Registered number: 07140529

BUTTSBURY PRE-SCHOOL
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2026

F J Gothard

F J Gothard & Co Ltd
35 Colchester Road
West Mersea
Essex
CO5 8RP

Buttsbury Pre-School
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Buttsbury Pre-School
Company Information
For The Year Ended 30 June 2026

Directors	Mrs Stephanie Smith Ms Freyja Ginn Ms Laura Doble Ms Leena Patel Mr Anthony Smith
Company Number	07140529
Registered Office	Perry Street Billericay Essex CM12 0NX
Accountants	F J Gothard & Co Ltd 35 Colchester Road West Mersea Essex CO5 8RP

Buttsbury Pre-School
Company No. 07140529
Directors' Report For The Year Ended 30 June 2026

The directors present their report and the financial statements for the year ended 30 June 2026.

Directors

The directors who held office during the year were as follows:

Mrs Stephanie Smith		
Ms Freyja Ginn		
Ms Laura Doble	Appointed	05/06/2026
Ms Leena Patel	Appointed	05/06/2026
Mr Anthony Smith	Appointed	05/06/2026
Ms Gemma Foulser	Resigned	05/06/2026
Ms Alexia Garcia Garcia	Resigned	05/06/2026
Ms Eloise Reilly	Resigned	05/06/2026

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

Mrs Stephanie Smith

Director
17/09/2026

Buttsbury Pre-School
Income and Expenditure Account
For The Year Ended 30 June 2026

	Notes	2026 £	2025 £
TURNOVER		327,504	293,705
Cost of sales		(343,639)	(280,336)
GROSS (DEFICIT)/SURPLUS		(16,135)	13,369
Administrative expenses		-	(1)
OPERATING (DEFICIT)/SURPLUS AND (DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		(16,135)	13,368

The notes on pages 5 to 6 form part of these financial statements.

Buttsbury Pre-School
Balance Sheet
As At 30 June 2026

	Notes	2026 £	2026 £	2025 £	2025 £
CURRENT ASSETS					
Debtors	4	936		952	
Cash at bank and in hand		290,448		306,109	
		291,384		307,061	
Creditors: Amounts Falling Due Within One Year	5	(13,251)		(12,793)	
NET CURRENT ASSETS (LIABILITIES)			278,133		294,268
TOTAL ASSETS LESS CURRENT LIABILITIES			278,133		294,268
NET ASSETS			278,133		294,268
RESERVES					
Other reserves			294,268		294,268
Income and Expenditure Account			(16,135)		-
MEMBERS' FUNDS			278,133		294,268

For the year ending 30 June 2026 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

On behalf of the board

Ms Freyja Ginn

Director
17/09/2026

The notes on pages 5 to 6 form part of these financial statements.

1. General Information

Buttsbury Pre-School is a private company, limited by guarantee, incorporated in England & Wales, registered number 07140529. The registered office is Perry Street, Billericay, Essex, CM12 0NX.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

2.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

3. Average Number of Employees

Average number of employees, including directors, during the year was: 20 (2025: 19)

4. Debtors

	2026	2025
	£	£
Due within one year		
Other debtors	936	952

5. Creditors: Amounts Falling Due Within One Year

	2026	2025
	£	£
Trade creditors	1,547	322
Other creditors	11,704	12,231
Taxation and social security	-	240
	13,251	12,793

6. Reserves

	Other reserves	Income and Expenditure Account
	£	£
As at 1 July 2025	294,268	-
Loss for the year and total comprehensive income	-	(16,135)
As at 30 June 2026	294,268	(16,135)

Reserves comprises of £105,972.07 of Unrestricted Funds and £172,160.44 of Restricted Funds.

7. **Company limited by guarantee**

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

Buttsbury Pre-School
Detailed Income and Expenditure Account
For The Year Ended 30 June 2026

	2026		2025	
	£	£	£	£
TURNOVER				
Charitable activities		318,086		281,370
Other trading activities		1,116		3,259
Investments		8,002		9,066
Other income		300		10
		327,504		293,705
COST OF SALES				
Raising funds				
Charitable activities.	885		1,524	
Other	342,204		278,262	
	550		550	
		(343,639)		(280,336)
GROSS (DEFICIT)/SURPLUS		(16,135)		13,369
Administrative Expenses				
Sundry expenses				
	-		1	
		-		(1)
OPERATING (DEFICIT)/SURPLUS AND (DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		(16,135)		13,368

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: 1St July 2025 **To:** 30th June 2026

