



**Chalk Hill Preschool & Toddler Group
Annual Trustee Report**

Charity Registration Number 1033149

August 2023 - July 2024

Chairperson Louise Pettitt

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.

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 who are eligible can use 2 year free Early Years Education Entitlement (EYEE) funding up to 15 hours.

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.

The current hourly rate in setting is charged at £5.82 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.

The annual accounts show a surplus of £13,070 the financial year ending 31/7/2024- 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.

Fundraising activities were undertaken and a total of £1922 was raised. Fundraising was a key focus for the committee this year to ensure the pre-school could purchase any necessary equipment.

The Preschool has a balance of £2980 in the fundraising account and a balance of £3208, in the main current account closing 31st July 2024.

Reserves Policy

The Reserve account balance stands at £6882 closing 31st of July 2024. Money was moved from our current account over the year to boost the reserve account, which should cover a months outgoings, if any issues occur.

Volunteers

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

Achievements & Performance

In this year we have held many fundraising events and incentives. We held the following: Halloween cake sale that raised £109.34, a Christmas fair that raised £827, Christmas jumper day that raised £32, Bags to school initiative over two events that raised £202, Easy fundraising app launched with parents signing up that create donations when they spend online, raised £105.87, Easter fair raised £468.99 and a stall at the church summer fair that raised £92.

The revenue from these events has meant that we could purchase new storage units for the garden toys and equipment. As well as seeds, soil and plants for the staff to create a garden area for the children to help grow and nurture. Staff were able to update their first aid training. We also updated our website that hadn't been changed since 2015. We had a brand new website created and launched in September ready for the new academic year.

The preschool has fostered links with a new care home, Hallmark Willingdon Park Manor that opened nearby.

On 14th December 2023 we received an Ofsted inspection, in which we received an 'Outstanding' result. This was a reflection of how hard the staff work at the preschool.

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. However, recruitment is very difficult, and there is a concern that numbers will dwindle over the coming years.

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 £5.82 from £5.72. This was to cover increased staffing costs in line with the National Living Wage and also to cover the costs of other things that has increased due to inflation.

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: Louise Pettitt

Treasurer: Merryl Burchant

Secretary: No one in this year

Preschool Manager: Christine Hipgrave

Trustees: Yvette Clark, Heather Macreadie, Harriet Mackie-Savage, Rebecca Pett, Ella Butler and Hannah Etwell.

Registered Charity No. 1033149

CHALK HILL PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2024

Pearl Accountants

For the Year Ended 31st July 2024

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.

Receipts and Payments Account
For the Year Ended 31st July 2024

	2023-24		2022-23	
	£	£	£	£
Receipts				
Fees Non EYEE		18,761		17,754
EYEE Fees		81,589		63,420
Membership fees		400		0
MISC.		54		146
Fund Raising event		1,922		2,319
Donations		0		780
Total Receipts		<u>102,725</u>		<u>84,420</u>
Payments				
Wages and Contractors	81,067		65,512	
Rent	10,474		12,560	
Telephone	1,034		1,348	
Payroll services	578		912	
Equipment	0		780	
Cleaning and Hygiene	0		197	
Consumables	504		0	
Resources	173		29	
General Administration	370		245	
Sundries	519		18	
Uniform	247		323	
Fundraising	1,717		1,135	
Insurance	564		503	
Training	595		192	
Membership	0		228	
Accountancy/Independent Examination	1,000		500	
Total Payments		<u>98,842</u>		<u>84,483</u>
Surplus/ (Deficit) for the Year		<u>3,883</u>		<u>-63</u>
Funds brought forward as at 1st August		<u>9,187</u>		<u>9,250</u>
Funds carried forward as at 31st July		<u>13,070</u>		<u>9,187</u>

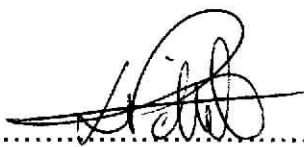
Statements of Assets & Liabilities
For the Year Ended 31st July 2024

	Opening Balance at 1st August 2023 £	Movement in the year £	Closing Balance at 31st July 2024 £
1 Cash Funds			
NatWest current ****2033	5,623	-2,415	3,208
NatWest reserve ****2041	1,190	5,692	6,882
NatWest current ****2510	2,373	607	2,980
Petty Cash	0	0	0
Total Cash Funds	9,187	3,884	13,070

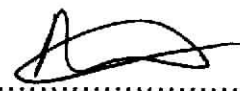
2 Assets	2023-24 £	2022-23 £
Furniture & Equipment	12,000	12,000

3 Liabilities	2023-24	2022-23
Rent	1,162	1,170
HMRC PAYE & NIC	937	150
Insurance	0	0
MISC.	397	548
Independent Examinations Fee	500	500

2,996	2,368
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Approved.....  Mrs L Pettitt

Chair

Approved.....  Mrs M Burchall

Treasurer

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 2024

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, PGCE
Accountant
Pearl Accountants
73 Parkway
Eastbourne
East Sussex
BN20 9DZ

Date: 19/05/2025

Registered Charity No. 1033149

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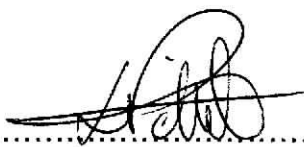
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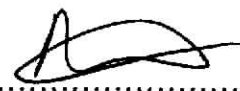
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