



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2022	To	31	08	2023

Section A Reference and administration details

Charity name COVE PAVILION PRE-SCHOOL

Other names charity is known by COVE PAVILION PLAYGROUP

Registered charity number (if any) 1023261

Charity's principal address Cove Green, Prospect Road

Farnborough

Hampshire

Postcode GU14 0DX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nicola Silvester	Chairperson		
2	Charlotte Henderson		To June 2023	
3	Kirsty Cattan	Treasurer		
4	Rebecca Miles	Secretary	From June 2023	
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19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution (Pre-School Learning Alliance Constitution)

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

Trust

Trustee selection methods
(eg. appointed by, elected by)

Voted for by parents attending the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To enhance the development and education of children under statutory school age in a parent involving community based group. A curriculum is provided to enable the children to reach their full potential.

Our main aim is to provide childcare and education to children aged from 2 years 6 months to 5 years. A curriculum is tailored by highly qualified staff to meet the needs of every individual child.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

The preschool was open 5 days a week during term time from 8 to 3.45pm. We provided a safe, secure and stimulating environment enhancing the development and education of children in a parent-involving community group working towards the principles of the Early Years Foundation Stage. Individual care and attention is made possible by a high ratio of adults to children and the support of a personal keyperson.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have reserves to cover three months of expenditure including staffing costs, rent and daily running costs and redundancy costs in the event of the closure of the preschool.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is provided by the Local Education Authority for eligible children. We also receive income from fees paid by parents of children who are not yet eligible or for those attending more than their eligible hours.

Other income is received from fundraising and donations from the local business community.

Following the closure of a local preschool, they donated a lump sum to Cove Pavilion preschool.

Section F



Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nicola Silvester	KIRSTY CATTAN
Position (eg Secretary, Chair, etc)	Nicola Silvester	Kirsty Cattan TREASURER
Date	16/10/23	

COVE PAVILION PRE-SCHOOL ACCOUNTS

Receipts and Payments Accounts for year ending 31st August 2023

<u>Receipts</u>	2022 to 2023	2021 to 2022
Fees	£24,503.21	£23,058.55
Activity Contributions	£965.00	£920.00
Grants	£149,444.74	£122,452.70
Donations (1)	£55,000.00	£0.00
Fundraising	£5,598.78	£3,702.28
Uniform	£412.00	£450.00
Bank Interest / Credits	£839.35	£81.48
Refunds	£0.00	£0.00
TOTAL RECEIPTS	£236,763.08	£150,665.01

<u>Payments</u>		
Wages	£106,996.39	£98,289.41
Professional Fees	£1,513.34	£1,006.28
Tax / NI	£23,132.13	£17,411.86
Rent	£9,186.00	£9,798.50
Insurance / Memberships	£1,459.32	£1,294.80
Telephone	£919.71	£733.62
Fundraising	£4,080.71	£3,545.73
Staff Costs	£3,740.08	£300.00
Bank Charges / Credit Card Charges	£93.60	£77.60
School Activities	£675.00	£340.00
Stationary & Educational Supplies	£2,947.65	£5,375.07
Sundries (Petty Cash)	£1,288.68	£877.87
Software	£880.73	£810.36
Staff Training	£1,180.00	£755.20
Household Supplies	£881.73	£521.10
Equipment	£429.97	£99.18
Pensions	£8,534.14	£8,195.60
Refunds	£0.00	£0.00
Govt Food Vouchers	£0.00	£90.00
TOTAL PAYMENTS	£167,939.18	£149,522.18

Surplus / (Deficit) for the year	£68,823.90	£1,142.83
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Statement of Assets and Liabilities as at 31st August 2023

Fixed Assets	£0.00	£0.00
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Current Assets

HSBC Current Account	£80,571.19	£52,577.92
HSBC Deposit Account	£68,040.56	£27,484.46
Savings Account	£50,900.59	£50,617.34
Petty Cash	£427.64	£436.36
Total Current Assets	£199,939.98	£131,116.08

Less:

Current Liabilities	£0.00	£0.00
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Net Current Assets	£199,939.98	£131,116.08
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Balance B/F 01/09/22	£131,116.08
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Surplus / Deficit for the year	£68,823.90
	£199,939.98

Income Less Expenditure	£68,823.90
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Add Prepayments 2023-24	£0.00
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Add Debtors	£0.00
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Less Creditors	£0.00
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Less Prepayments 2022-23	£0.00
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Surplus of Income over Expenditure (2)	£68,823.90
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(1) Donations from Closure of St Johns Preschool

(2) Surplus for year excluding donation = £13,823.90

Accounts Prepared by

Justine Wells

12/9/23

Justine Wells

Approved by

Coral Ramsden

CORAL RAMSDEN

12/10/23



Section A

Independent Examiner's Report

Report to the trustees

Charity Name COVE PAVILION PRESCHOOL

On accounts for the year
ended

31/08/23

Charity no
(if any)

1023261

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

12/10/2023

Name:

CORAL RAMSDEN

Relevant professional
qualification(s) or body

ICB - MICB.dip practice 10940

(if any):

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Address:

8 TAY CLOSE

FARNBOROUGH

HANTS.

Section B

Disclosure

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

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

none