

Report by the Chair to the Annual General Meeting | 2024

Report by the Chair of the Farmborough Pre-school Management Committee to the Annual General Meeting, Wednesday 13th November 2024

Registered Charity No: 1037250

Farmborough CofE Primary School, The Street, Bath, BA2

Tel: 07837738361

Email: farmboroughpreschool@gmail.com



Welcome to Farmborough Pre-School's Annual General Meeting, for those of you who do not know me my name is Emma-Jane Cook and I am the current Chairperson.

Background

This is the annual report for the year ending August 2024

Farmborough Pre-school is an independent registered charity, which is inspected by Ofsted and also registered with Bath & North-East Somerset Council to accommodate 20 children per day. It is run by a voluntary management committee who is elected in accordance with its adopted constitution at the Annual General Meeting.

The current committee members,

- Emma-Jane Cook (Chair)
- Victoria Pain (Secretary)
- Mark Mattock (Treasurer)
- Rebecca Mitchell
- Dani Rowan
- Estie Lippiatt
- Louise Payne
- Lucy Thomas
- Monica Cox

At Farmborough Pre-school our aim is to provide a safe, secure and stimulating environment, which ensures equal opportunity for all children and families.

We employ an experienced and well-qualified team, who provide a wide range of activities and opportunities relating to the Early Years Foundation Stage curriculum. There are currently four permanent members of staff, all of whom hold the relevant level 3 qualifications.

Most of our income is received from the local authority through the Early Years Entitlement (EYE), which is available for each child from the term after his or her third birthday and

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provides up to 15 hours of care. This funding is calculated per child per hour attended, so our income varies according to the number of children enrolled at any one time. We are also registered to accept the 30 hour funding scheme from those families who are eligible.

Additional funds are received from parents who pay fees before their child receives EYE funding, from fees attending over the allotted funded hours, from fundraising events, and from grants awarded by various bodies.

Below is a summary of key elements, changes and successes that occurred up to the end of August 2022.

Staff

Our staff the “Fantastic Four” have continued to provide the highest standard of care and have ensured the safety of the children and themselves. We as Management Committee are able to adopt a hands-off strategy when it comes to the day to day running of the Pre-School, this is testament to the skill level and competence of our staffing team, we continue to be very proud of each one of them.

Financial Planning

This is a crucial role of the committee, which means the admissions system and database remains key to enabling us to predict the funding we will receive in fees and from the local authority. This, coupled with the detailed account keeping from the Treasurer, has ensured we have a clear and consistent method for financial planning and monitoring our income and expenditure, which can change positively and negatively year on year. We really do appreciate the hard work of Mark, our Treasurer.

We have found over time and with experience that applying for grants is a good way of raising funds for specific projects. We also have three times a year, Bags2School collection, and our own Farmborough Parish Council awards grants which we can apply for annually. It's this extra financial input that has meant we can continue with extra activities for the children which is wonderful. We are always looking for ways to raise additional funds so all ideas are welcome.

Marketing , social media, communication with parents.

The Pre-School prides itself in communicating regularly with parents and carers and the Staff and Management Committee will always make themselves available if anyone needs us. We try and distribute an annual questionnaire to parents and carers - this provides a great opportunity for us to receive feedback from the most important people, yourselves and your children, and act on the results if required.

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We have opted for distributing Pre-School information such as newsletters, alerts, letters and announcements via email and Facebook as much as possible. This has proved popular and enables us to be more efficient and economical in how we share information. We are of course always happy to provide paper copies where required.

Looking ahead

As a management committee we have to remain diligent regarding our financial planning as rising costs over the coming year will have an impact on small independent charities like ours. This along with the Committee's commitment to fundraising, should allow us to continue with extra experiences and will go towards providing the pre-school with new equipment.

It's this commitment that is crucial over the next year to carry on ensuring the preschool remains successful.

The key tasks for the new committee will be:

- o To continue to support the staff in maintaining a safe, happy and stimulating environment for the children.
- o To continue with careful financial planning, in which the accounts and budget are regularly reviewed.
- o To plan for the updating and replacement of equipment.
- o Continue our fundraising efforts to allow all of the extra activities and opportunities to be provided, which the children enjoy so much.
- o To continue to review policies and procedures.
- o To ensure that the safeguarding and welfare requirements of the EYFS are in place, and that the staff are supported in delivering the other aspects of it.

Summary

It has been a tricky transition to chair this year from last as I did not receive a very thorough handover from the previous chair. I have had the support from another previous chair who has been able to point me in the right direction.

Personally it's been a tricky year with an unexpected pregnancy so attempts at fundraising have not been as productive as I would have liked. This is something that as a committee we hope to get better at next year, with Steph's help in applying for grants and funding.

