained relationships with children though the provision of online story time, and the encouragement of parents to update Tapestry with their child's development and activities. Staff members also took part in some online training during this period, helping them to maintain their professional knowledge and prepare for the re-opening of preschool under new Covid-19 operating procedures.

When the national lockdown finished and children returned to preschool, the staff were well prepared, having considered and implemented a number of new operating procedures including, logistics of operating in 'bubbles', new cleaning routines and identifying Covid-19 safe activities. As a result, the preschool managed to avoid any cases within the preschool and was able to continue a high standard of uninterrupted childcare in a safe environment. This was not an insignificant achievement, especially given the unprecedented nature of the environment at that time, and the success is testament to the calibre, diligence and dedication of the management staff.

Before and after the national lockdown the committee continued with their fundraising efforts generating c. £5000 through events and donations., These funds have been invested in improving facilities, purchasing new equipment and enable the provision of materials for learning activities.

In summary, despite the pandemic, the pre school has managed to continue operating to a high standard and remains financially stable, serving the local community with safe and reliable childcare. This is evident in the continued high uptake of places from the local community.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Sufficient funds are held to cover closure or unforeseen event costs such as redundancy or loss of income. Access to these funds is restricted and are held separately from the preschools working capital.

Details of any funds materially in deficit

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's principal sources of funds are from fees, government early years education funding, fundraising and donations.

Expenditure over £200 is pre-approved by the committee after a request is submitted by the pre school manager. This request will include a description and reason/justification of the expenditure, this is assessed giving consideration to the objectives of the charity alongside it's current and future financial position.

Broughton Preschool is currently in a sound financial position and would be able to survive a further national lockdown should the situation arise. The biggest risk facing the preschool is a significant drop in government funding or uptake in childcare positions. This risk is partly managed through the conscious maintenance of our strong reputation in the local community and advertising through local mediums.

## Section F



## Other optional information

## 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)                        | EMILY WALLER  | EMILY PALMER   |
| Position (eg Secretary, Chair, etc) | CHAIR   | TREASURER  |

Date

12/5/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Broughton Pre School 1031324

## Receipts and payments accounts

CC16a

For the period from 01/08/2019 To 31/07/2020

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest<br>£ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |                                      |                                     |                                 |                               |
| Fees/Funding  | 76,268                                    | -                                    | -                                   | 76,268                          | 74,637                        |
| Fundraising   | 3,771                                     | -                                    | -                                   | 3,771                           | 5,921                         |
| Donations   | 4,569                                     | -                                    | -                                   | 4,569                           | 6,215                         |
| Interest  | -   | 224                                  | -                                   | 224                             | 223                           |
| Other   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
|   | -   | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>84,608</b>                             | <b>224</b>                           | <b>-</b>                            | <b>84,833</b>                   | <b>86,996</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>84,608</b>                             | <b>224</b>                           | <b>-</b>                            | <b>84,833</b>                   | <b>86,996</b>                 |
| <b>A3 Payments</b>                                    |   |                                      |                                     |                                 |                               |
| Wages   | 49,314                                    | -                                    | -                                   | 49,314                          | 45,238                        |
| Service Charges                                       | 7,635                                     | -                                    | -                                   | 7,635                           | 5,805                         |
| Equipment   | 4,718                                     | -                                    | -                                   | 4,718                           | 1,807                         |
| Trips/Activities                                      | 1,815                                     | -                                    | -                                   | 1,815                           | 223                           |
| Other   | 179                                       | -                                    | -                                   | 179                             | 98                            |
| Tax/NI  | 7,315                                     | -                                    | -                                   | 7,315                           | 8,358                         |
| Pension   | 4,158                                     | -                                    | -                                   | 4,158                           | 3,043                         |
| Admin/Insurance                                       | 1,969                                     | -                                    | -                                   | 1,969                           | 2,180                         |
| Maintenance   | 517                                       | -                                    | -                                   | 517                             | 371                           |
| <b>Sub total</b>                                      | <b>77,618</b>                             | <b>-</b>                             | <b>-</b>                            | <b>77,618</b>                   | <b>67,123</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>77,618</b>                             | <b>-</b>                             | <b>-</b>                            | <b>77,618</b>                   | <b>67,123</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>6,990</b>                              | <b>224</b>                           | <b>-</b>                            | <b>7,215</b>                    | <b>19,873</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>30,944</b>                             | <b>44,871</b>                        | <b>-</b>                            | <b>75,815</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>37,934</b>                             | <b>45,096</b>                        | <b>-</b>                            | <b>83,030</b>                   | <b>19,873</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                     | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|-----------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Barclays Current Account    | 37,934                             | -                                | -                               |
|                      | Manchester Building Society | -                                  | 45,096                           | -                               |
|                      |                             | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>     | <b>37,934</b>                      | <b>45,096</b>                    | <b>-</b>                        |

