

# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

## Section A Reference and administration details

<b>Charity name</b>	Box Preschool Playgroup
<b>Other names charity is known by</b>	1035359
<b>Registered charity number (if any)</b>	1035359
<b>Charity's principal address</b>	Jubilee Centre / Hall, Market Place, Box, Wiltshire
<b>Postcode</b>	SN13 8NZ

### 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	Carla Chignell	Chair	From October 2020	
2	Jo Hall	Treasurer		
3	Yvonne Jenkinson	Ofsted representative		
4	Sophie Beazer			
5	Helen Wootton	Secretary	From October 2020	
6	Kelly Smith		From October 2020	
7	Laura Kent			
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### 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)

Yvonne Jenkinson – supervisor and trustee

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 25 November 1991
How the charity is constituted (eg. trust, association, company)	Pre School Learning Alliance Constitution (membership number 263690)
Trustee selection methods (eg. appointed by, elected by)	Volunteer initially then elected at AGM by current committee and outgoing members. Existing members re-elected by outgoing members

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Registered with Ofsted and a member of the preschool learning alliance, Box Preschool's mission is to create a safe environment of learning through play. It is administered by the trustees, all of whom undertake a CRB check, have safeguarding training, understand the policies of the preschool and sign a confidentiality agreement. Yvonne Jenkinson is the nominated Ofsted representative and child welfare protection officer.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Aim is to provide affordable pre-school childcare to the residents of Box and to ensure that the costs for sessions are covered through fees and grants, with fund raising used to fund additional / exceptional items required.

Established over 40 years ago, Box preschool is at the heart of the community and has been nurturing toddler and preschools of Box since it was founded. The preschool offers a homely, calm environment with structured play and specific sessions for movement, music, PE and other sessions, well regarded for the rising 5's.

Ofsted registered for 26 children aged 2-5, open throughout the school year (term times only), Monday to Friday, 8:30am – 3:30pm.

**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)**

**Additional details of objectives and activities (Optional information)**

and to ensure that the costs for sessions are covered through fees and grants, with fund raising used to fund additional / exceptional items required.

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**

Continued to welcome new children throughout the course of FY2020/21, with changes to operational practices in place to enable safety for children, staff and parents. Closure was minimised and, when it was legal to operate an early year setting, we were open.

Fundraising has been minimal and mainly virtual due to lack events possible this year. This has enabled investment in materials and equipment for the children.

Finances have been managed to ensure losses were kept to a minimum despite closure reducing income, whilst still bearing overheads.

Positive feedback and understanding, from parents, regarding the way things were handled in the pandemic.

Our 'little acorn' preschoolers settled into school in September 2021, with the transition well con-ordinated despite bubbles and lack of school visits, testament in part to their preparation under the experienced hand of the staff at Box Preschool Playgroup.

During the FY 20/21 a fee increase was agreed for Jan 2022. This will ne mentioned in next year's trustees report.

We have had to over-resource in FY2021 to manage uncertainties regarding sickness and isolation. This, plus pay rises to address cost of living, are shown as a higher cost in salaries in our annual accounts.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We always aim to keep £20-25k+ in reserve and have no intention to reduce this, especially based on what we saw during FY1920 and then again in FY2021.

### 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.

Principal source of funding is fees paid by parents and grants received for over 3s. Additional fundraising supports costs, too. Decisions re. spend are approved by the Treasurer and, if extraordinary, the Chair and / or wider committee.

## 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)	Joanne Helen Hall	Carla Chignell
Position (eg Secretary, Chair, etc)	Treasurer	
Date	29 April 2022	

**Accounts 20202021  
Profit and Loss Account**

	Opening Balance	Actual AUTUMN Term	Actual SPRING Term	Actual SUMMER Term	Total	Prior Year	Variance
<b>Gross Revenue</b>							
Grant		20,956	19,086	27,798	67,840	49,992	17,848
Billed		5,952	5,944	7,658	19,554	27,229	(7,676)
Other			500	-	500	-	500
		<b>26,908</b>	<b>25,530</b>	<b>35,456</b>	<b>87,894</b>	<b>77,221</b>	<b>10,673</b>
<b>Fundraising</b>							
Events		-	779	-	779	1,697	(918)
Donations		7	175	280	462	250	212
Other		180	-	-	180	104	76
		<b>187</b>	<b>954</b>	<b>280</b>	<b>1,421</b>	<b>2,050</b>	<b>(630)</b>
<b>Total Revenue</b>		<b>27,095</b>	<b>26,484</b>	<b>35,736</b>	<b>89,314</b>	<b>79,271</b>	<b>10,043</b>
<b>Expenses</b>							
Salaries		18,746	15,385	25,146	59,278	46,524	12,754
PAYE and NI		2,679	2,224	2,104	7,008	4,354	2,654
Training		166	90	263	519	1,379	(860)
Uniforms		117	105	71	293	32	261
Other People Costs		376	48	138	563	246	317
Activities - Sport, Circus etc		-	15	-	15	4,254	(4,239)
Books & toys		225	30	379	634	1,513	(879)
Stationary and Art Supplies		147	126	382	654	1,186	(532)
Computer and Photocopier		47	115	648	810	653	157
Trips and Events		-	-	165	165	1,031	(866)
Snacks		355	154	491	999	598	401
Rent		1,220	915	1,525	3,660	3,660	-
Plumbing, Decorating, Repairs and Renewals		205	-	734	939	2,300	(1,361)
fundraising expenses		40	-	-	40	-	40
Cleaner & Bins		947	113	1,097	2,157	1,715	442
Accountancy		1,184	799	1,086	3,069	2,731	338
Insurance		-	-	782	782	759	23
Ofsted Reg		75	-	13	88	50	38
Advertising		-	-	1,198	1,198	989	209
Donations		-	-	-	-	-	-
Other		794	654	(53)	1,395	407	988
Petty Cash (consumables & admin)		141	24	9	173	876	(703)
<b>Total Expenses</b>		<b>27,463</b>	<b>20,796</b>	<b>36,180</b>	<b>84,399</b>	<b>75,256</b>	<b>9,144</b>
<b>Profit/(Loss)</b>		<b>(368)</b>	<b>5,687</b>	<b>(444)</b>	<b>4,915</b>	<b>4,015</b>	<b>900</b>

**Balance sheet**

Bank Balance	50,479.44	48,786.27	53,234.92	53,550.10	
Petty Cash	32.10	1,225.43	2,464.25	997.45	
Debtors	(333.50)	-	-	794.86	
Creditors and Accruals	201.80	-	-	(87.50)	
Profit and loss reserve	(50,379.84)	(50,011.70)	(55,699.17)	(55,254.91)	
	-	-	-	-	Should always equal zero



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Box Preschool Playgroup

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1035359

Set out on pages

1,2,3

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, 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:

Date:

29 May 2022

Name:

Jennifer Cloke

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

Chartered Accountant FACA

Address:

Tangara, Ashley, Box, Corsham, Wiltshire, SN13 8AQ


**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**