Charity name: Buttsbury Pre-School **Charity registration number:** 1141141

Company number: 07140529

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by: - Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, religion or belief, sex, disability. Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs. Instigating and adhering to and furthering the aims and objects contained within our Memorandum and Articles of Association.
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	The activities we have undertaken for the public benefit in relation to the above objectives are: 1. Fundraising via activities such as Pre-school photographs, Christmas hampers and personalised mugs/Christmas cards and sale of pre-loved uniform to purchase resources for the pre-school playroom so that we can continue to offer opportunities for all children. 2. Continuous professional development for all staff to enable recognition of the children's needs and changes in legislation. 3. Running the pre-school for children aged 2-5 years of families in the Billericay area in line with the Early Years Foundation Stage curriculum and statutory requirements. These activities enable us to ensure that we continue to welcome children from the local community within the age range we specify and to offer them to appropriate play, education and care facilities.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and performance

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.	Para 1.20	During this financial year, Buttsbury Pre-school has continued to operate in our existing premises, offering an all-round pre-school environment for all our children. The pre-school, with a majority vote by our parents, has adopted to use its own Memorandum and Articles of Association to assist with proxy voting for our AGM. The playroom and business manager have continued to enhance the processes and policies we operate under, aided where necessary by our trustees.

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	During the year the Pre-school generated income of £327,504 (£293,705 - 2025). Expenditure for the period was £343,639 (£280,336 - 2025). This resulted in Net Loss of £16,135 (Net Profit £13,368 - 2025). Staff costs were kept to a minimum although they did receive a salary increase in April. This year's accounts show a loss from the previous year. This was due to an increase in our rent and business rates, another increase in national minimum wage, a further increase in staff National Insurance and pension contributions, the increase in funded entitlement for 2 year olds to 30 hours per week by the Government and providing SEN adult support to 7 children, some without Government funding so payment for the additional adult came from the pre-school's reserves. We continue to review our business model changes to ensure an even allocation of children on our waiting lists to provide financial stability in the coming years.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our target is that we hold, at all times, sufficient reserves to cover at least 6 months running costs for any unforeseen circumstances which may require the pre-school to close.

		The financial team keep a close monitor of monies in our current account to ensure funds are transferred to our contingency account as 'restricted' funds where necessary.
Amount of reserves held	Para 1.22	£105,972
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Structure, governance and management

Description of charity's trusts:		
Type of governing document:	Para 1.25	Memorandum of Association
How is the charity constituted?	Para 1.25	Private Company limited by guarantee with no share capital
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	Elected at quorate AGM by majority of members

Reference and administrative details

Charity name	**Buttsbury Pre-School**
Other name the charity uses	**None**
Registered charity number	**1141141**
Charity's principal address	**Perry Street, Billericay, Essex, CM12 0NX**

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	Stephanie Smith	Chairperson	10.06.2022 -	
2	Freyja Ginn	Treasurer	7.06.2024 -	
3	Eloise Reilly	Secretary	9.06.2023 - 5.06.2026	
4	Gemma Foulser	Trustee	7.06.2024 - 5.06.2026	
5	Alexia Garcia Garcia	Trustee	7.06.2024 - 5.06.2026	
6	Laura Doble	Secretary	5.06.2026 -	
7	Leena Patel	Trustee	5.06.2026 -	

Anthony Smith	Trustee	5.06.2026 -	

Corporate trustees – names of the directors at the date the report was approved

Stephanie Smith	10.06.2022 -
Freyja Ginn	07.06.2024 -
Laura Doble	05.06.2026 -
Leena Patel	05.06.2026 -
Anthony Smith	05.06.2026 -

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
Independent Auditor	Felicity Gothard	35 Colchester Road, West Mersea, Essex, CO5 8RP

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	STEPHANIE SMITH	FREYJA GINN
Position	**Chair**	**Treasurer**

Date	24/09/26

Buttsbury Pre-school

Reserves and Investment Policy

Statement of intent

Buttsbury Pre-school is a non-profit making charity and exists to provide your child with a happy, secure and educational start in their lives. The trustees and staff work together to ensure that the Pre-school is run as efficiently as possible, and any surplus funds are spent on facilities and equipment for the children or invested wisely.

However, in accordance with The Charity Commission regulations, this policy details how much Buttsbury Pre-school keeps in reserves and investments and why.

Risk Assessment

The risk for Buttsbury Pre-school can be summarised as a risk to future income due to Government funding changes, falling child numbers on roll or delays in receipt of grant funding.

Other risk factors to take into consideration are:
Extreme emergencies such as urgent maintenance issues.
Possible redundancies due to drop in income and falling pupil numbers.
The pre-school's capacity to manage in year budget pressures.
The adequacy of insurance arrangements.
The impact of major unforeseen events.

Following a discussion with our Accountant in October 2024, the trustees of Buttsbury Pre-school have decided to retain sufficient reserves to cover at least 6 months running costs, at all times, for any unforeseen circumstance which may require the pre-school to close. This amount is calculated by taking a 6 month average from our yearly expenditure. Any monies held in excess of 6 months running costs will be invested as detailed below.

