



Chalk Hill Pre-school & Toddler Group

Trustees Annual Report

Charity Registration Number 1033149

Vicki Dundas - Chairperson

30th September 2020

Chalk Hill Preschool & Toddler Group Trustees Report

Year End 31st July 2020

Aim & Purposes

Chalk Hill Preschool and Toddler Group provides Preschool education, in line with the Early Years Foundation Stage (EYFS) for children in the local area from the ages of 2 – 4 years. The preschool is open 38 weeks of the year (as per East Sussex County Council (ESCC) term timetable), 5 days per week. Sessions are offered as follows:

- Monday: 9.15am – 12.15pm / 9.15am – 2.15pm
- Tuesday: 9.15am – 12.15pm / 9.15am – 1.15pm
- Wednesday: 9.15am – 12.15pm / 9.15am – 2.00pm
- Thursday: 9.15am – 12.15pm / 9.15am – 2.15pm
- Friday: 9.15am – 12.15pm / 9.15am – 2.15pm

The Preschool's OFSTED registration allows a maximum of 30 children to attend Monday, Tuesday and Friday, 16 on a Wednesday and 22 on a Thursday. Children are divided by age into 2 groups – Caterpillars (2 – 3 years) and Butterflies (3 – 4 years). A toddler group is run on a Wednesday for local families from children from birth – 4 years old. The Preschool and Toddler group runs from St Mary's Church hall, the local church in Willingdon.

Objectives and Activities

The Preschool is committed to offering low cost preschool care for approximately 40 children on an annual basis. The intake is generally from the local community and the preschool has a waiting list for children wishing to start in September annually. Occasionally places become available within the year and these are offered to children from the waiting list.

Children are offered up to 15 hours of free Early Years Education Entitlement (EYEE) once they become eligible – this is paid by ESCC. Those that are eligible for 30 hours funding or 2year old funding we also accept with no restrictions.

Our current hourly rate charged is £5.60 the same charge that is made to those children not yet eligible for the EYEE funding or children who do not use all their entitlement per week. The committee annually review the projected income in order to cover the cost of running the preschool on a non-profit basis. The running costs include staff salaries, rent, training, administrative expenses, food and drink, insurances and resources.

Fundraising is undertaken to fund new equipment, storage and visitors to the setting.

Achievements & Performance

Over the past year the Preschool has had many successful fund raising events, such as a Quiz night, Christmas Fayre, Easter Fayre, fancy dress days and cakes sales. Revenue from these events has meant that equipment has been replaced and new resources purchased. These items are selected by the manager and the staff at the preschool to improve the children's experience whilst in the preschool's care. The Manager also arranged visitors to the setting, such as Drusilla's the local zoo and Entertainers for the Christmas and end of term parties.

The preschool has fostered links with the local primary / infant schools in order to help with the children's transition to school and feedback from local schools has been encouraging. Sadly due to Covid restrictions the usual school transition visit to the local school was unable to go ahead. But phone and email contact still went ahead.

The preschool is always reviewing the way in which parents are kept informed. Parents are invited, twice a year, to one to one sessions with the Child's keyworker at the relevant stages of the EYFS on the Child's progress. Over the past four years the preschool has also used its website, after a redesign and relaunch in September 2015 and Facebook pages to keep parents informed and introduced a text messaging service for parents. Feedback is sought via an annual parent's questionnaire and any issues raised are dealt with.

The preschool has close links with St Mary's Church and its officials who are regular visitors to the setting and trips to the church, including the annual carol concert, are part of the community liaison within the preschool.

The staff have continued to attend relevant training sessions (including first aid and child protection).

Financial Review

The annual accounts show a surplus of £2,454 the financial year ending 31/7/2020– The pre-school finances have continued to improve with close monitoring from the committee. The running costs of the pre-school have continued to be covered by the fees. The pre-school has successfully paid into the allocated pension scheme and increased wages in line with the national living wage increase. This is something that needs to be closely monitored as the living wage continues to increase and the hourly charge for the pre-school may need to increase in the future. The staff did not receive an annual pay rise; this was taken into consideration with regards to the living wage increasing and all members of staff received a rise according to their qualifications and position within the pre-school.

Fundraising activities were undertaken and a total of £1,098 was raised. Fundraising was a key focus of the committee this year to ensure the pre-school could purchase any necessary equipment and has therefore increased again compared to previous years.

The Preschool has a balance of £4,139 in the fundraising account and a balance of £7,303 in the main current account.

Reserves Policy

The Reserve account balance stands at £ 2,687. As with previous years the Committee have agreed to boost the balance over the next year to 12 months to £3000 to cover unexpected eventualities.

Volunteers

We would like to thank all the volunteers, especially the committee members, who work tirelessly for the benefit of the preschool and ultimately the children.

