

POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales · Charity number 1023187

Details

Other names POTLEYHILL COMMUNITY PLAYGROUP

Status Registered

Legal form Other

Registered 1993-06-28

Register [View on the Charity Commission register](#)

Contact

Address Potley Hill Community Preschool
Frogmore Community Campus
Potley Hill Road
Yateley
Hampshire
GU46 6AG

Phone 01252869944

Email potleyhill.preschool@yahoo.com

Website www.potleyhill-preschool.co.uk

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area. The Preschool is based at Frogmore Campus, Potley Hill Road, Yateley. The Committee are the managing trustees and meet every month to manage and oversee the preschool's business affairs

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£520,039	£501,692	£258,110	20
2024-07-31	£471,669	£426,204	-	-
2023-07-31	£422,773	£411,375	-	-
2022-07-31	£382,334	£349,394	-	-
2021-07-31	£351,783	£319,193	-	-

Trustees

Name	Role	Appointed
Caroline Wallbank	Chair	2022-10-19
Christina Ashford		2023-10-16
Hayley Jackson		2023-09-15
Jamie Lewis		2024-10-14
Katherine Osman		2025-10-13
Katie McCullogh		2024-10-14
Mirela Tiron		2024-10-14
Rebecca Lewis		2024-10-14
Stephanie Norton		2023-10-16
Theo Hayle		2025-10-13

POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1023187

Accounts

POTLEY HILL COMMUNITY PRESCHOOL

Accounts for the period ended 31 August 2025

Registered Charity Number: 1023187

POTLEY HILL COMMUNITY PRESCHOOL

Annual Report for the period ended 31 August 2025

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Statutory Information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

The Charity's principal office is: Frogmore Community Campus
Potley Hill Road
Yateley
Hampshire GU46 6AG
Telephone: 01252 869944

The Charity was established in 1979 under the auspices of the Preschool Learning Alliance. It is registered in England & Wales, number 1023187.

The Management Committee are appointed annually at the annual general meeting by majority vote. The following served as Committee members during the financial year:

Caroline Wallbank	Chair	
Jamie Lewis	Treasurer	From 14th October 2024
Lauren Misa	Treasurer	Until 14th October 2024
Kat Croser	Secretary	
Steph Norton	Deputy Secretary	
Mirela Tiron	Deputy Treasurer	From 14th October 2024
Sarah Abel	Deputy Treasurer	Until 18th November 2024
Hayley Jackson	ex officio, Manager	
Nika Puncer-Kugler		Until 14th October 2024
Christina Ashford		
Katie Cobie		Until 14th October 2024
Holly Pullinger		From 14th October 2024
Katie McCullogh		From 14th October 2024
Rebecca Lewis		From 14th October 2024

The Charity's independent examiner is: Mrs Claire Connell
86 Silverdale Road
Earley
Reading RG6 7LT

The preschool's bankers are The Co-operative Bank, Charity Bank and Nationwide Building Society.

POTLEY HILL COMMUNITY PRESCHOOL

Annual Report of the Management Committee for the period ended 31 August 2025

The Committee have pleasure in submitting their report for the period. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming annual general meeting to be held at the Frogmore Community Campus, Yateley on 13th October 2025.

Objectives and activities

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Weydon Multi Academy Trust. The Preschool was open during the year for five full days per week between 8 am and 6 pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in July 2025, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The number of children on the roll was at a similar level to the previous year. Overall occupancy was 100.45% compared with 91.92% the previous year. This increase in occupancy occurred as a result of booking in extra children when others were on holiday and thus safeguarding ratios were not breached.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

Financial Review

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the period, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

The accounting period has been lengthened by one month so that the charity now reports to the end of August. This brings the Charity's financial year into line with the local authority's funding year.

These accounts show a surplus of £18,347 on unrestricted funds, compared with a surplus of £45,465 in the previous year. The fee income and salary costs are comparable but some expenses in the current period such as rent are for thirteen months rather than for a year. The balance sheet shows net assets and reserves of £258,110 (2024: £239,763), compared with annual income of some £520,039 (2024: £471,669).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased in 2023 and in 2024 (see below). Reserves at 31 August 2025 were as follows:

- A designated reserve of £212,000, equivalent approximately to one term's expenses plus £44,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2024. The amount in this reserve is reviewed annually.
- Unallocated general funds of £46,110

POTLEY HILL COMMUNITY PRESCHOOL

Annual Report of the Management Committee for the period ended 31 August 2025

Plans for future period

A planning application has been made so that a new Lodge can be installed in the Forest School.

Structure, governance and management

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the Preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

The Charity's statutory particulars, including the names of trustees, are on page 1.

The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Preschool Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Preschool Learning Alliance insurance policies provide appropriate cover by in respect of:

- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee

Wallbank

Caroline Wallbank

Chair

Dated: 13th October 2025

Kat Croser

Secretary



POTLEY HILL COMMUNITY PRESCHOOL

Independent Examiner's Report to the Committee

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the period ended 31 August 2025 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for 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 Charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 Accounting records were not kept by the Charity as required by section 130 of the Act;
- 2 The accounts do not accord with those records; or
- 3 The accounts do not comply with the applicable requirements concerning the form and content of the 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.



Claire Connell MA, ACA, CTA
Chartered Accountant

1st December 2025

86 Silverdale Road
Earley
Reading
RG6 7LT

POTLEY HILL COMMUNITY PRESCHOOL

Statement of Financial Activities (SOFA) for the period ended 31st August 2025

All figures in £	Note	13 months			12 months
		2025			2024
		Unrestricted Funds	Restricted Funds	Total	Total
Income and Endowments from:					
Donations and Legacies	A1	200	-	200	-
Charitable Activities	A2	507,220	-	507,220	460,547
Other Trading Activities	A3	8,246	-	8,246	7,114
Investments	A4	4,373	-	4,373	4,008
Other income		-	-	-	-
Total Income and Endowments		520,039	-	520,039	471,669
Expenditure on:					
Raising Funds	B1	453	-	453	1,970
Charitable Activities	B2	501,239	-	501,239	424,234
Other		-	-	-	-
Total Expenditure		501,692	-	501,692	426,204
Net Gains/(Losses) on Investments		-	-	-	-
Net Income/(Expenditure)		18,347	-	18,347	45,465
Transfers between Funds		-	-	-	-
Net Movement in Funds		18,347	-	18,347	45,465
Reconciliation of Funds:					
Total Funds brought forward		239,763	-	239,763	194,298
Total Funds carried forward		258,110	-	258,110	239,763

- ◆ The statement of financial activities includes all gains and losses recognised in the year.
- ◆ All income and expenditure derives from continuing activities.
- ◆ See Note G4 for the comparative SOFA

POTLEY HILL COMMUNITY PRESCHOOL

Balance Sheet as at 31st August 2025

All figures in £	Note	2025			31 Jul 24
		Unrestricted Funds	Restricted Funds	Total	Total
Fixed Assets:					
Tangible Assets	C1	2,632	-	2,632	2,961
Total Fixed Assets		2,632	-	2,632	2,961
Current Assets:					
Stocks		908	-	908	765
Debtors	D1	2,299	-	2,299	5,208
Cash at Bank and in Hand	D2	262,217	-	262,217	304,148
Total Current Assets		265,424	-	265,424	310,121
Liabilities:					
Creditors: Amounts falling due within a year	£1	9,946	-	9,946	73,319
Net Current Assets or Liabilities		255,478	-	255,478	236,802
Total Net Assets or Liabilities		258,110	-	258,110	239,763
The Funds of the Charity:					
Unrestricted Funds	F1			258,110	239,763
Restricted Income Funds	F2			-	-
Total Charity Funds				258,110	239,763