(agree balances with receipts and payments account(s))

OK

OK

OK



| Details                         | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |
|                                 | -                                  | -                                | -                               |

| Details                     | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|-----------------------------|-----------------|--------------------------|
| <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 liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |                                 | -                     |                     |
|                       |                                 | -                     |                     |
|                       |                                 | -                     |                     |
|                       |                                 | -                     |                     |
|                       |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name   | Date of approval |
|---|--------------|------------------|
|  | Emily Palmer | 21.05.21         |
|  | Emily Waller | 21.05.21         |

## Broughton Pre-School 2019-2020 P&L











|                                      | 2019-2020   |                    |
|--------------------------------------|-------------|--------------------|
| <b>Income:</b>                       |             |                    |
| Fees/Funding                         | 76,268.49   |                    |
| Fundraising                          | 3,770.85    |                    |
| Donations                            | 1,264.47    |                    |
| Voluntary Contributions              | 3,304.30    |                    |
| <b>Total Income</b>                  |             | <b>84,608.11</b>   |
| <b>Expenditure:</b>                  |             |                    |
| Wages, Pension & HMRC                | (60,786.32) |                    |
| Insurance                            | (651.44)    |                    |
| Internet/Website costs               | (280.29)    |                    |
| HCC Rent & Rates                     | (4,975.88)  | 6.5% cts           |
| Broughton School services            | (2,658.73)  |                    |
| Small equipment, books and computers | (4,861.83)  |                    |
| Training & Memberships               | (484.80)    |                    |
| Recoverable costs                    | (1,413.50)  |                    |
| Supermarket & Activities             | (336.33)    |                    |
| Admin                                | (480.68)    |                    |
| Advertising                          | 0.00        |                    |
| Maintenance                          | (516.71)    |                    |
| Other                                | (171.15)    |                    |
|                                      |             | <b>(77,617.66)</b> |
| <b>Profit(Loss)</b>                  |             | <b>£6,990.45</b>   |

MRS EMILY PALMER  
 BROUGHTON PRE-SCHOOL  
 SCHOOL LANE  
 BROUGHTON  
 HAMPSHIRE  
 SO20 8AN

## Your Community Account

## At a glance



### 23 Jul - 21 Aug 2020

| Date   | Description  | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|------------|-----------|
| 23 Jul | Start Balance  |             |            | 41,967.64 |
| 27 Jul | <b>DD</b> Direct Debit to Nest<br>Ref: It000000837779  | 296.91      |            | 41,670.73 |
|        |  On-Line Banking Bill Payment to Pre School Learnin<br>Ref: Wys6818-TT    | 48.72       |            | 41,622.01 |
|        |  On-Line Banking Bill Payment to Katie-Byrne-Perkin<br>Ref: Wages         | 279.38      |            | 41,342.63 |
|        |  On-Line Banking Bill Payment to HMRC PAYE/Nic Cumb<br>Ref: 663PD00119314 | 490.72      |            | 40,851.91 |
|        |  On-Line Banking Bill Payment to Mrs S Perrett<br>Ref: Wages              | 786.09      |            | 40,065.82 |
|        |  On-Line Banking Bill Payment to T Haynes<br>Ref: Wages                   | 1,084.05    |            | 38,981.77 |
|        |  On-Line Banking Bill Payment to P Jennings<br>Ref: Wages                 | 1,711.23    |            | 37,270.54 |
| 29 Jul |  On-Line Banking Bill Payment to Hcc<br>Ref: 58156707                     | 4.42        |            | 37,266.12 |
|        |  On-Line Banking Bill Payment to Batemans Trust<br>Ref: Broughton Pre     | 176.40      |            | 37,089.72 |
|        |  On-Line Banking Bill Payment to Hcc<br>Ref: Cust No 1111482              | 199.02      |            | 36,890.70 |
|        |  On-Line Banking Bill Payment to Hcc<br>Ref: 3910031881                   | 439.02      |            | 36,451.68 |

|                         |                   |
|-------------------------|-------------------|
| Start balance           | £41,967.64        |
| Money out               | £5,664.71         |
| ▶ Commission charges    | £0.00             |
| Money in                | £1,854.21         |
| ▶ Gross interest earned | £0.00             |
| <b>End balance</b>      | <b>£38,157.14</b> |