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We started the year with lots of people wanting to be on the committee which was great, but the paperwork put a lot of people off. We are currently within quota for the percentage of parents needed on the committee but it would be lovely to have some more people join us - we have 3 spaces available. (DBS needs to be applied for first, EY2 after)

We have been financially stable enough to employ Gemma for an extra day meaning that we can have more children attend on those days, with the increase in pay for all staff this year.

I would like to thank all of the staff for the effort and expertise that they continue to give to the pre-school.

I would also like to thank the Committee for their support and all their contributions throughout the year and thank you to our families who have continued to support our Pre-school.

Emma-Jane Cook

Chair of Committee

13/11/24

| FARBOROUGH PRESCHOOL | | | | | |
|---|--------------------|------------------|------------------|------------------|--|
| INCOME AND EXPENDITURE ACCOUNT - YEAR ENDED 31 JULY 2024 | | | | | |
| PROFIT & LOSS 2024 | | | | | |
| | 2024 | | | 2023 | |
| Standard Items | Receipts | Payments | Receipts | Payments | |
| BANES Funded Income | 59,733.72 | | 57,668.76 | | |
| Un-Funded Income | 22,442.00 | | 20,531.55 | | |
| Misc Income | - | | | | |
| Deposits | | | 120.00 | | |
| Fundraising | 97.00 | - | 1,887.19 | 59.68 | |
| Interest | 564.26 | | 7.63 | | |
| Staff Wages | | 67,008.65 | | 60,724.91 | |
| Office Expenses | | 847.61 | | 864.63 | |
| Cleaning | | 606.20 | | 520.85 | |
| Toys & Equipment | | 627.61 | | 331.44 | |
| Provisions | | 430.00 | | 440.00 | |
| Wellbeing Classes | | 525.60 | | 614.80 | |
| Misc Expenses | | 437.90 | | 317.99 | |
| Telephone | | 127.66 | | 117.84 | |
| Training | | 362.00 | | 70.00 | |
| Venue Hire | | - | | 54.00 | |
| Subscriptions | | 729.84 | | 931.65 | |
| Workwear | | - | | 294.90 | |
| Rent | | 5,815.00 | | 5,500.00 | |
| Repairs | | | | 94.50 | |
| Hall Hire | | | | | |
| Standard Items Totals | 82,836.98 | 77,518.07 | 80,215.13 | 70,937.19 | |
| Non-Standard Items | | | | | |
| Grant Income | - | - | 993.98 | | |
| Payroll Expenses | | - | | | |
| Depreciation | | 729.74 | | 677.45 | |
| Bad Debts | | 52.75 | | 30.00 | |
| Non-Standard Items Totals | - | 782.49 | 993.98 | 707.45 | |
| Totals | 82,836.98 | 78,300.56 | 81,209.11 | 71,644.64 | |
| (DEFICIT) SURPLUS FOR THE YEAR | | 4,536.42 | | 9,564.47 | |
| BALANCE SHEET AT 31 JULY 2024 | | | | | |
| NON CURRENT ASSETS | | | | | |
| Land & Buildings (F&F) | 1,417.23 | | 1,937.97 | | |
| CURRENT ASSETS | | | | | |
| Bank Account | 9,875.34 | | 76,479.28 | | |
| Savings Account | 73,313.55 | | 1,749.29 | | |
| Bad Debts | | | | | |
| Cash | | | | | |
| Debtors | 1,954.48 | | 967.75 | | |
| Deposits | - 540.00 | | - 120.00 | | |
| Total Bank Balances | £ 86,020.60 | | 81,014.29 | | |
| CURRENT LIABILITIES | | | | | |
| PENSION | - 258.76 | | - 227.60 | | |
| PAYROLL DEDUCTIONS | - 488.73 | | | | |
| GRANT INCOME | | | | | |
| PAYROLL CLEARING | | | | | |
| TAX & NI | - | | - 50.00 | | |
| TOTALS | £ 85,273.11 | | 80,736.69 | | |
| NON CURRENT LIABILITIES | | | | | |
| CREDITORS DUE AFTER 1 YEAR | - | | | | |
| | - | | | | |
| TOTAL ASSETS LESS LIABILITIES | 85,273.11 | | 80,736.69 | | |
| ACCUMULATED FUNDS | | | | | |
| <i>Balance Brought Forward</i> | 80,736.69 | | 71,172.22 | | |
| <i>Surplus / (Deficit) for the Year</i> | 4,536.42 | | 9,564.47 | | |
| Balance Carried Forward | £ 85,273.11 | | 80,736.69 | | |
| Treasurer Mark Mattock | | | | | |
| Signed on 13 NOVEMBER 2024 | | | | | |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Farmborough Pre School

**On accounts for the year
ended**

31 July 2024

**Charity no
(if any)**

1037250

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2018.

**Responsibilities and
basis of report**

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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: STONELEIGH ACCOUNTANCY LTD

Date: 20th August 24

Name: Ray Sheppard

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

Address:

Stoneleigh Accountancy Limited,
107B Wellsway, Keynsham, Bristol, BS31 1HZ

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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