Approved at a meeting of the Management Committee held on 13 October 2025

Caroline Wallbank

Caroline Wallbank

POTLEY HILL COMMUNITY PRESCHOOL

Cashflow Statement as at 31st August 2025

All figures in £	Note	2025	2024
Cash Flows from Operating Activities:			
Net Cash provided by (used) Operating Activities	11	(46,304)	45,419
Cash Flows from Investing Activities			
Dividends, interest and rents from investments		4,373	4,008
Purchase of Property, Plant & Equipment		-	(3,290)
Net Cash provided by (used in) Investing Activities		4,373	718
Cash Flows from Financing Activities			
Net Cash Provided by (used in) Financing Activities		-	-
Change in Cash & Cash Equivalents in the Period		(41,931)	46,137
Cash at the Beginning of the Reporting Period	12	304,148	258,011
Cash at the End of the Reporting Period	12	262,217	304,148

11: Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities

All figures in £	2025	2024
Net Income/(Expenditure) for the Reporting Period (as per the Statement of Financial Activities)	18,347	45,465
Adjustments for:		
Depreciation Charges	329	329
Dividends, Interest and Rents from Investments	(4,373)	(4,008)
(Increase)/Decrease in Stock	(143)	464
(Increase)/Decrease in Debtors	2,909	1,981
Increase/(Decrease) in Creditors	(63,373)	1,188
Net Cash Provided by (used in) Operating Activities	(46,304)	45,419

12: Analysis of Cash & Cash Equivalents

All figures in £	2025	2024
Cash in Hand	262,217	304,148
Total Cash & Cash Equivalents	262,217	304,148

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025

1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

2. Accounting Policies

1.01. Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2019; the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 September 2025 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

1.02. Change of accounting period length

The year end has been changed so that the accounts are now drawn up to the end of August rather than July as that matches the period that the County Council use for funding.

The comparatives are not entirely comparable in this year's financial statements as the comparatives are for 12 months rather than 13 months.

1.02. Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

1.03. Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.05. Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

1.06. Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025 (continued)

A1: Donations & Legacies

All figures in £

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
Donations	200	-	200	-
Total Income from Donations & Legacies	200	-	200	-

A2: Charitable Activities

All figures in £

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
Grants from local education authority	359,706	-	359,706	297,938
Parental fees and other contributions	147,514	-	147,514	162,609
Total Income from Charitable Activities	507,220	-	507,220	460,547

A3: Other Trading Activities

All figures in £

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
Christmas events	764	-	764	717
Sponsored event	2,250	-	2,250	1,517
Hand prints	226	-	226	120
Discos	1,067	-	1,067	828
Commission from photographs & other income	647	-	647	1,068
Uniform sales	3,292	-	3,292	2,864
Total Income from Other Trading Activities	8,246	-	8,246	7,114

A4: Investments

All figures in £

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
Bank Interest	4,373	-	4,373	4,008
Total Income from Investments	4,373	-	4,373	4,008

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025 (continued)

B1: Raising Funds

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
<i>All figures in £</i>				
Advertising (including website)	453	-	453	1,970
Total Expenditure on Raising Funds	453	-	453	1,970

B2: Charitable Activities

	2025			2024
	Unrestricted Funds	Restricted Funds	Total	Total
<i>All figures in £</i>				
Staff salaries and related costs	427,707	-	427,707	358,872
Uniform	722	-	722	1,177
Rent, service charges and cleaning	32,620	-	32,620	30,617
Gardens and general maintenance	2,338	-	2,338	1,675
Garden and premises improvements	1,883	-	1,883	172
Equipment and consumables	12,010	-	12,010	9,537
Milk and provisions	2,008	-	2,008	1,315
Hot lunches	12,131	-	12,131	10,933
Uncollected fees expense	-	-	-	2,053
Subtotal	491,419	-	491,419	416,351
Administrative costs				
Office supplies, telephone and sundry costs	900	-	900	681
Accountancy, payroll & HR software/support	4,173	-	4,173	3,018
Printing & photocopying	648	-	648	526
Membership, accreditation and insurance	3,120	-	3,120	2,679
Independent examination fees	650	-	650	650
Depreciation	329	-	329	329
Administrative Costs Total	9,820	-	9,820	7,883
Total Expenditure on Charitable Activities	501,239	-	501,239	424,234

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025 (continued)

C1: Tangible Assets

	Leasehold Land and Buildings	Fixtures, Fittings and Equipment	Total
	£	£	£
Cost			
At beginning of the year	-	29,246	29,246
Additions	-	-	-
Disposals	-	-	-
At the end of the year	-	29,246	29,246
Depreciation			
At beginning of the year	-	(26,285)	(26,285)
Disposals	-	-	-
Depreciation	-	(329)	(329)
At the end of the year	-	(26,614)	(26,614)
Net Book Value at beginning of the year	-	2,961	2,961
Net Book Value at end of the year	-	2,632	2,632

D1: Debtors

	2025			2024
<i>All figures in £</i>	Unrestricted Funds	Restricted Funds	Total	Total
Fees receivable less provisions	89	-	89	1,398
Other debtors	600	-	600	1,330
Prepaid expenses	1,610	-	1,610	2,480
Debtors Total	2,299	-	2,299	5,208

D2: Cash at Bank and in Hand

	2025			2024
<i>All figures in £</i>	Unrestricted Funds	Restricted Funds	Total	Total
Current accounts	94,389	-	94,389	140,775
Deposit accounts	167,828	-	167,828	163,373
Cash in Hand	-	-	-	-
Cash at Bank and in Hand Total	262,217	-	262,217	304,148

E1: Creditors, Amounts falling due within one year

	2025			2024
<i>All figures in £</i>	Unrestricted Funds	Restricted Funds	Total	Total
Supplies and services for preschool activities	2,646	-	2,646	(148)
Accrued holiday pay and bonus	(21)	-	(21)	58,556
PAYE & National Insurance	4,929	-	4,929	6,016
Pension contributions	2,019	-	2,019	2,089
Parents' fees received in advance	124	-	124	2,831
Other creditors and accruals	249	-	249	3,975
Creditors (within one year) Total	9,946	-	9,946	73,319

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025 (continued)

F1: Unrestricted Funds

<i>All figures in £</i>	Opening Balance	Income	Expenditure	Transfers	Closing Balance
General Fund	69,763	520,039	(501,692)	(42,000)	46,110
Designated					
Strategic contingencies reserve	170,000			42,000	212,000
Total Unrestricted Funds - 31st August 2025	239,763	520,039	(501,692)	-	258,110

F1.1: Unrestricted Funds - comparative movements - year ended 31st July 2024

<i>All figures in £</i>	Opening Balance	Income	Expenditure	Transfers	Closing Balance
General Fund	54,298	471,669	(426,204)	(30,000)	69,763
Designated					
Strategic contingencies reserve	140,000			30,000	170,000
Total Unrestricted Funds - 31st July 2024	194,298	471,669	(426,204)	-	239,763

G1: Staffing Costs and Remuneration

<i>All figures in £</i>	2025	2024
Salaries and Wages	388,633	328,773
Employers NI, less employment allowance	20,269	15,578
Pension Costs	10,662	9,024
Training, uniforms and other	8,143	5,497
Total Staffing Costs	427,707	358,872

- G2.1. The average number of employees in the year was 20 18
- G2.2. The average number of full-time staff equivalents in the year was 16 16
- G2.3. No employees received emoluments over £60,000 during the current or prior year.

POTLEY HILL COMMUNITY PRESCHOOL

Notes to the Accounts for the period ended 31st August 2025 (continued)

G2: Trustee and Staff Remuneration, Related Party Transactions, and Other Transactions

Transactions with related parties

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £15,994 (2024: £18,526), all paid at the standard fee rates.

Audit, Independent Examination and Other Financial Service Fees

Independent examination fees for 2025 are £550 (2024: 550). £100 was charged by the examiner for Corporation Tax services in 2024-25 and 2023-24.

G3: Operating Lease Commitments

The preschool has an operating lease for a photocopier. The minimum amount payable in respect of this lease is as follows:

	2025	2024
Payments falling due:		
Within one year	203	215
Within two and five years	812	-
	1,015	215

During the period the preschool was charged £215 (2024: £215) for its photocopier lease.

The preschool is in the process of renegotiating the lease for the premises, following the transfer of Frogmore Community College into a Multi Academy Trust.

