



Chalk Hill Pre-school & Toddler Group

Trustees Annual Report

Charity Registration Number
1033149

Hannah Etwell- Chairperson

10TH May 2022

Chalk Hill Preschool & Toddler Group Trustees Report

Year End 31st July 2021

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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 - 2.15pm
- 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 25 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 50 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 who are eligible can use 2 year free Early Years Education Entitlement (EYEE) funding up to 15 hours - this is paid at the ESCC rate of £5.28

Children are able to use the full 15 hours of free universal Early Years Education Entitlement (EYEE) once they become eligible as well as 30 hour funding if applicable - this is paid by ESCC at a rate of £4.38 per hour.

The current hourly rate in setting is charged at £5.72 an hour and charged to non funded children or children who access over their funded hours attendance 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 due to The COVID pandemic the Preschool were unable to achieve as much fundraising as in other years. We did achieve a family sponsored challenge in October 2020 followed by a Christmas raffle drawn on line.

The Revenue from these events has meant that some new resources purchased along with vital cleaning products and these items are selected by the manager and the staff at the preschool to improve the children's experience and safety whilst in the preschool's care.

The preschool adopted policies and procedures to carry on through the pandemic. Staff had reduced hours due to reduced child intake but we remained open. Different procedures were introduced for safer drop offs and collections and being reviewed some will remain in place moving forward.

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 and this year was done mainly by phone.

The preschool is always reviewing the way in which parents are kept informed. Parents are normally 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. This year this was done by phone and email due to the PANDEMIC

Staff used TAPESTRY during lockdown to send home activities for families.

Over the past five 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 website is being looked into updating.

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. This year it was unable to go ahead due to the PANDEMIC

The church have been very supportive and the hall during this time was only accessed by the preschool.

The staff have continued to attend relevant training sessions online. First aid was deferred in line with EYE guidance however staff were still valid first aiders.

During lockdown Christine Hipgrave, the settings Manager, phoned staff to check on wellbeing and emailed families and rang vulnerable families to keep in touch and support. The staff kept contact through TAPESTRY.

Staff meetings were continued through zoom as well as committee meetings.

Financial Review

The annual accounts show a surplus of £665 the financial year ending 31/7/2019- 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 £2,186 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 £5,436 in the fundraising account and a balance of £4,103 in the main current account.

Reserves Policy

The Reserve account balance stands at £ 2,135. 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, with the current Chair being involved before she stepped up. This has resulted in together building up the fundraising account and supporting the general running of the preschool,

through their decision making.

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 £5.72 from January 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 and has remained the same.

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: Hannah Etwell – registered person for Ofsted (from September 2020)

Treasurer: Amy Biggs (from October 2016)

Secretary: Jade Richardson (from September 2020 from being a trustee)

Preschool Manager: Christine Hipgrave

Trustees: Stephanie Twine, Rebecca Pett, Michelle Trewin, Hannah Hesling and Steve Kelso, Charlotte Laslett

Chalk Hill Preschool & Toddler Group Trustees Report

Year End 31st July 2021

CHALK HILL PRE-SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2021

	2021	2020
Income from Donations	7,373	4,370
Income from Fundraising	2,337	2,000
Income from other sources	1,150	2,437
Particulars		
Total Income	10,860	8,807
Assets	2021	2020
Furniture & Equipment	12,000	12,000
Liabilities	2021	2020
Port	0	3,349
Income Tax & NIC	200	247
Accruals	190	238
Other	248	170
Administrative & Marketing Fee	1,000	1,000
Total Liabilities	1,638	5,004

Mrs H. [Name]
 Trustee
 Mrs A. [Name]

Pearl Accountants

For the Year Ended 31st July 2021

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 2021

		2021	2020
	£	£	£
Receipts			
Fees Non EYEE		18,657	12,144
EYEE Fees		46,791	60,956
HMRC Grant		0	1,824
MISC.		1,646	2,149
Fund Raising event		207	0
Total Receipts		<u>67,301</u>	<u>77,074</u>
Payments			
Wages and Contractors	58,661		62,844
Rent	10,543		6,637
Telephone	1,346		1,029
Payroll services	527		1,094
Equipment	121		854
Cleaning and Hygiene	520		448
Consumables and Expense claims	157		123
Craft and activities	0		151
Resources	550		293
General Administration	318		190
Sundries	302		234
Uniform	138		65
Christmas Gifts	207		551
Insurance	767		0
Easter Fayre	0		108
Accountancy/Independent Examination	500		0
Total Payments		<u>74,659</u>	<u>74,619</u>
Surplus/ (Deficit) for the Year		<u>-7,358</u>	<u>2,454</u>
Funds brought forward as at 1st August		<u>14,128</u>	<u>11,674</u>
Funds carried forward as at 31st July		<u>6,770</u>	<u>14,128</u>

Chalk Hill Pre-School

Registered Charity No. 1033149

Statements of Assets & Liabilities
For the Year Ended 31st July 2021

	Opening Balance at 1st August 2020 £	Movement in the year £	Closing Balance at 31st July 2021 £
1 Cash Funds			
NatWest current ****2033	7,303	-6,730	573
NatWest reserve ****2041	2,687	10	2,697
NatWest current ****2510	4,139	-642	3,497
Petty Cash	0	0	0
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Total Cash Funds	14,128	-7,361	6,767

2 Assets	2021 £	2020 £
Furniture & Equipment	12,000	12,000

3 Liabilities	2021	2020
Rent	0	3,319
HMRC PAYE & NIC	200	242
Insurance	0	360
MISC.	248	238
Independent Examinations Fee	1,000	1,000
	<hr/>	<hr/>
	1,448	5,158

Approved..... *H. Etwell* Mrs H Etwell

Trustee

Approved..... *A.P. Briggs* 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 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 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: 27/05/2022

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Date 27/05/2022