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Continued](#)

| Date                                       | Description   | Money out £ | Money in £ | Balance £ |
|--|---|-------------|------------|-----------|
| Balance brought forward from previous page |   |             |            | 36,451.68 |
| 30 Jul                                     |  Deposit Re 32Andover 100231                           |             | 1,482.28   | 37,933.96 |
| 3 Aug                                      | <b>DD</b> Direct Debit to 1&1 Internet Ltd.<br>Ref: V59813720-93880131  | 18.00       |            | 37,915.96 |
| 7 Aug                                      | <b>DD</b> Direct Debit to BCard Commercial<br>Ref: 5476760642515665   | 130.75      |            | 37,785.21 |
| 20 Aug                                     | <b>Giro</b> Direct Credit From MacDonalds&H<br>Ref: James MacDonald   |             | 97.88      | 37,883.09 |
|  |  Direct Credit From Miles EK<br>Ref: Freddie Van Noort |             | 274.05     | 38,157.14 |
| 21 Aug                                     | Balance carried forward   |             |            | 38,157.14 |
| Total Payments/Receipts                    |   | 5,664.71    | 1,854.21   |           |

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

|             | Aug'19     | Sep'19     | Oct'19     | Nov'19     | Dec'19     | Jan'20     | Feb'20     | Mar'20     | Apr'20     | May'20     | Jun'20     | Jul'20     | Total       |
|-------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Income      | 2,739.07   | 18,912.78  | 3,589.00   | 2,218.07   | 2,150.71   | 22,483.43  | 8,496.95   | 595.23     | 20,476.17  | 75.00      | 1,424.98   | 4,491.38   | 87,652.77   |
| Expenditure | (6,027.16) | (8,818.92) | (5,989.15) | (6,464.45) | (5,988.13) | (7,383.77) | (9,984.26) | (5,855.17) | (6,985.04) | (5,760.03) | (5,813.66) | (5,592.58) | (80,662.32) |
| Closing     | 27,655.42  | 37,749.28  | 35,349.13  | 31,102.75  | 27,265.33  | 42,364.99  | 40,877.68  | 35,617.74  | 49,108.87  | 43,423.84  | 39,035.16  | 37,933.96  | 37,933.96   |
| Bank        | 27,689.39  | 37,749.28  | 35,349.13  | 31,102.75  | 27,265.33  | 42,364.99  | 40,877.68  | 35,617.74  | 49,108.87  | 43,423.84  | 39,035.16  | 37,933.96  | #####       |
| Check       | (33.97)    | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       | 0.00       |             |

Opening as at 01/09/19      30,943.51

Matches bank statement and unrestricted funds cash balance at year end on receipts and payments account

125 Portland Street, Manchester M1 4QD

www.themanchester.co.uk

0161 923 8065

Broughton Pre-School  
Broughton  
Stockbridge  
Hampshire  
SO20 8AN

Statement Date  
31-May-2020

Your attention is drawn to the reverse of this statement which you must read for important information about your savings account

| Date      | Transaction Details     | Receipts | Withdrawals | Balance  |
|-----------|-------------------------|----------|-------------|----------|
|           | Balance Brought Forward |          |             | 44871.53 |
| 31-May-20 | Interest                | 224.36   |             | 45095.89 |
| 31-May-20 | Tax Paid                |          | 0.00        | 45095.89 |
|           | Balance Carried Forward |          |             | 45095.89 |

### Information about your Easy Access Business Saver (correct as at 31<sup>st</sup> May 2020)

Your Account Number: 9802-36996-5/1  
Interest Rate: 0.50% gross / AER

No rate changes have taken place on Easy Access Business Saver during the last 12 months. **Please note that further to our recent communication the interest rate is due to reduce to 0.10% gross / AER on the 10<sup>th</sup> June 2020.**

Other interest rates may have been applicable on your account if you had switched to Easy Access Business Saver from another account type during the last 12 months. Withdrawals and closures are available immediately without notice or penalty.

Your deposits are eligible for protection under the Financial Services Compensation Scheme. A compensation limit applies.

#### Notes

This is not a statement for the purpose of Section 975 of the Income Tax Act 2007.

Interest has been paid without the deduction of income tax.

AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and added to the account once each year.

Manchester Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Our Financial Services Register number is 206048. Head office: 125 Portland Street, Manchester M1 4QD.

Member of the Building Societies Association, UK Finance and covered by the Financial Services Compensation Scheme. Registered in the Mutuals Public Register, Register number 356 B.