G4: SOFA for the year ended 31st July 2024 for comparative purposes

All figures in £	Note	2024		
		Unrestricted Funds	Restricted Funds	Total
Income and Endowments from:				
Donations and Legacies	A1	-	-	-
Charitable Activities	A2	460,547	-	460,547
Other Trading Activities	A3	7,114	-	7,114
Investments	A4	4,008	-	4,008
Total Income and Endowments		471,669	-	471,669
Expenditure on:				
Raising Funds	B1	1,970	-	1,970
Charitable Activities	B2	424,234	-	424,234
Total Expenditure		426,204	-	426,204
Net Gains/(Losses) on Investments		-	-	-
Net Income/(Expenditure)		45,465	-	45,465
Transfers between Funds		-	-	-
Other Recognised Gains/(Losses)				
Gains/(Losses) on Revaluation of Fixed Assets		-	-	-
Net Movement in Funds		45,465	-	45,465
Reconciliation of Funds:				
Total Funds brought forward		194,298	-	194,298
Total Funds carried forward		239,763	-	239,763

POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1023187

Accounts

POTLEY HILL COMMUNITY PRESCHOOL

Accounts for the year ended 31 July 2024

Potley Hill Community Preschool

Accounts for the year ended 31 July 2024

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Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Charity's principal office is:
Frogmore Community Campus
Potley Hill Road
Yateley
Hampshire GU46 6AG
Telephone: 01252 869944
- The Charity was established in 1979 under the auspices of the Preschool Learning Alliance. It is registered in England & Wales, number 1023187.
- The Management Committee are appointed annually at the annual general meeting by majority vote. The following served as Committee members during the financial year:

Caroline Wallbank	Chair	
Lauren Misa	Treasurer	
Kat Croser	Secretary	From 16 th October 2023
Steph Norton	Deputy Secretary	From 16 th October 2023
Sarah Abel	Deputy Treasurer	From 16 th October 2023
Hayley Jackson	ex officio, Manager	From 15 th September 2023
Nika Puncer-Kugler		From 16 th October 2023
Christina Ashford		From 16 th October 2023
Katie Cobie		From 16 th October 2023
Marina Contreras Aguilar		16 th October 2023 to 24 th May 2024
Andrea Bullock	ex officio, Manager	Until 15 th September 2023
Natasha Munday		Until 16 th October 2023
Tara-Jane Nicholas		Until 16 th October 2023
Gemma Johnson		Until 16 th October 2023
Abigail Fickling		Until 16 th October 2023
Ella Carroll		Until 16 th October 2023

The Charity's independent examiner is:

Mrs Claire Connell
86 Silverdale Road
Earley
Reading RG6 7LT

- The preschool's bankers are The Co-operative Bank, Charity Bank, and Nationwide Building Society

Potley Hill Community Preschool

Annual Report of the Management Committee for the year ended 31 July 2024

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming Annual General Meeting to be held at the Frogmore Community Campus, Yateley on 14th October 2024.

Objectives and activities

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Hampshire County Council. The Preschool was open during the year for five full days per week between 8 am and 6 pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in December 2019, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The number of children on the roll was at a similar level to the previous year. Overall occupancy was 91.92% compared with 99.38% the previous year.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

The preschool has benefitted from stability in staffing over the past year. Staff training is ongoing, with a view to ensuring all staff are qualified to at least level 3.

Potley Hill Community Preschool

Annual Report of the Management Committee for the year ended 31 July 2024 (continued)

Financial review

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the year, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

These accounts show a surplus of £45,465 on unrestricted funds, compared with a surplus of £11,398 in the previous year. The balance sheet shows net assets and reserves of £239,763 (2023: £194,298), compared with annual income of some £471,669 (2023: £422,774).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased in 2023 (see below). Reserves at 31 July 2023 were as follows:

- A designated reserve of £170,000, equivalent approximately to one term's expenses plus £35,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2023. The amount in this reserve is reviewed annually.
- Unallocated general funds of £69,763.

Structure, governance and management

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the Preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

The Charity's statutory particulars, including the names of trustees, are on page 1.

**Potley Hill Community Preschool
Annual Report of the Management Committee for the year ended
31 July 2024 (continued)**

Structure, governance and management (continued)

The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Preschool Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Preschool Learning Alliance insurance policies provide appropriate cover by in respect of:

- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee

Caroline Wallbank

Caroline Wallbank
Chair
Dated 14th October 2024

Kat Croser

Kat Croser
Secretary

Potley Hill Community Preschool Independent Examiner's Report to the Committee

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the year ended 31 July 2024 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for 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 Charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the 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.



Claire Connell MA, ACA, CTA
Chartered Accountant

86 Silverdale Road
Earley
Reading
RG6 7LT

24th October 2024

Potley Hill Community Preschool
Statement of Financial Activities for the year ended 31 July 2024

	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2024</u> <u>Total</u> £	<u>2023</u> <u>Total</u> £
Income and endowments from:				
Donations and legacies				
Other grants	-	-	-	500
Connect4Communities grant	-	-	-	<u>360</u>
				860
Charitable activities				
Grants from local education authority	-	297,938	297,938	232,642
Parental fees and other contributions	-	<u>162,609</u>	<u>162,609</u>	<u>180,199</u>
		460,547	460,547	412,841
Other trading activities				
Christmas events	-	717	717	887
Sponsored event	-	1,517	1,517	545
Hand prints	-	120	120	173
Commissions from photographs & other income	-	1,896	1,896	2,534
Uniform sales	-	<u>2,864</u>	<u>2,864</u>	<u>3,166</u>
		7,114	7,114	7,305
Investments; bank interest	-	4,008	4,008	1,767
Total	-	471,669	471,669	422,773
Expenditure on:				
Raising funds				
Advertising (including website costs)	-	1,970	1,970	1,641
Charitable activities				
Staff salaries and related costs (Note 3)	-	358,872	358,872	343,659
Uniforms	-	1,177	1,177	722
Rent, service charges and cleaning for premises	-	30,617	30,617	30,078
Gardens and general maintenance	-	172	172	294
Garden and premises improvements	-	1,675	1,675	7,240
Equipment and consumables	-	9,537	9,537	8,225
Milk and provisions	-	1,315	1,315	1,062
Hot lunches	-	10,933	10,933	12,399
Office supplies, telephone and sundry costs	-	681	681	570
Accountancy, payroll & HR software/support	-	3,018	3,018	1,385
Printing and photocopying	-	526	526	687
Membership, accreditation and insurance	-	2,679	2,679	2,198
Uncollected fees expense	-	2,053	2,053	(18)
Independent examination fees (Note 5)	-	650	650	550
Connect4Communities expenditure	-	-	-	510
Depreciation	-	<u>329</u>	<u>329</u>	<u>173</u>
		424,234	424,234	409,734
Total	-	426,204	426,204	411,375
NET INCOME FOR THE YEAR	-	45,465	45,465	11,398
Total funds brought forward	-	194,298	194,298	182,900
Transfers between funds	-	-	-	-
TOTAL FUNDS CARRIED FORWARD	-	239,763	239,763	194,298

**Potley Hill Community Preschool
Balance Sheet as at 31 July 2024**

	<u>Note</u>	<u>2024</u> £	<u>2023</u> £
Fixed assets			
Tangible assets	6	2,961	-
Current assets			
Stocks of uniform & consumables		765	1,229
Debtors	7	5,208	7,189
Cash at bank and in hand			
Current account		140,775	105,287
Deposit accounts		163,373	152,647
Petty cash		<u>-</u>	<u>77</u>
Total current assets		310,121	266,429
Creditors: amounts falling due within one year			
Creditors and accruals	8	<u>-73,319</u>	<u>-72,131</u>
Net current assets		236,802	194,298
NET ASSETS		239,763	194,298
The funds of the Charity			
Restricted income funds	9	-	-
Unrestricted funds	9	239,763	194,298
TOTAL CHARITY FUNDS		239,763	194,298

Approved at a meeting of the Management Committee held on 14th October 2024

Caroline Wallbank

Caroline Wallbank
Chair

Lauren Misa

Lauren Misa
Treasurer

Potley Hill Community Preschool

Notes to the Accounts for the year ended 31 July 2024

1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

2. Accounting policies

a) General matters

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

b) Going concern

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 August 2024 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

c) Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

d) Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

3. Staff costs

	<u>2024</u>	<u>2023</u>
	£	£
Salaries	328,774	313,401
Social Security, less small employer rebate	15,578	16,194
Employer pension contributions (NEST scheme)	9,024	8,862
Training, uniforms and other	5,496	5,202
	358,872	343,659

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2024 (continued)

3. Staff costs (continued)

	<u>2024</u> Number	<u>2023</u> Number
Average number of staff employed	18	20
Full-time staff equivalents	16	16

No employee earned more than £60,000 per annum (2023: none); and, in the opinion of the trustees, no employee was able to exert significant influence over the running of the Charity.