Structure, governance and management

The preschool adopts the Preschool Learning Alliances constitution. The membership of the committee includes a Chairperson, Treasurer, Secretary and several Trustees. These individuals are nominated and ratified at the AGM. All are current or previous parents to children at the preschool.

The pre-school has a close strong committee, this has resulted in together building up the fundraising account and supporting the general running of the preschool, through their decision making. The current Chair is stepping down once the AGM has nominated a new

Chair Person in the new term. There are several members of the current committee who are already involved and are suitable for this role.

The committee members are responsible for making decisions on all matters of general concern and importance to the preschool including the hourly rate charged for its sessions and any pay increases. The hourly rate was increased to £5.60 from February 2020 to cover the increasing staff costs resulting from the introduction of the national living wage and increase the overall cash flow. The committee regularly reviewed the finances and the annual membership was increased from £20 - £25 from September 2016.

The day to day running of the preschool is delegated to the Preschool Manager. The committee meet a minimum of 3 times over the year and minutes of these meetings are available if requested.

Administrative Information

The Committee comprised of the following members:

Chairperson: Vicki Dundas – registered person for Ofsted (from September 2018)

Treasurer: Amy Biggs (from October 2016)

Secretary: Nina Hewlett

Preschool Manager: Christine Hipgrave

Trustees: Jade Richardson, Hannah Etwell, Kelly Hardy

Chalk Hill Preschool & Toddler Group Trustees Report

Year End 31st July 2020

Registered Charity No. 1033149

CHALK HILL PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2020

Pearl Accountants

For the Year Ended 31st July 2020

Notes to the Accounts

1 Accounting Policies

1.1 Basis of Accounting

The Financial Statements have been prepared on a receipts and payments basis in accordance with Section 133 of the Charities Act 2011.

1.2 Fixed assets

Fixtures, fittings and office equipment

Equipment used within the school premises is not depreciated.

1.3 Incoming resources

Collections are recognised when received by or on behalf of the school.

1.4 Grants receivable

Grants and donations are only included in the receipts and Payments account when the school has received them.

1.5 Resources used

Expenditure is recognised in the period in which it is incurred and allocated to the appropriate cost centre. Expenditure includes irrecoverable VAT.

2 Funds

The School maintains a general fund and a restricted fund for physical health, oral hygiene and healthy eating.

Chalk Hill Pre-School

Registered Charity No. 1033149

Receipts and Payments Account
For the Year Ended 31st July 2020

		2020	2019
	£	£	£
Receipts			
Fees Non EYEE		12,144	25,151
EYEE Fees		60,956	51,896
HMRC Grant		1,824	0
MISC.		2,149	0
National Lottery Grants			9,963
Donation: Barclays			802
Donations: Misc			800
Fund Raising event			2,186
Total Receipts		<u>77,074</u>	<u>90,797</u>
Payments			
Wages and Contractors	62,844		66,017
Rent	6,637		9,956
Telephone	1,029		968
Payroll services	1,094		702
Equipment	854		7,768
Cleaning and Hygiene	448		0
Consumables and Expense claims	123		2,060
Craft and activities	151		329
Resources	293		146
General Administration	190		793
Sundries	234		560
Uniform	65		113
Christmas Fayre	551		0
Easter Fayre	108		0
Total Payments		<u>0</u>	<u>720</u>
Surplus/ (Deficit) for the Year		<u>74,619</u>	<u>90,132</u>
		<u>2,454</u>	<u>665</u>
Funds brought forward as at 1st August		<u>11,674</u>	<u>11,009</u>
Funds carried forward as at 31st July		<u>14,128</u>	<u>11,674</u>

Statements of Assets & Liabilities
For the Year Ended 31st July 2020

	Opening Balance at 1st August 2019 £	Movement in the year £	Closing Balance at 31st July 2020 £
1 Cash Funds			
NatWest current ****2033	4,103	3,200	7,303
NatWest reserve ****2041	2,135	552	2,687
NatWest current ****2510	5,436	(1,297)	4,139
Petty Cash	0	0	0
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Total Cash Funds	11,674	2,454	14,128

2 Assets	2020 £	2019 £
Furniture & Equipment	12,000	12,000
3 Liabilities	2020	2019
Rent	3,319	1,106
HMRC PAYE & NIC	242	249
Insurance	360	0
MISC.	238	0
Independent Examinations Fee	1,000	500
	<hr/>	
	5,158	1,855

Approved..... Mrs H Etwell

Chair

Approved..... Mrs A Briggs

Trustee

Independent examiner's report to the trustees of Chalk Hill Pre School

I report to the trustees on my examination of the accounts of Chalk Hill Pre School (the Trust) for the year ended 31st July 2020

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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with these records; or
3. 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:

Paul Lau MAAT B.A. (hon) Econ
Accountant
Pearl Accountants
73 Parkway
Eastbourne
East Sussex
BN20 9DZ

Date:

Registered Charity No. 1033149

CHALK HILL PRE-SCHOOL

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