Our Finance Officer will monitor our income and expenditure on a weekly basis and budget information monthly to ensure our funds remain sufficient to maintain the required level of reserves. Our Business Manager will liaise with the Finance Officer to provide relevant information to the trustees.

If reserves during the year are below target or exceed target, the trustees will consider whether this is due to a short-term situation or a longer-term issue.

Buttsbury Pre-school will ensure funds held above our reserves are spent on renewing equipment, resources and staff incentives to retain quality in our practitioners or invested in line with this policy.

In particular, the trustees should:

- identify when reserves are drawn on so that they understand the reasons and can consider the corrective action, if any, that needs to be taken.
- identify when reserve levels rise significantly above target so that they understand the reasons and can consider the corrective action, if any, that needs to be taken.
- identify where the reserves level is below target, consider whether this is due to short-term circumstance or longer-term reasons which might trigger a broader review of finances and reserves.
- regard the ongoing review of the reserves level, target and policy as part of managing the charity.
- ensure that the reserves and investment policy continues to be relevant as the charity develops or changes its strategy and activities;
- review the statement on reserves and investments in the trustees' annual report where there have been significant changes in the reserves and investment policy or level of reserves/investments held.

At our trustee meeting on 17 June 2024, the Pre-school trustees agreed to look at opening an investment account with Insignis Cash (https://www.insigniscash.com/) where investment funds

would be placed in a hub and then shared among various financial institutions based on instant access or notice period requirements.

Following an online meeting with a representative of Insignis Cash in July 2024, trustee agreement was received to undertake the opening of an account with Insignis Cash and this was completed in August with the Business Manager and Finance Officer set up as 'requestors' (instruct to move funds) and the Chairperson and Treasurer set up as 'approvers' (approve funds being moved and invested). All are classed as account operators.

A WhatsApp group will be set up among these 4 individuals to ensure that all are aware of funds to be moved and approved when necessary.

At the termly trustee meeting, the Business Manager will provide a full update of transactions made, balances held, investment interest received and how to spend or reinvest funds.

Investments Overriding Principle
The overriding principle is to avoid risk rather than to maximise return.

Therefore, **in order of most important first**, the criteria for investing are:

1. security - the likelihood that the deposited monies will be safely returned in full;
2. liquidity - the speed with which monies can be accessed; and
3. yield - the return earned on the monies invested.

Investment criteria

1. Deposit Takers should only be approved if they meet the following:
   - Bank or building society registered in the UK
   - Must be covered by the Financial Service Compensation Scheme (FSCS). This link directs you to the register of FSCS member entities.

2. Funds invested must not exceed the FCSC limit per bank (note this is per *banking entity,* not per account)

3. Surplus funds can be invested subject to the following limits:

Maximum Investment Term	Maximum Percentage of Surplus Funds
12 months	25%
6 months	50%
3 months	100%

Any monies that are *not* Surplus Funds (see footnote 1) must be held in accounts that can be instantly accessed without notice (e.g., current account).

4. Investment interest received is to be reinvested if not required for purchasing resources for the pre-school, activities for the children or staff team building and wellbeing activities such as mini golf / escape rooms / darts / staff coffee get togethers, a weekly fruit basket / funding of bank staff cover for staff birthdays / training courses paid for up front.

At our trustee meeting on 4 February 2026, the Pre-school trustees agreed that up to 20% of annual interest earned can be spent on staff wellbeing activities/events.

Investment Process

1. Working in agreement with the Pre-school Chairperson and Treasurer, the Business Manager and Finance Officer will be responsible for the investment of available monies in accordance with this Policy.

2. Agreed monies are to be transferred to our Insignis Cash hub account for further investment into an Instant Access or Notice Savings Accounts which will be managed by the Business Manager or Finance Officer (who have online banking access to the Pre-school bank accounts).
3. Regular reviews of the monies held at Insignis will be undertaken to assess whether funds needs to be moved to new interest bearing accounts within Insignis.
4. Regular reviews of the monies held at Insignis will be undertaken to assess whether funds exceed the FSCS limit and funds need to be moved to the hub or other interest bearing accounts within Insignis to reduce the risk.
5. Regular reviews of monies held across all accounts will be undertaken by the Finance officer and/or Business Manager and transferred back from the Instant Access accounts if funds in the Current Account drop below the agreed minimum reserve.
6. The Business Manager is responsible for affirming to the Board of Trustees on a termly basis that all monies are held in compliance with this Policy.

This policy will be reviewed with the Trustees annually.

This policy was adopted at a meeting of	Buttsbury Pre-school	name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory	STEPHANIE SMITH	
Role of signatory (e.g. chair/owner)	Chairperson	