4. Trustees

None of the trustees received any emoluments or reimbursement of expenses in respect of those services. The salary of the Manager, who is a trustee *ex officio*, is included in staff costs in Note 3.

5. Governance costs

The only governance cost that is separately identifiable is the fees paid to the independent examiner of £550 for those services (2023: £550). £100 was charged by the examiner for Corporation Tax services in 2023-24. The premium paid for general insurances includes trustee indemnity cover, but the amount is not separately stated in the premium.

6. Fixed assets; tangible assets

	<u>£</u>
<u>Cost</u>	
At 1 August 2023	25,956
Disposals in the year	-
Additions in the year	3,290
At 31 July 2024	29,246
<u>Depreciation</u>	
At 1 August 2023	25,956
Written off re disposals	-
Charge for the year	329
At 31 July 2024	26,285
<u>Net book value</u>	
31 July 2024	2,961
31 July 2023	-

7. Debtors

	<u>2024</u> <u>£</u>	<u>2023</u> <u>£</u>
Fees receivable less provisions	1,398	3,269
Other debtors	1,330	673
Prepaid expenses	2,480	3,247
	5,208	7,189

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2024 (continued)

8. Creditors	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Supplies and services for preschool activities	-148	2,596
Accrued holiday pay & bonus	58,556	56,312
PAYE & National Insurance	6,016	5,599
Pension contributions	2,089	2,296
Parents' fees received in advance	2,831	3,382
Other creditors and accruals	3,975	1,946
	73,319	72,131

9. Reserves	<u>July</u>	<u>Surplus</u>	<u>Fund</u>	<u>July</u>
	<u>2023</u>	<u>for year</u>	<u>Transfer</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Restricted reserves</u>				
Connect4Communities grant	-	-	-	-
<u>Unrestricted funds</u>				
General fund	54,298	15,465	-	69,763
Designated fund; strategic contingencies reserve	140,000	30,000	-	170,000
	194,298	45,465		239,763
All reserves	194,298	45,465	-	239,763

The Connect4Communities grant was government funding for vulnerable families. This had to be spent on food and energy for eligible recipients.

10. Analysis of net assets by fund	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>fund</u>	<u>fund</u>	<u>fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	2,961	-	-	2,961
Stocks	765	-	-	765
Debtors	5,208	-	-	5,208
Bank & cash balances	134,148	170,000	-	304,148
Creditors	-73,319	-	-	-73,319
	69,763	170,000	-	239,763

11. Contingent liabilities

There were no contingent liabilities at 31 July 2024 (2023; none).

12. Transactions with related parties

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £18,526 (2023 £10,272), all at the standard fee rates.

POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1023187

Accounts

POTLEY HILL COMMUNITY PRESCHOOL

Accounts for the year ended 31 July 2023

Potley Hill Community Preschool Accounts for the year ended 31 July 2023

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Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Charity's principal office is:
Frogmore Community Campus
Potley Hill Road
Yateley
Hampshire GU46 6AG
Telephone: 01252 869944
- The Charity was established in 1979 under the auspices of the Preschool Learning Alliance. It is registered in England & Wales, number 1023187.
- The Management Committee are appointed annually at the annual general meeting by majority vote. The following served as Committee members during the financial year:

Ella Carroll (nee Wilson)	Chair	
Lauren Misa	Treasurer (from 19 th Oct 2022)	
Natasha Munday	Secretary	From 19 th October 2022
Andrea Bullock	ex officio, Manager	Until 21 st July 2023
Hayley Jackson	ex officio, Manager	From 21 st July 2023
Tara-Jane Nicholas		
Gemma Johnson		
Caroline Wallbank	Deputy Treasurer	From 19 th October 2022
Abigail Fickling		From 19 th October 2022
James Bowen		Until 19 th October 2022
Gemma Kerr		Until 12 th October 2022
Katie Sage	Treasurer	Until 19 th October 2022
Sonata Zilaityte	Secretary	Until 19 th October 2022

The Charity's independent examiner is:

Mrs Claire Connell
86 Silverdale Road
Earley
Reading RG6 7LT

- The preschool's bankers are The Co-operative Bank, Charity Bank, and Nationwide Building Society

Potley Hill Community Preschool Annual Report of the Management Committee for the year ended 31 July 2023

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming annual general meeting to be held at the Frogmore Community Campus, Yateley on 16th October 2023.

Objectives and activities

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Hampshire County Council. The Preschool was open during the year for five full days per week between 8 am and 6 pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in December 2019, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The number of children on the roll increased over the previous year. Overall occupancy was 99.38% compared with 96.72% the previous year. The preschool is now taking a significant number of children below the age of three years, the age at which universal Early Years Education funding commences, so parents pay for all those sessions. Parents also pay for additional hours above the 15 or 30 funded hours per week.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

The preschool has benefitted from stability in staffing over the past year. Staff training is ongoing, with a view to ensuring all staff are qualified to at least level 3.

Potley Hill Community Preschool Annual Report of the Management Committee for the year ended 31 July 2022 (continued)

Financial review

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the year, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

These accounts show a surplus of £11,398 on unrestricted funds, compared with a surplus of £32,790 in the previous year. The balance sheet shows net assets and reserves of £194,298 (2022: £182,900), compared with annual income of some £422,773 (2022: £382,334).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased in 2020 (see below). Reserves at 31 July 2023 were as follows:

- A designated reserve of £140,000, equivalent approximately to one term's expenses plus £35,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2020. The amount in this reserve is reviewed annually.
- Unallocated general funds of £54,298.

Structure, governance and management

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet half termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the Preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

**Potley Hill Community Preschool
Annual Report of the Management Committee for the year ended
31 July 2023 (continued)**

Structure, governance and management (continued)

The Charity's statutory particulars, including the names of trustees, are on page 1.

The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Preschool Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Preschool Learning Alliance insurance policies provide appropriate cover by in respect of:

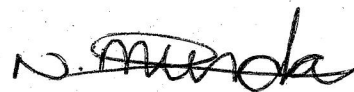
- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee



Ella Carroll
Chair

Dated 16/10/23



Natasha Munday
Secretary

Potley Hill Community Preschool Independent Examiner's Report to the Committee

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the year ended 31 July 2022 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for 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 Charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the 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.



