



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 08	Year 2021		Day 31	Month 07	Year 2022

## 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	Faye McKay	Chair		
2	Emily Palmer	Treasurer		
3	Tamsin McKenzie	Fundraiser		
4	Laura Broadhurst	Fundraiser		
5	Abigail Jones	Fundraiser		
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)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Early Years Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Trustees/Committee
Trustee selection methods (eg. appointed by, elected by)	Selection of repeat 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>
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**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 their care, mental, health and development, 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 'competitively priced' childcare and education as it 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**

Whilst the academic school year 2021-2022 was a lot less turbulent and challenging than the previous 2 years, as with many Charities, the economic climate and cost of living rises has put financial pressures on the pre school. However, the committee introduced some successful new and innovate ideas and along with the generosity of voluntary contributions from some parents of the children, a meaningful amount of money, c. £7k was raised in the period.

Throughout the period, staff continued to deliver excellent service and developed relationships with new children and parents, this quality of service is evident in the growing numbers of children attending. Management and all Staff members continually reviewed and kept up to date with the academic and legislative requirements of their roles and a new member of staff was taken on. The pre-school is delighted to have been able to offer some financial support to their learning and development.

In summary, 2021-2022 has been a 'smooth' and successful year, 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 is able to continue operating as a going concern. The biggest risk facing the preschool is a significant drop in government funding or a drop in uptake of 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 Palmer	Faye McKay
Position (eg Secretary, Chair, etc)	Treasurer	Chairperson
Date	20.05.22	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Broughton Pre School 1031324

## Receipts and payments accounts

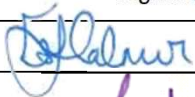

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For the period from 01/08/2021 To 31/07/2022

### 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>					
Fees/Funding	76,429	-	-	76,429	61,425
Fundraising	1,431	-	-	1,431	3,970
Donations	5,496	-	-	5,496	4,900
Interest	-	22	-	22	38
Other	-	-	-	-	6,708
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>83,356</b>	<b>22</b>	<b>-</b>	<b>83,378</b>	<b>77,041</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>83,356</b>	<b>22</b>	<b>-</b>	<b>83,378</b>	<b>77,041</b>
<b>A3 Payments</b>					
Wages	52,217	-	-	52,217	50,348
Service Charges	7,154	-	-	7,154	9,170
Equipment	1,138	-	-	1,138	2,987
Trips/Activities	1,331	-	-	1,331	433
Other	249	-	-	249	375
Tax/NI	8,162	-	-	8,162	5,913
Pension	3,493	-	-	3,493	3,390
Admin/Insurance	2,411	-	-	2,411	1,991
Maintenance	2,343	-	-	2,343	172
<b>Sub total</b>	<b>78,498</b>	<b>-</b>	<b>-</b>	<b>78,498</b>	<b>74,778</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>78,498</b>	<b>-</b>	<b>-</b>	<b>78,498</b>	<b>74,778</b>
<b>Net of receipts/(payments)</b>	<b>4,858</b>	<b>22</b>	<b>-</b>	<b>4,880</b>	<b>2,263</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>40,159</b>	<b>45,134</b>	<b>-</b>	<b>85,293</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>45,017</b>	<b>45,156</b>	<b>-</b>	<b>90,173</b>	<b>2,263</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>	Barclays Current Account	45,017	-	-
	Manchester Building Society	-	45,156	-
		-	-	-
	<b>Total cash funds</b>	<b>45,017</b>	<b>45,156</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	
		Emily Palmer	16.05.23	
		Faye McKay	20.05.23	

## Broughton Pre-School 2021-2022 P&L



	2021-2022	2020-2021	2019-2020	YoY
<b>Income:</b>				
Fees/Funding	76,429.16	61,425.31	76,268.49	15,003.85
Fundraising	1,430.93	3,970.36	3,770.85	(2,539.43)
Donations	102.00	7,557.00	1,264.47	(7,455.00)
Voluntary Contributions	5,393.57	4,050.80	3,304.30	1,342.77
<b>Total Income</b>	<b>83,355.66</b>	<b>77,003.47</b>	<b>84,608.11</b>	<b>6,352.19</b>
<b>Expenditure:</b>				
Wages, Pension & HMRC	(63,871.70)	(59,650.63)	(60,786.32)	(4,221.07)
Insurance	(779.79)	(683.53)	(651.44)	(96.26)
Internet/Website costs	(440.00)	(440.88)	(280.29)	0.88
HCC Rent & Rates	(5,338.80) <i>7.0% cts</i>	(5,393.46) <i>8.8% cts</i>	(4,975.88) <i>6.5% cts</i>	54.66 <i>cts</i>
Broughton School services	(1,815.30)	(3,776.31)	(2,658.73)	1,961.01
Small equipment, books and computers	(1,137.48)	(2,986.51)	(4,717.50)	1,849.03
Training & Memberships	(355.72)	(575.60)	(484.80)	219.88
Recoverable costs	312.05	466.95	(1,413.50)	(154.90)
Supermarket & Activities	(1,331.42)	(433.32)	(401.42)	(898.10)
Admin	(1,191.83)	(866.84)	(551.93)	(324.99)
Advertising	(205.00)	(140.00)	0.00	(65.00)
Maintenance	(2,342.93)	(171.98)	(516.71)	(2,170.95)
Other		(125.95)	(179.14)	125.95
	<b>(78,497.92)</b>	<b>(74,778.06)</b>	<b>(77,617.66)</b>	<b>(3,719.86)</b>
<b>Profit/(Loss)</b>	<b>£4,857.74</b>	<b>£2,225.41</b>	<b>£6,990.45</b>	<b>£2,632.33</b>

