



West Hoathly Preschool  
Village Hall  
North Lane  
West Hoathly  
RH19 4QG

Tel : 07375 783059

## Chairs Annual Report December 2022

West Hoathly Pre School is managed by committee in made up entirely of volunteers, most of whom work on a full or part time basis and who are parents of children at the Pre School and most of whom are parents of children attending the Pre School. We meet half termly and our role is to support aspects of Pre School such as resources, children and curriculum, finance and fundraising and staffing.

The committee is elected at the Annual General Meeting and all parents are invited to attend. The committee also organises fundraising events throughout the year.

2022-3 Trustee Names: Rachel Townshend, Tina Allen, Liz Shannon, Rebecca Denne, Sophie Abbott, George Brinkhurst, Stacy Beresford

### Our Structure and our Aims

We follow the Pre-school Learning Alliance Constitution and this forms our governing document. We also follow the EYFS framework. Our Policies and Procedures are based on and adapted from the Pre-School Learning Alliance model templates. All Policies and Procedures were updated in 2022.

We are able to offer 2 year old and 3 year old funding. Our fees for unfunded children are £6 per hour.

West Hoathly Pre-school is a small, friendly Early Years setting at the heart of the local community. Catering for around 20 children between the ages of two and four years old, we offer an engaging, broad and balanced early year's curriculum based on the Early Years Foundation Stage curriculum. Our ultimate aim is to provide a positive, safe learning environment for all children to grow and develop through play.

Countless research has suggested that Early Years education is of vital importance to young children, an understanding that is reflected in the government's commitment to offer childcare funding to 3 year olds and now, means tested, to 2 year olds. To have such a provision in the heart of a small community allows more children the opportunity to have the best start to their education and also brings the community together.

We are very lucky to have a fantastic team of experienced, caring and dedicated staff supporting our children learn. Our Staff team is made up of our Supervisor Claire Archer as well as other staff members, Rebecca Denne, Liz Shannon and Esther Griggs. We are extremely grateful to all our fantastic staff, without whom we could not exist and thank them for their continued dedication and hard work. Planning engaging and exciting activities that meet the needs of all the children takes time, during and outside the Pre School day, not to mention the time taken assessing and recording children's progress.

### Our Activities and Objectives this year

Please see our News Blog <https://westhoathlypreschool.org/pre-school-news-blog/> for more information and lots of photographs showing what we have done this year.

To summarise, the committee going into 2023 will be: Rachel Townshend: Chair, Stacy Beresford: Secretary, Amy Marshall: Treasurer

WEST HOATHLY COMMUNITY PRE-SCHOOL  
ANNUAL ACCOUNTS  
YEAR ENDING 31st DECEMBER 2021

STATEMENT OF INDEPENDENT EXAMINER

In my opinion the below income and expenditure statement and reconciliation of funds represents a true and fair view of the activities of West Hoathly Community Pre-School in the year to 31st December 2021.

EXAMINER'S NOTES

A material sample of supplier invoices, cash receipts and income evidence to financial reports and banking records were checked.

The audit trails to the final bank account reconciliation were checked.



INCOME AND EXPENDITURE STATEMENT

INCOME		EXPENDITURE	
ADVERTISING	£ -	ADVERTISING	£ -
RECRUITMENT	£ -	RECRUITMENT	£ -
AGENCY FEES	£ -	AGENCY FEES	£ -
TRAINING	£ -	TRAINING	£ 1,256.00
UNIFORMS	£ -	UNIFORMS	£ 302.34
EQUIPMENT	£ -	EQUIPMENT	£ 85.99
FUNDRAISING EXPENSES	£ -	FUNDRAISING EXPENSES	£ -
PHOTOGRAPHY	£ -	PHOTOGRAPHY	£ -
OFFICE	£ -	OFFICE	£ -
MAINTENANCE	£ -	MAINTENANCE	£ -
MANAGEMENT EXPENSES	£ -	MANAGEMENT EXPENSES	£ 157.00
MUSIC	£ -	MUSIC	£ -
TAXATION	£ -	TAXATION	£ -
RENT	£ -	RENT	£ 1,751.50
INSURANCE	£ -	INSURANCE	£ 307.18
OFSTED	£ -	OFSTED	£ 60.00
CUTTINGS	£ -	CUTTINGS	£ -
PETTY CASH	£ -	PETTY CASH	£ -
REVENUE - CYGNETS	£ -	REVENUE - CYGNETS	£ -
REVENUE - LUNCH CLUB	£ -	REVENUE - LUNCH CLUB	£ -
REVENUE - PRE-SCHOOL FEES	£ 23,742.54	REVENUE - PRE-SCHOOL FEES	£ -
REVENUE - DONATIONS	£ -	REVENUE - DONATIONS	£ -
REVENUE - FUNDRAISING	£ -	REVENUE - FUNDRAISING	£ -
REVENUE - NURSERY EDUCATION GRANT	£ -	REVENUE - NURSERY EDUCATION GRANT	£ -
REVENUE - OTHER	£ 3,300.58	REVENUE - OTHER	£ -
REVENUE - TODDLER TIME	£ -	REVENUE - TODDLER TIME	£ -
STAFF SALARIES	£ -	STAFF SALARIES	£ 21,609.98
PRINTING & PHOTOCOPIING	£ -	PRINTING & PHOTOCOPIING	£ -
STATIONERY	£ -	STATIONERY	£ -
SUPPLIES	£ -	SUPPLIES	£ 472.01
	<b>£ 21,043.50</b>		<b>£ 30,296.84</b>

EXCESS OF INCOME OVER EXPENDITURE **£ 7,192.54**

REPRESENTED BY:

HSBC Reserve Account (21605208) at 1st January 2021	£ 0.00
HSBC Main Account (01605194) at 29th January 2021	£ 12,800.32
INCOME FOR 2021	£ 11,043.50
EXPENDITURE FOR 2021	£ 18,336.06
TOTAL FUNDS	£ 25,638.09

HSBC Reserve Account (21605208) at 1st January 2022	£ 0.00
HSBC Main Account (01605194) at 2nd January 2022	£ 23,643.25
TOTAL IN ACCOUNTS	£ 23,643.25

BANK RECONCILIATION

HSBC Reserve Account (21605208) at 31st December 2021	£ 0.00
UNPRESENTED CHEQUES & CREDITS	£ -
RECONCILED BALANCE IN COMMUNITY ACCOUNT	£ 0.00
HSBC Main Account (01605194) at 2nd January 2022	£ 23,643.25
UNPRESENTED CHEQUES & CREDITS	£ -
RECONCILED BALANCE IN RESERVE ACCOUNT	£ 23,643.25
TOTAL RECONCILED BALANCES AT BANK	£ 23,643.25