Claire Connell MA, ACA, CTA
Chartered Accountant

86 Silverdale Road
Earley
Reading
RG6 7LT

18th October 2023

Potley Hill Community Preschool
Statement of Financial Activities for the year ended 31 July 2023

	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2023</u> <u>Total</u> £	<u>2022</u> <u>Total</u> £
Income and endowments from:				
Donations and legacies				
Donations	-	-	-	-
Other grants		500	500	
Other Covid related grants	-		-	847
Connect4Communities grant	<u>360</u>	<u>-</u>	<u>360</u>	<u>1,125</u>
	<u>360</u>	<u>500</u>	<u>860</u>	<u>1,972</u>
Charitable activities				
Grants from local education authority	-	232,642	232,642	210,135
Parental fees and other contributions	-	<u>180,199</u>	<u>180,199</u>	<u>163,266</u>
		412,841	412,841	373,401
Other trading activities				
Christmas events	-	887	887	745
Sponsored event	-	545	545	647
Hand prints	-	173	173	299
Commissions from photographs & other income	-	2,534	2,534	2,465
Uniform sales	-	<u>3,166</u>	<u>3,166</u>	<u>2,517</u>
		7,305	7,305	6,673
Investments; bank interest	-	1,767	1,767	288
Total	<u>360</u>	<u>422,413</u>	<u>422,773</u>	<u>382,334</u>
Expenditure on:				
Raising funds				
Advertising (including website costs)	-	1,641	1,641	1,853
Charitable activities				
Staff salaries and related costs (Note 3)	-	343,659	343,659	294,127
Uniforms	-	722	722	965
Rent, service charges and cleaning for premises	-	30,078	30,078	23,210
Gardens and general maintenance	-	294	294	263
Garden and premises improvements	-	7,240	7,240	265
Equipment and consumables	-	8,225	8,225	11,125
Milk and provisions	-	1,062	1,062	1,508
Hot lunches	-	12,399	12,399	8,049
Office supplies, telephone and sundry costs	-	569	569	687
Accountancy and payroll software	-	1,385	1,385	728
Printing and photocopying	-	687	687	608
Membership, accreditation and insurance	-	2,198	2,198	2,360
Uncollected fees expense	-	(17)	(17)	473
Independent examination fees (Note 5)	-	550	550	550
Connect4Communities expenditure	510	-	510	975
Depreciation	<u>-</u>	<u>173</u>	<u>173</u>	<u>1,648</u>
	<u>510</u>	<u>409,224</u>	<u>409,734</u>	<u>347,541</u>
Total	<u>510</u>	<u>410,865</u>	<u>411,375</u>	<u>349,394</u>
NET INCOME FOR THE YEAR	(150)	11,548	11,398	32,940
Total funds brought forward	150	182,750	182,900	149,960
Transfers between funds	-	-	-	-
TOTAL FUNDS CARRIED FORWARD	<u>-</u>	<u>194,298</u>	<u>194,298</u>	<u>182,900</u>

**Potley Hill Community Preschool
Balance Sheet as at 31 July 2023**

	<u>Note</u>	<u>2023</u> £	<u>2022</u> £
Fixed assets			
Tangible assets	6	-	173
Current assets			
Stocks of uniform & consumables		1,229	1,228
Debtors	7	7,189	8,390
Cash at bank and in hand			
Current account		105,287	115,699
Deposit accounts		152,647	116,195
Petty cash		<u>77</u>	<u>298</u>
Total current assets		266,429	241,810
Creditors: amounts falling due within one year			
Creditors and accruals	8	<u>-72,131</u>	<u>-59,083</u>
Net current assets		194,298	182,727
NET ASSETS		194,298	182,900
The funds of the Charity			
Restricted income funds	9	-	150
Unrestricted funds	9	194,298	182,750
TOTAL CHARITY FUNDS		194,298	182,900

Approved at a meeting of the Management Committee held on 10th October 2023



Ella Carroll.
Chair



Lauren Misa
Treasurer

Potley Hill Community Preschool

Notes to the Accounts for the year ended 31 July 2023

1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

2. Accounting policies

a) General matters

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

b) Going concern

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 August 2023 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

c) Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

d) Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

3. Staff costs

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Salaries	313,401	271,542
Social Security, less small employer rebate	16,194	10,966
Employer pension contributions (NEST scheme)	8,862	7,073
Training, uniforms and other	5,202	4,546
	343,659	294,127

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2023 (continued)

3. Staff costs (continued)

	<u>2023</u>	<u>2022</u>
	Number	Number
Average number of staff employed	20	18
Full-time staff equivalents	16	14

No employee earned more than £60,000 per annum (2022: none); and, in the opinion of the trustees, no employee was able to exert significant influence over the running of the Charity.

4. Trustees

None of the trustees received any emoluments or reimbursement of expenses in respect of those services. The salary of the Manager, who is a trustee *ex officio*, is included in staff costs in Note 3.

5. Governance costs

The only governance cost that is separately identifiable is the fees paid to the independent examiner of £550 for those services (2021: £550). No other fees were paid to the examiner in either year. The premium paid for general insurances includes trustee indemnity cover, but the amount is not separately stated in the premium.

6. Fixed assets; tangible assets

	<u>£</u>
<u>Cost</u>	
At 1 August 2021	25,956
Disposals in the year	-
Additions in the year	-
At 31 July 2022	25,956
<u>Depreciation</u>	
At 1 August 2022	25,783
Written off re disposals	-
Charge for the year	173
At 31 July 2023	25,956
<u>Net book value</u>	
31 July 2023	-
31 July 2022	173

7. Debtors

	<u>2023</u>	<u>2022</u>
	£	£
Fees receivable less provisions	3,269	4,973
Other debtors	673	75
Prepaid expenses	3,247	3,342
	7,189	8,390

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2023 (continued)

8. Creditors	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Supplies and services for preschool activities	2,596	3,799
Accrued holiday pay & bonus	56,312	46,161
PAYE & National Insurance	5,599	3,007
Pension contributions	2,296	1,492
Parents' fees received in advance	3,382	3,156
Other creditors and accruals	1,946	1,468
	72,131	59,083

9. Reserves	<u>July</u>	<u>Surplus</u>	<u>Fund</u>	<u>July</u>
	<u>2022</u>	<u>for year</u>	<u>Transfer</u>	<u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Restricted reserves</u>				
Connect4Communities grant	150	(150)	-	-
<u>Unrestricted funds</u>				
General fund	42,750	11,548	-	54,298
Designated fund; strategic contingencies reserve	140,000	-	-	140,000
	182,750	11,548	-	194,298
All reserves	182,900	11,398	-	194,298

The Connect4Communities grant was government funding for vulnerable families. This had to be spent on food and energy for eligible recipients.

10. Analysis of net assets by fund	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>fund</u>	<u>fund</u>	<u>fund</u>	<u>£</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	-	-	-	-
Stocks	1,229	-	-	1,229
Debtors	7,189	-	-	7,189
Bank & cash balances	118,011	140,000	-	258,011
Creditors	-72,131	-	-	-72,131
	54,298	140,000	-	194,298

11. Contingent liabilities

There were no contingent liabilities at 31 July 2023 (2022; none).

12. Transactions with related parties

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £10,272 (2022 £17,217), all at the standard fee rates.

POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1023187

Accounts

POTLEY HILL COMMUNITY PRESCHOOL

Accounts for the year ended 31 July 2022

Potley Hill Community Preschool Accounts for the year ended 31 July 2022

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Statutory information

The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

- The Charity's principal office is:

Frogmore Community Campus
Potley Hill Road
Yateley
Hampshire GU46 6AG
Telephone: 01252 869944

- The Charity was established in 1979 under the auspices of the Preschool Learning Alliance. It is registered in England & Wales, number 1023187.
- The Management Committee are appointed annually at the annual general meeting by majority vote. The following served as Committee members during the financial year:

Ella Carroll (nee Wilson)	Chair	
Katie Sage	Treasurer	
Sonata Zilaityte	Secretary	
Andrea Bullock	ex officio, Manager	
Annabelle Neilson		Until 18 th October 2021
Helen Roderick		Until 10 th January 2022
Lauren Misa		From 18 th October 2021
Tara-Jane Nicholas		From 18 th October 2021
Gemma Kerr		From 18 th October 2021
Sinead Daly		From 18 th October 2021, to 22 nd July 2022
Gemma Johnson		From 18 th October 2021
James Bowen		From 18 th October 2021

The Charity's independent examiner is:

Mrs Claire Connell
86 Silverdale Road
Earley
Reading RG6 7LT

- The preschool's bankers are The Co-operative Bank, Charity Bank, and Nationwide Building Society

Potley Hill Community Preschool Annual Report of the Management Committee for the year ended 31 July 2022

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming annual general meeting to be held at the Frogmore Community Campus, Yateley on 19th October 2022.

