



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1/08/2022** Period start date To **31/7/2023** Period end date

**Charity name: Theydon Bois Playgroup Association**

**Charity registration number: 1000272**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To advance the development and education of children primarily below statutory school age by providing appropriate play, education and care facilities</b>
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	<b>Provision of pre-school care and education for children in the local community</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>I confirm that the trustees have had regard to the guidance issues by the Charity Commission on public benefit</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	<b>The pre-school values the contribution made by volunteers and has a volunteer policy to ensure the safe and appropriate use of volunteers in the pre-school setting.</b>
Other		

## Achievements and Performance

	SORP reference	
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	<b>Theydon Bois Pre-School provides care and education for 48 children across a typical week. There have been successful achievements such as the Christmas performance, Sportsday, fundraisers, stay and play sessions. Some of these events raised funds for the pre-school and will be used to invest in resources and facilities for the next financial year.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity remains in a good financial position at the end of this period. The pre-school is operating at capacity for children and we have a growing waiting list.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Theydon Bois Pre-School Group has a reserves policy in place to enable it to hold sufficient financial reserves to meet redundancy obligations, pay in lieu of notice and half a term's running costs, and to sustain the pre-school if income falls below expected levels. The Reserves Policy is available on the Pre-School's website.</b>
Amount of reserves held	Para 1.22	<b>£68,592</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going	Para 1.23	<b>N/A</b>

concern		
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**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>1. Essex County Council funding per child per term for early years provision.</b> <b>2. Fees collected from parents and caregivers.</b> <b>3. Fundraising activities.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
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	<b>The Pre-School committee members are the Charity Trustees. The Committee members are either elected by Pre-School Committee members at the Annual General Meeting or co-opted by the Committee Chair during the year.</b>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Theydon Bois Pre-School Group
Other name the charity uses	
Registered charity number	1000272
Charity's principal address	Scout Hut Headquarters Loughton Lane Theydon Bois Epping Essex CM16 7JY

## Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of person (or body) entitled to appoint trustee (if any)
Harriet Joannou	Co - Chair Trustee	Appointed 1 March 2022 - Present	
Francesca Barlow	Trustee	Appointed Feb 2022 - July 2023	
Sarah Gysbers	Co-Chair Trustee	Appointed 1 March 2022 - Present	

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

<b>Director name</b>		
<b>N/A</b>		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>N/A</b>		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
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
	Name of chief executive or names of senior staff members (Optional information)		

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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**Declarations**

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

Signed on behalf of the charity’s trustees

Signature(s)	HJ	SG
Full Name	Harriet Joannou	Sarah Gysbers
Positon eg Secretary, Chair, etc	Co-Chair	Co - Chair
Date	1/07/2024	1/07/2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Theydon Bois Pre School Group

No (if any)  
1000272

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1/8/22

To

Period end date  
7/31/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	23,121	-	-	23,121	23,548
fundraising	4,616	-	-	4,616	945
interest	180	-	-	180	6
sundry	533	-	-	533	101
uniform sales	129	-	-	129	143
donation	9,406	-	-	9,406	3,084
ECC Funding	82,249	2,654	-	84,903	94,596
Grants		3,000	-	3,000	
		-	-	-	-
		-	-	-	-
<b>Sub total</b> (Gross income for AR)	120,234	5,654	-	125,888	122,423
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	120,234	5,654	-	125,888	122,423
<b>A3 Payments</b>					
wages and salaries	101,900	-	-	101,900	109,090
rent	4,032	-	-	4,032	9,000
supplies/refreshments	4,534	-	-	4,534	4,849
insurance	1,025	-	-	1,025	928
training	249	-	-	249	979
grant spend		902	-	902	
uniform stock	730	-	-	730	652
toys/equipment	454	-	-	454	1,004
admin/misc	3,755	-	-	3,755	4,030
<b>Sub total</b>	116,679	902	-	117,581	130,531
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	116,679	902	-	117,581	130,531
<b>Net of receipts/(payments)</b>	3,555	4,752	-	8,307	- 8,108
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	60,285	-	-	60,285	68,393
<b>Cash funds this year end</b>	63,840	4,752	-	68,592	60,285

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	current ac	15,772	4,752	
	Investment	47,941	-	
	petty cash etc	127	-	
	<b>Total cash funds</b>	<b>63,840</b>	<b>4,752</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



**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**

Charity Name  
Theydon Bois Pre School Group

**On accounts for the year  
ended**

31/7/23

**Charity no  
(if any)**

1000272

**Set out on pages**

1-2

(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**

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.

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

**Signed:**

**Date:**

24/10/23

**Name:**

Fiona Sagoo FGS Accountancy & Taxation Ltd

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

ACA ICAEW

**Address:**

39 Woodland Way, Theydon Bois, Essex CM16 7DY


**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.**

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