



Trustees' Annual Report for the period

From **01/06/2021** To **31/05/2022**

Charity name: **Partridge Green Pre School**

Charity registration number: **1035667**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide early years education and care to children aged 2-4 years old.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We have used our fundraising money to buy new furniture this year as much of our old furniture was not fit for purpose. We have purchased storage for toys as well as a new trolley for books, all of which is benefiting the children's independence in the setting.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard for the guidance issued by the Charity Commission

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Pre School has achieved a great deal this year, We secured a fundraising opportunity with our local co-op which gave our fundraising money a bog boost. This enabled us to buy some extensions for our role play area as well as a new book trolley.</p> <p>We have enrolled lots more children this year as a direct result of our new purchases and also spending some money on new banners, posters and advertising.</p> <p>Our social media presence has improved drastically too.</p>
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Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>We have made a loss this year but it takes into account money that we felt needed to be spent as we had a lot in our reserve account since Covid 19 lockdowns.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We hold reserves to cover redundancy payments for the staff, this will be added to at the end of the school year in July as things are recalculated.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>We currently have £10,634.90 which we would like to increase to £18,000 by July.</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>n/a</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>Money was taken from our reserve account to cover costs and any fundraising money spent on resources.</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>n/a</p>

Structure, Governance and Management

<p>Description of charity's trusts:</p>		
<p>Type of governing document (trust deed, royal charter)</p>	<p>Para 1.25</p>	<p>Constitution adopted 1994</p>
<p>How is the charity constituted? (e.g unincorporated)</p>	<p>Para 1.25</p>	<p>Unincorporated association</p>

association, CIO)		
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	We elect trustees annually at our AGM and all members can vote as a first or second electee of the new member. New members are agreed by the whole committee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We ensure that new committee members know what their job role is. We have job descriptions for the chair, treasurer and secretary. All new members are supported to complete their DBS check and EY2 check for Ofsted. These must be completed before they see any confidential committee documents.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a chair, secretary and treasurer, plus up to 5 other committee members including the current Pre-School manager.
Relationship with any related parties	Para 1.51	n/a
Other		n/a

Reference and Administrative details

Charity name	Partridge Green Pre School
Other name the charity uses	n/a
Registered charity number	1035667
Charity's principal address	The Village Hall Village Hall Lane, High Street Partridge Green West Sussex RH13 8HX

Position	Name	Proposed	Seconded
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Chair	Suzanne Pheasant	BW	YG
Vice Chair	<i>Position not filled</i>		
Treasurer	Kirsty Barrell	HT	CW
Secretary	Natalie White	KB	MF
Fundraising officer	<i>Position not filled</i>		
Ofsted responsible person	Becky White	SP	KW
Committee Member	Claire Waller	KW	BW
Committee Member	Terri Genner	MF	KB
Committee Member			
Committee Member			
Committee Member			
Committee Member			

(min 5, max 12)

Committee satisfied that the threshold of 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct¹

Exemptions from disclosure

Reason for non-disclosure of key personnel details


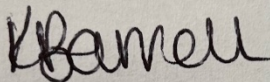
n/a

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Suzanne Pheasant	Kirsty Barrell
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**Position (eg
Secretary, Chair, etc)**

Chair

Treasurer

Date

29/03/2023

Partridge Green Pre-School Playgroup

Accounts

31 May 2022

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature:

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2022**

	2022	2021
	£	£
Sales	55,406	80,328
Cost of sales	494	314
Gross profit	<u>54,912</u>	<u>80,014</u>
Expenses		
Wages, salaries and other staff costs	64,017	67,742
Rent, rates, power and insurance costs	5,598	4,126
Repairs and renewals of property and equipment	93	-
Telephone, fax, stationery and other office costs	4,796	4,516
Advertising and business entertainment costs	418	118
Accountancy, legal and other professional fees	1,800	2,034
Depreciation and loss/(profit) on sale	888	61
	<u>77,610</u>	<u>78,597</u>
(Loss)/profit	<u>(22,698)</u>	<u>1,417</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2022**

	Notes	2022 £	2021 £
Fixed assets			
Equipment, machinery and motor vehicles	3	3,550	242
Current assets			
Trade debtors		136	-
Bank/building society balances		20,589	32,626
Cash in hand		-	15
Other current assets and prepayments		3,570	18,408
		<u>24,295</u>	<u>51,049</u>
Current liabilities			
Other liabilities and accruals		<u>-</u>	<u>748</u>
Net current assets		24,295	50,301
Net assets		<u>27,845</u>	<u>50,543</u>
Capital account			
Balance at start of period		50,543	49,126
Net (loss)/profit		(22,698)	1,417
		<u>27,845</u>	<u>50,543</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2022	2021
	£	£
Sales		
Fees received	18,171	12,205
Funding	32,393	64,176
Fundraising donations account	3,728	3,872
Stay & Play income	494	-
Other income	614	73
Bank deposit interest received	6	2
	<u>55,406</u>	<u>80,328</u>
Cost of sales		
Fundraising costs	<u>494</u>	<u>314</u>
Wages, salaries and other staff costs		
Wages and salaries	62,567	67,243
Staff training and welfare	1,450	499
	<u>64,017</u>	<u>67,742</u>
Rent, rates, power and insurance costs		
Rent	5,598	4,013
Stay & Play rent	-	113
	<u>5,598</u>	<u>4,126</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>93</u>	<u>-</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	687	733
Printing, postage and stationery	591	491
Fruit, biscuits	738	483
Material and equipment	1,551	1,692
Subscriptions	340	318
Insurance	889	799
	<u>4,796</u>	<u>4,516</u>
Advertising and business entertainment costs		
Advertising and PR	<u>418</u>	<u>118</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>1,800</u>	<u>2,034</u>
Depreciation and loss/(profit) on sale		
Depreciation	888	61

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022**

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2021	379
Additions	4,195
At 31 May 2022	<u>4,574</u>
Depreciation	
At 1 June 2021	137
Charge for the year	887
At 31 May 2022	<u>1,024</u>
Net book value	
At 31 May 2022	<u>3,550</u>
At 31 May 2021	<u>242</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2022

I report on the accounts of the trust for the year ended 31 May 2022 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 13 March 2023

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2022

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a substantial loss for the year due primarily to a cut in WSCC funding to the Charity compared to the prior year, as well as investment in equipment for the use in the running of the charity.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £27,845 compared with £50,543 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 13 March 2023