Objectives and activities

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Hampshire County Council. The Preschool was open during the year for five full days per week between 8 am and 6 pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in December 2019, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The number of children on the roll increased over the previous year. Overall occupancy was 96.72% compared with 91.3% the previous year. The preschool is now taking a significant number of children below the age of three years, the age at which universal Early Years Education funding commences, so parents pay for all those sessions. Parents also pay for additional hours above the 15 or 30 funded hours per week.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

The preschool has benefitted from stability in staffing over the past year. Staff training is ongoing, with a view to ensuring all staff are qualified to at least level 3.

Potley Hill Community Preschool

Annual Report of the Management Committee for the year ended 31 July 2022 (continued)

Financial review

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the year, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

These accounts show a surplus of £32,790 on unrestricted funds, compared with a surplus of £32,590 in the previous year. There were no fee refunds due to the closure of the preschool as a result of Coronavirus (2020-21: £4,199), but refunds were paid for one day due to bad weather. The balance sheet shows net assets and reserves of £182,900 (2021: £149,960), compared with annual income of some £382,334 (2021: £351,783).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased in 2020 (see below). Reserves at 31 July 2022 were as follows:

- A designated reserve of £140,000, equivalent approximately to one term's expenses plus £35,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2020. The amount in this reserve is reviewed annually.
- Unallocated general funds of £42,750.
- A restricted fund of £150 which represents income from Connect4Communities which was government funding for vulnerable families. This has to be spent on food and energy for eligible recipients.

Structure, governance and management

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet half termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the Preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

**Potley Hill Community Preschool
Annual Report of the Management Committee for the year ended
31 July 2022 (continued)**

Structure, governance and management (continued)


The Charity's statutory particulars, including the names of trustees, are on page 1.

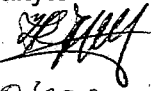
The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Preschool Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Preschool Learning Alliance insurance policies provide appropriate cover by in respect of:

- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee

Ella Carroll (nee Wilson)
Chair 
Dated 19/10/22

Sonata Zilaityte
Secretary 
19/10/2022

Potley Hill Community Preschool Independent Examiner's Report to the Committee

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the year ended 31 July 2022 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for 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 Charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the 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.



Claire Connell MA, ACA, CTA
Chartered Accountant

86 Silverdale Road
Earley
Reading
RG6 7LT

28th October 2022

Potley Hill Community Preschool
Statement of Financial Activities for the year ended 31 July 2022


	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2022</u> <u>Total</u> £	<u>2021</u> <u>Total</u> £
Income and endowments from:				
Donations and legacies				
Donations	-	-	-	-
Other Covid related grants	-	847	847	526
Connect4Communities grant	<u>1,125</u>	<u>-</u>	<u>1,125</u>	<u>-</u>
	1,125	847	1,972	526
Charitable activities				
Grants from local education authority	-	210,135	210,135	229,606
Parental fees and other contributions	-	163,266	163,266	116,270
Refunds given due to coronavirus	-	-	-	(4,199)
	-	<u>373,401</u>	<u>373,401</u>	<u>341,677</u>
Other trading activities				
Christmas events	-	745	745	1,477
Sponsored event	-	647	647	1,607
Hand prints	-	299	299	188
Commissions from photographs & other income	-	2,465	2,465	2,875
Uniform sales	-	<u>2,517</u>	<u>2,517</u>	<u>3,251</u>
	-	6,673	6,673	9,398
Investments; bank interest	-	288	288	182
Total	<u>1,125</u>	<u>381,209</u>	<u>382,334</u>	<u>351,783</u>
Expenditure on:				
Raising funds				
Advertising (including website costs)	-	1,853	1,853	973
Charitable activities				
Staff salaries and related costs (Note 3)	-	294,127	294,127	277,546
Uniforms	-	965	965	1,669
Rent, service charges and cleaning for premises	-	23,210	23,210	21,000
Gardens and general maintenance	-	263	263	1,030
Garden and premises improvements	-	265	265	-
Equipment and consumables	-	11,125	11,125	7,456
Milk and provisions	-	1,508	1,508	832
Hot lunches	-	8,049	8,049	1,923
Office supplies, telephone and sundry costs	-	687	687	584
Accountancy and payroll software	-	728	728	732
Printing and photocopying	-	608	608	797
Membership, accreditation and insurance	-	2,360	2,360	2,455
Uncollected fees expense	-	473	473	(2)
Independent examination fees (Note 5)	-	550	550	550
Connect4Communities expenditure	975	-	975	-
Depreciation	<u>-</u>	<u>1,648</u>	<u>1,648</u>	<u>1,648</u>
	975	346,566	347,541	318,220
Total	<u>975</u>	<u>348,419</u>	<u>349,394</u>	<u>319,193</u>
NET INCOME FOR THE YEAR	150	32,790	32,940	32,590
Total funds brought forward	-	149,960	149,960	117,370
Transfers between funds	-	-	-	-
TOTAL FUNDS CARRIED FORWARD	<u>150</u>	<u>182,750</u>	<u>182,900</u>	<u>149,960</u>

**Potley Hill Community Preschool
Balance Sheet as at 31 July 2022**


	<u>Note</u>	<u>2022</u> £	<u>2021</u> £
Fixed assets			
Tangible assets	6	173	1,821
Current assets			
Stocks of uniform & consumables		1,228	560
Debtors	7	8,390	2,904
Cash at bank and in hand			
Current account		115,699	79,460
Deposit accounts		116,195	115,991
Petty cash		<u>298</u>	<u>294</u>
Total current assets		241,810	199,209
Creditors: amounts falling due within one year			
Creditors and accruals	8	<u>-59,083</u>	<u>-51,070</u>
Net current assets		182,727	148,139
NET ASSETS		182,900	149,960
The funds of the Charity			
Restricted income funds	9	150	-
Unrestricted funds	9	182,750	149,960
TOTAL CHARITY FUNDS		182,900	149,960

Approved at a meeting of the Management Committee held on 12 October 2022

Ella Wilson
Chair


19/10/22

Katie Sage
Treasurer


19.10.22

Potley Hill Community Preschool

Notes to the Accounts for the year ended 31 July 2022

1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

2. Accounting policies

a) General matters

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

b) Going concern

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 August 2022 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

c) Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

d) Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

3. Staff costs

	<u>2022</u>	<u>2021</u>
	£	£
Salaries	271,542	260,025
Social Security, less small employer rebate	10,966	8,112
Employer pension contributions (NEST scheme)	7,073	6,642
Training, uniforms and other	4,546	2,767
	294,127	277,546

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2022 (continued)

3. Staff costs (continued)

	<u>2022</u>	<u>2021</u>
	Number	Number
Average number of staff employed	18	16
Full-time staff equivalents	14	13

No employee earned more than £60,000 per annum (2021: none); and, in the opinion of the trustees, no employee was able to exert significant influence over the running of the Charity.

4. Trustees

None of the trustees received any emoluments or reimbursement of expenses in respect of those services. The salary of the Manager, who is a trustee *ex officio*, is included in staff costs in Note 3.

5. Governance costs

The only governance cost that is separately identifiable is the fees paid to the independent examiner of £550 for those services (2021: £550). No other fees were paid to the examiner in either year. The premium paid for general insurances includes trustee indemnity cover, but the amount is not separately stated in the premium.

