CHARITY COMMISSION

Trustees' Annual Report
for the period

From (start date) 01 09 95 to (end date) 31 08 26

Section A — Reference and administration details

Charity name: Southchurch Park Pre-School

Other names the charity is known by:

Registered charity number (if any): 1138550

Charity's principal address: The Plaza Centre, 800 Southchurch Road, Southend, Postcode SS1 2PT

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

Section A — Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

Section B — Structure, governance and management

Description of the charity's trusts

Type of governing document (eg trust deed, constitution)

How the charity is constituted (eg trust, association, company)

Trustee selection methods (eg appointed by, elected by)

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.

Section C — Objectives and activities

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

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)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D — Achievements and performance

Summary of the main achievements of the charity during the year

Section E — Financial review

Brief statement of the charity's policy on reserves: Please find attached reserves policy

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.

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): C. Morgan

Full name(s): Chelsea Morgan

Position (eg Secretary, Chair, etc): Chair

Date: 20/02/26

SOUTHCHURCH PARK PRE-SCHOOL

Trustees' Resolution to Establish a Redundancy and Closure Reserve

Charity Commission Registration Number: 1138330

Date of meeting: 12/05/2026

Location of meeting: Southchurch park pre-school

1. Purpose of the resolution

The Trustees of Southchurch Park Pre-School recognise their responsibility to manage the charity's finances prudently and to consider how the charity would meet its financial obligations in the event of an unexpected closure.

The Trustees and Chairperson have discussed the importance of making provision for potential staff redundancy payments, contractual notice pay, accrued holiday pay and other unavoidable costs associated with the closure of the pre-school.

2. Financial position

The Trustees note that the charity's bank balance as at 31 August was **£37,835.00**.

An initial estimate of redundancy payments and contractual notice pay for certain members of staff is approximately **£44,286.26**. This estimate is provisional and must be verified against the relevant employment contracts, statutory entitlements and payroll calculations. It does not necessarily include all staff liabilities or other closure costs.

The Trustees acknowledge that the charity's available funds must also be considered alongside ongoing operating expenses, outstanding bills and other financial commitments.

3. Resolution agreed by the Trustees

The Trustees agree to designate **£32,000** of the charity's unrestricted funds as a **Redundancy and Closure Reserve**.

The purpose of this reserve is to help the charity meet, as far as funds permit:

- Staff redundancy payments and contractual or statutory notice pay.
- Accrued but unpaid staff holiday entitlement.
- Essential premises, contractual and other unavoidable closure costs.
- Professional fees and reasonable costs associated with an orderly closure, if required.

The Trustees acknowledge that the designated amount is a contribution towards potential liabilities and may not be sufficient to cover all costs associated with redundancy or closure.

4. Nature and review of the reserve

The Trustees confirm that the reserve is an internal designation of unrestricted funds for financial planning purposes. It does not create a legally restricted fund, and the funds remain available for the charity's purposes in accordance with the Trustees' legal duties.

The designation does not mean that the funds are held in a separate bank account.

The Trustees will review the reserve at least annually and whenever there is a significant change in staffing, income, expenditure or the charity's financial circumstances. The Trustees may amend the designated amount by a further recorded decision.

5. Approval and signatures

By signing below, the undersigned confirm that this resolution records the decision agreed by the Trustees of Southchurch Park Pre-School.

Chairperson

Full name: Chelsea Morgan

Signature: C Morgan

Date: 20/10/26

Trustee 1

Full name: _____

Signature: _____

Date: _____

Trustee 2

Full name: _____

Signature: _____

Date: _____

Trustee 3 (if applicable)

Full name: _____

Signature: _____

Date: _____

Add further signature lines if required.

Record keeping

A copy of this signed resolution should be retained with the charity's trustee meeting minutes and financial records and shared with the charity's accountant or independent examiner as appropriate.

Reserves Policy

The Trustees of Southchurch Park Pre-School recognise the importance of maintaining appropriate financial reserves to protect the charity's financial stability and to ensure that it can meet its financial commitments.

Following discussion and agreement by the Trustees and Chairperson, the charity has designated **£32,000 of unrestricted funds** as a Redundancy and Closure Reserve. This reserve is intended to help meet potential staff redundancy payments, contractual and statutory notice pay, accrued holiday pay, premises and other unavoidable contractual commitments, and reasonable professional fees associated with an orderly closure, should this become necessary.

The charity's bank balance as at 31 August was **£37,835.00**. An initial estimate of redundancy payments and contractual notice pay for certain members of staff is approximately **£44,286.26**. This estimate remains subject to verification and does not necessarily include all potential staff liabilities or other closure costs.

The Trustees recognise that the designated reserve may not be sufficient to cover all potential redundancy and closure liabilities. They will also consider the charity's ongoing operating costs, outstanding commitments and working capital requirements when reviewing the level of funds available.

The £32,000 designation is an internal allocation of unrestricted funds for planning purposes and does not constitute a legally restricted fund. The Trustees will review the designated reserve at least annually, and sooner if there are significant changes to staffing, income, expenditure or the charity's financial circumstances. The designated amount may be amended by a further decision of the Trustees.

FINANCIAL PERIOD: 01/09/2025-31/08/2026

Balance brought forward from pervious financial period £31,088.68

INCOME

DATE	DETAIL	AMOUNT
AS PER FINANCIAL PERIOD STATED ABOVE	FEES	£11,402.78
	SBC PAYMENT	£213,481.29
	FUND RAISING	£358.13
	FRAUD IN	£6,868.30

TOTAL **£231,600.50**

OUTGOINGS

DATE	DETAIL	AMOUNT
AS PER FINANCIAL PERIOD STATED ABOVE	RENT	£22,233.35
	SALARIES	£135,621.27
	HMRC	£17,748.50
	COMMUNICATIONS	£1,725.17
	PAYROL+ACCOUNTANCY	£746.64
	PRINTING + STATIONARY	£705.93
	FOOD	£6,221.50
	GENERAL EXPENSES	£11,253.07
	EQUIPMENT	£10,002.64
	UNIFORM	£604.78
	PENSION	£9,336.29
	Courses	£1,984.56
	Cleaning	£571.29
	Fraud out	£6,868.30

TOTAL **£224,853.62**

TOTAL BALANCE AT PERIOD END £37,835.56

SIGNED N. Hussain

ROLE Early years Practitioner

DATE 19/10/26

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of: Southchurchparkpreschool

On accounts for the year ended: 2026 **Charity no (if any):** 1138330

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 DD / MM / YYYY.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed: N Smith **Date:** 19.10.26

Name: Nicky Smith

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

Address: 30 Archer Avenue
Southend
SS2 4QH

Section B Disclosure

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.

Annual -Report 25/26 for Southchurch Park Pre-School 19.10.2026

This year started off with us having to look for a new premises as our old building was closing down. We eventually found somewhere but it was smaller and the rent is higher, therefore we had to purchase smaller and pack away furniture as we are now a pack away setting on a Friday. Due to the move, we have had no time to do fundraising as we moved in the summer period we didn't get to do our annual sports day fundraiser. We have had higher than usually staff turnover due to the move. Due to the size of the building, we have had to reduce the number of children attending. During the move we was able to get families of the parents to help us with moving which saved us the cost of having removals. We had to decorate the interior of the new setting before we were able to open and had to prepare the garden so it was clean and safe for children as the premises had been vacant for a while. The accounts have taken longer to do this year due to the fraud we had on the bank account.