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

## Your Community Account

## At a glance

### 23 Jul - 22 Aug 2022

Date	Description	Money out £	Money in £	Balance £
23 Jul	Start Balance			51,673.52
26 Jul	On-Line Banking Bill Payment to Youth Options Ref: 3766	265.00		51,408.52
	On-Line Banking Bill Payment to Hcc Ref: 3910036996	444.90		50,963.62
	On-Line Banking Bill Payment to Paultons Park Ltd Ref: B1507 B1791 B1773	590.50		50,373.12
	On-Line Banking Bill Payment to HMRC PAYE/Nic Cumb Ref: 663PD00119314	808.84		49,564.28
	On-Line Banking Bill Payment to Ref: Wages	1,053.19		48,511.09
	On-Line Banking Bill Payment to T Ref: Wages	1,375.14		47,135.95
	On-Line Banking Bill Payment to P Ref: Wages	2,118.84		45,017.11
1 Aug	DD Direct Debit to Nest Ref: It000000837779	276.78		44,740.33
	On-Line Banking Bill Payment to Ref: Dbs Reimbursement	46.89		44,693.44
	On-Line Banking Bill Payment to Hcc Ref: 3611527416	541.08		44,152.36
	Giro Direct Credit From Palmer E Ref: Cash		556.50	44,708.86
3 Aug	DD Direct Debit to 1&1 Internet Ltd. Ref: V5981 3720-92464896	18.00		44,690.86

Start balance	£51,673.52
Money out	£8,000.00
▶ Commission charges	£0.00
Money in	£1,986.81
▶ Gross interest earned	£0.00
End balance	£45,660.33

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

Continued

	Aug'21	Sep'21	Oct'21	Nov'21	Dec'21	Jan'22	Feb'22	Mar'22	Apr'22	May'22	Jun'22	Jul'22	Total
Income	4,080.35	13,763.05	5,780.39	2,623.72	5,409.06	16,599.13	7,396.26	1,876.39	22,169.30	5,537.86	2,800.40	808.25	88,844.16
Expenditure	(5,315.89)	(7,861.42)	(7,009.27)	(6,190.08)	(6,319.42)	(7,701.80)	(5,777.33)	(6,606.25)	(7,240.40)	(6,977.43)	(7,521.97)	(9,465.16)	(83,986.42)
Closing	38,923.83	44,825.46	43,596.58	40,030.22	39,119.86	48,017.19	49,636.12	44,906.26	59,835.16	58,395.59	53,674.02	45,017.11	45,017.11
Bank	38,923.83	44,825.46	43,596.58	40,030.22	39,119.86	48,017.19	49,636.12	44,906.26	59,835.16	58,395.59	53,674.02	45,017.11	#####
Check	0.00	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 01/08/21												40,159.37	31/07/22
In year movement												4,857.74	

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-2022

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			45133.81
31-May-22	Interest	22.57		45156.38
31-May-22	Tax Paid		0.00	45156.38
	Balance Carried Forward			45156.38

### Information about your Easy Access Business Saver (correct as at 31<sup>st</sup> May 2022)

**Your Account Number:** 9802-36996-5/1  
**Interest Rate:** 0.05% gross / AER

No rate changes have taken place on Easy Access Business Saver during the last 12 months.

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

1. This is not a statement for the purpose of Section 975 of the Income Tax Act 2007.
2. Interest has been paid without the deduction of income tax.
3. 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.





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Broughton Pre School

**On accounts for the year  
ended**

31<sup>st</sup> July 2022

**Charity no  
(if any)**

1031324

**Set out on pages**

1-7

*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<sup>st</sup> July 2021**.

**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:** Z. Clarke

**Date:** 25/5/2023

**Name:** Zoe Clarke

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

C.I.M.A. Qualified

**Address:**

10 VALENCIA WAY, ANDOVER, HAMPSHIRE  
SP10 1JH

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.**