6. Fixed assets; tangible assets

	<u>£</u>
<u>Cost</u>	
At 1 August 2021	25,956
Disposals in the year	-
Additions in the year	-
At 31 July 2022	25,956
<u>Depreciation</u>	
At 1 August 2021	24,135
Written off re disposals	-
Charge for the year	1,648
At 31 July 2022	25,783
<u>Net book value</u>	
31 July 2022	173
31 July 2021	1,821

7. Debtors

	<u>2022</u>	<u>2021</u>
	£	£
Fees receivable less provisions	4,973	124
Other debtors	75	877
Prepaid expenses	3,342	1,903
	8,390	2,904

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2022 (continued)

8. Creditors

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Supplies and services for preschool activities	3,799	1,153
Accrued holiday pay & bonus	46,161	34,522
PAYE & National Insurance	3,007	4,455
Pension contributions	1,492	1,660
Parents' fees received in advance	3,156	5,935
Other creditors and accruals	1,468	3,345
	59,083	51,070

9. Reserves

	<u>July</u>	<u>Surplus</u>	<u>Fund</u>	<u>July</u>
	<u>2021</u>	<u>for year</u>	<u>Transfer</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Restricted reserves</u>				
Connect4Communities grant	-	150	-	150
<u>Unrestricted funds</u>				
General fund	9,960	32,790	-	42,750
Designated fund; strategic contingencies reserve	140,000	-	-	140,000
	149,960	32,790		182,750
All reserves	149,960	32,940	-	182,900

10. Analysis of net assets by fund

	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>fund</u>	<u>fund</u>	<u>fund</u>	<u>£</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	173	-	-	173
Stocks	1,228	-	-	1,228
Debtors	8,390	-	-	8,390
Bank & cash balances	92,042	140,000	150	232,192
Creditors	-59,083	-	-	-59,083
	42,750	140,000	150	182,900

11. Contingent liabilities

There were no contingent liabilities at 31 July 2022 (2021; none).

12. Transactions with related parties

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £17,217 (2021 £17,376), all at the standard fee rates.



POTLEY HILL COMMUNITY PRE-SCHOOL

England & Wales - Charity number 1023187

Accounts

POTLEY HILL COMMUNITY PRESCHOOL

Accounts for the year ended 31 July 2021

Potley Hill Community Preschool Accounts for the year ended 31 July 2021

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The following information forms part of the Annual Report of the Management Committee, who are the managing trustees.

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Telephone: 01252 869944

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Katie Sage (Treasurer)
Sonata Zilaityte (Secretary – from 21st October 2019)
Andrea Bullock (ex officio, Manager)

Annabelle Neilson and Helen Roderick (from 19th October 20)

Sarah Van Buuren (until 26th April 21), Victoria Herridge (until 11th January 2021),
Joanna Abbott (until 1st March 2021), Christopher Herridge (until 11th January 2021)

The Charity's independent examiner is:

Mrs Claire Connell
86 Silverdale Road
Earley
Reading RG6 7LT

- The Preschool's bankers are The Co-operative Bank, Charity Bank, and Nationwide Building Society

Potley Hill Community Preschool

Annual Report of the Management Committee for the year ended 31 July 2021

The Committee have pleasure in submitting their report for the year. The Committee members who have served during the year are listed on the previous page, with the other statutory information that forms part of their annual report. This report is to be presented at the forthcoming annual general meeting to be held at the Frogmore Community Campus, Yateley on 18 October 2021.

Objectives and activities

Potley Hill Community Preschool was established in 1979 and provides preschool learning and play facilities for children between the ages of 2 and 5 years in the Yateley area, occupying purpose-designed premises on the Frogmore Community Campus that are leased from Hampshire County Council. The preschool was open during the year for five full days per week between 8am and 6pm, with wrap around care available, thus offering flexibility for parents in the time that their children may attend. Government funding is available for 3- and 4-year olds prior to attending school, and for eligible 2-year olds. The most recent OFSTED inspection was in December 2019, and the preschool was rated as good.

The preschool provides a valued service for parents in Yateley and the surrounding area and remains committed to continual improvement. It is a condition of the lease for the premises that the Preschool should continue to receive a minimum "Good" rating from such inspections. The trustees are mindful of the Charity Commission's guidance on public benefit.

Achievements and performance

The number of children on the roll increased over the previous year and capacity was further increased as a result of the opening of the Forest School in June 2020, although in practice the full effect of this was not realised until September 2020. Overall occupancy was 91.3% compared with 92.7% the previous year. The preschool is now taking a significant number of children below the age of three years, the age at which universal Early Years Education funding commences, so parents pay for all those sessions. Parents also pay for additional hours above the 15 or 30 funded hours per week.

The preschool continues to implement the 'Curiosity Approach' towards learning and the childcare environment and has achieved accreditation for delivering childcare based on this approach. It has also introduced a Forest School which is run separately from the main preschool, although using the same staff.

This year the preschool was only slightly impacted by Coronavirus as it remained open for all children during the two lockdowns.

The preschool has benefitted from stability in staffing over the past year. Staff training is ongoing, with a view to ensuring all staff are qualified to at least level 3.

Potley Hill Community Preschool

Annual Report of the Management Committee for the year ended 31 July 2021 (continued)

Financial review

The attached Statement of Financial Activities summarises the Charity's income and expenditure for the year, supplemented by more detailed analyses in the Notes to the Accounts. The Balance Sheet shows the Charity's assets, liabilities and reserves.

These accounts show a surplus of £32,590 on unrestricted funds, compared with a deficit of £4,953 in the previous year. Fee refunds due to the closure of the preschool as a result of Coronavirus totalled £4,199 (2019-20: £22,825). No furlough was claimed during the year. The balance sheet shows net assets and reserves of £149,960 (2020: £117,370), compared with annual income of some £351,783 (2020: £244,000).

The trustees' policy is to maintain sufficient reserves to provide working capital to enable the Charity to continue its activities should there be either a delay in receiving Early Years funding from Hampshire County Council, or a downturn in the number of children attending and/or the number of sessions taken. The reserves policy was reviewed by the Committee and the designated reserve was increased (see below). Reserves at 31 July 2021 were as follows:

- A designated reserve of £140,000, equivalent approximately to one term's expenses plus £35,000 for closure costs, as a strategic contingencies reserve. This was approved by the Committee (as trustees) in October 2020. The amount in this reserve is reviewed annually.
- Unallocated general funds of £9,960.

Structure, governance and management

The Charity is an unincorporated organisation. Its constitution follows the model provided by the Preschool Learning Alliance; the original was dated 21 May 1993 and has been subsequently updated, most recently in 2011. The Committee are the managing trustees and meet half termly to manage and oversee the preschool's business affairs. The trustees are appointed annually at the Charity's annual general meeting by majority vote. The members of the Charity are the parents of children attending the preschool, whilst their children are attending.

Whilst the trustees have overall responsibility for the Charity's affairs, day-to-day management of childcare services and the associated administrative duties have been delegated to the Manager and her staff. The Charity's financial administration is carried out by a paid employee with financial expertise, reporting to the Treasurer, who is a trustee. A budget is agreed by the trustees before the start of each financial year, and results are monitored by trustees on a termly basis.

**Potley Hill Community Preschool
Annual Report of the Management Committee for the year ended
31 July 2021 (continued)**

Structure, governance and management (continued)

The Charity's statutory particulars, including the names of trustees, are on page 1.

The Committee have considered the risks to which the Charity is exposed, and the systems that have been established to minimise those risks. The Charity has established policies and a programme of training for its staff to maintain a high standard of service. A programme of training tailored for trustees is also available for Committee members, using material and courses available from Hampshire County Council's Services for Young Children and the Early Years Learning Alliance.

Comprehensive risk/benefit assessments are ongoing and the Committee have taken appropriate steps to ensure risks are managed. The Committee has concluded that the standard Early Years Learning Alliance insurance policies provide appropriate cover by in respect of:

- Fire and other damage
- Employer and public liabilities

Signed on behalf of the Management Committee

Ella Wilson
Chair
Dated 18/10/21



Sonata Zilaityte
Secretary



Potley Hill Community Pre-School Independent Examiner's Report to the Committee

I report to the Committee (who are the Charity's trustees) on my examination of the accounts of the Charity for the year ended 31 July 2021 which are set out on pages 6 to 10.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for 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 Charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept by the Charity as required by section 130 of the Act;
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of the 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.



Claire Connell MA, ACA, CTA
Chartered Accountant

86 Silverdale Road
Earley
Reading
RG6 7LT

10th November 2021

Potley Hill Community Preschool
Statement of Financial Activities for the year ended 31 July 2021

	<u>Restricted</u> £	<u>Unrestricted</u> £	<u>2021</u> <u>Total</u> £	<u>2020</u> <u>Total</u> £
Income and endowments from:				
Donations and legacies				
Donations	-	-	-	1,000
Other Covid related grants	-	526	526	-
Coronavirus Job Retention Grant	-	-	-	7,040
	-	526	526	8,040
Charitable activities				
Grants from local education authority	-	229,606	229,606	168,292
Parental fees and other contributions	-	116,270	116,270	86,826
Refunds given due to coronavirus	-	(4,199)	(4,199)	(22,825)
	-	341,677	341,677	232,293
Other trading activities				
Christmas events	-	1,477	1,477	390
Sponsored event	-	1,607	1,607	-
Hand prints	-	188	188	146
Commissions from photographs & other income	-	2,875	2,875	903
Uniform sales	-	3,251	3,251	2,041
	-	9,398	9,398	3,090
Investments; bank interest	-	182	182	465
Total	-	351,783	351,783	244,278
Expenditure on:				
Raising funds				
Advertising (including website costs)	-	973	973	4,018
Charitable activities				
Staff salaries and related costs (Note 3)	-	277,546	277,546	200,657
Uniforms	-	1,669	1,669	1,474
Rent, service charges and cleaning for premises	-	21,000	21,000	21,233
Gardens and general maintenance	-	1,030	1,030	257
Garden and premises improvements	-	-	-	6,095
Equipment and consumables	-	7,456	7,456	4,772
Milk and provisions	-	832	832	1,082
Hot lunches	-	1,923	1,923	4,592
Office supplies, telephone and sundry costs	-	584	584	627
Accountancy and payroll software	-	732	732	706
Printing and photocopying	-	797	797	644
Membership, accreditation and insurance	-	2,455	2,455	1,035
Uncollected fees expense	-	(2)	(2)	19
Independent examination fees (Note 5)	-	550	550	550
Depreciation	-	1,648	1,648	1,470
	-	318,220	318,220	245,213
Total	-	319,193	319,193	249,231
NET INCOME FOR THE YEAR	-	32,590	32,590	(4,953)
Total funds brought forward	470	116,900	117,370	122,323
Transfers between funds	-470	470	-	-
TOTAL FUNDS CARRIED FORWARD	-	149,960	149,960	117,370


The only transaction within restricted funds in the year ended 31 July 2020 was a transfer of £470 to unrestricted funds. The net decrease in funds of £4,953 in that year therefore comprised a reduction of £470 on restricted funds and a decrease of £4,483 in unrestricted funds. The Notes referred to above form part of these accounts.

Potley Hill Community Preschool Balance Sheet as at 31 July 2021

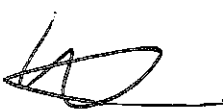
	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
Fixed assets			
Tangible assets	6	1,821	1,693
Current assets			
Stocks of uniform & consumables		560	624
Debtors	7	2,904	4,308
Cash at bank and in hand			
Current account		79,460	69,329
Deposit accounts		115,991	75,809
Petty cash		<u>294</u>	<u>246</u>
Total current assets		199,209	150,316
Creditors: amounts falling due within one year			
Creditors and accruals	8	<u>-51,070</u>	<u>-34,639</u>
Net current assets		148,139	115,677
NET ASSETS		149,960	117,370
The funds of the Charity			
Restricted income funds	9	-	470
Unrestricted funds	9	149,960	116,900
TOTAL CHARITY FUNDS		149,960	117,370

Approved at a meeting of the Management Committee held on 12 October 2021

Ella Wilson
Chair


18/10/21

Katie Sage
Treasurer


18.10.21

Potley Hill Community Preschool

Notes to the Accounts for the year ended 31 July 2021

1. The Charity's structure, organisation and business

Potley Hill Community Preschool is an unincorporated association governed by its constitution dated 21 May 1993 (as updated, see Page 1). It is a charity registered in England and Wales, and the address of the registered office is given in the charity information on page 1 of these accounts. The Charity's members are the parents of children currently attending the preschool.

The preschool provides preschool educational services funded by the Government's Early Years Education scheme and parental fees.

2. Accounting policies

a) General matters

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

b) Going concern

The Charity's activities are funded substantially by the income from Hampshire County Council under the Early Years Education scheme and parents' fees. The budget for the year commencing 1 August 2021 and support (if necessary) from reserves indicates that funds will be sufficient to meet expected costs; and projections for the subsequent year indicate ongoing business sustainability.

c) Fixed assets, depreciation and use of restricted reserves

Fixed asset purchases are capitalised provided that the cost exceeds £1,000. Depreciation is charged on assets at rates calculated to write down those assets over their estimated useful lives, which are taken as five years for furniture, fittings and IT equipment; and ten years for outdoor equipment. Grants received to fund the purchase of fixed assets are credited to restricted reserves and released to unrestricted funds over the estimated useful lives of the assets concerned.

d) Taxation

The Charity's income is exempt from income and corporation taxes; and its activities are exempt from Value Added Tax (VAT), so all expenditure is therefore inclusive of applicable VAT.

3. Staff costs

	<u>2021</u>	<u>2020</u>
	£	£
Salaries	260,025	188,204
Social Security, less small employer rebate	8,112	4,570
Employer pension contributions (NEST scheme)	6,642	5,055
Training, uniforms and other	2,767	2,828
	277,546	200,657

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2021 (continued)

3. Staff costs (continued)

	<u>Number</u>	<u>Number</u>
Average number of staff employed	16	16
Full-time staff equivalents	13	11

No employee earned more than £60,000 per annum (2020: none); and, in the opinion of the trustees, no employee was able to exert significant influence over the running of the Charity.

4. Trustees

None of the trustees received any emoluments or reimbursement of expenses in respect of those services. The salary of the Manager, who is a trustee *ex officio*, is included in staff costs in Note 3.

5. Governance costs

The only governance cost that is separately identifiable is the fees paid to the independent examiner of £550 for those services (2020: £550). No other fees were paid to the examiner in either year. The premium paid for general insurances includes trustee indemnity cover, but the amount is not separately stated in the premium.

6. Fixed assets; tangible assets

	<u>£</u>
<u>Cost</u>	
At 1 August 2020	24,180
Disposals in the year	-
Additions in the year	1,776
At 31 July 2021	<u>25,956</u>
<u>Depreciation</u>	
At 1 August 2020	22,487
Written off re disposals	-
Charge for the year	1,648
At 31 July 2021	<u>24,135</u>
<u>Net book value</u>	
31 July 2021	1,821
31 July 2020	<u>1,693</u>

7. Debtors

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Fees receivable less provisions	124	2,380
Other debtors	877	-
Prepaid expenses	1,903	1,928
	<u>2,904</u>	<u>4,308</u>

Potley Hill Community Preschool
Notes to the Accounts for the year ended 31 July 2021 (continued)

8. Creditors	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Supplies and services for Preschool activities	1,153	2,206
Accrued holiday pay & bonus	34,522	21,998
PAYE & National Insurance	4,455	1,445
Pension contributions	1,660	1,159
Parents' fees received in advance	5,935	6,708
Other creditors and accruals	3,345	1,123
	51,070	34,639

9. Reserves	<u>July</u>	<u>Surplus</u>	<u>Fund</u>	<u>July</u>
	<u>2020</u>	<u>for year</u>	<u>Transfer</u>	<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Restricted reserves</u>				
Grants for purchase of fixed assets	470	-	-470	-
<u>Unrestricted funds</u>				
General fund	16,900	32,590	-39,530	9,960
Designated fund; strategic contingencies reserve	100,000	-	40,000	140,000
	116,039	32,590	470	149,960
All reserves	117,370	32,590	-	149,960

10. Analysis of net assets by fund	<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>fund</u>	<u>fund</u>	<u>fund</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	1,821	-	-	1,821
Stocks	560	-	-	560
Debtors	2,904	-	-	2,904
Bank & cash balances	55,745	140,000	-	195,745
Creditors	-51,070	-	-	-51,070
	9,960	140,000	-	149,960

11. Contingent liabilities

There were no contingent liabilities at 31 July 2021 (2020; none).

12. Transactions with related parties

All of the fee income is from parents who, by nature of the constitution, are members of the Charity. The total of fees paid by Committee members (who are trustees) during the year was £17,376 (2020 £3,462), all at the standard fee rates.

