



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 03 2020	To	28 02 2021

Section A Reference and administration details

Charity name

WRITTLE GREEN PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1023360

Charity's principal address

THE BERYL PLATT CENTRE

12-14 REDWOOD DRIVE, WRITTLE

ESSEX

Postcode

CM1 3LY

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	TRISH WOOLNER	CHAIRPERSON		
2	TAYLOR CHAPMAN	SECRETARY		
3	DEBORAH GOTTESMANN	TREASURER		
4	HANNAH GERRISH			
5	RYAN PETERS			
7				
8				
9				
10				
11				
12				
13				
14				

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)	PRE-SCHOOL LEARNING ALLIANCE, MODEL CONSTITUTION 2011
How the charity is constituted (eg. trust, association, company)	PRE-SCHOOL COMMITTEE TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED

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.

Early Years Alliance POLICIES AND PROCEDURES UPDATED THROUGHOUT THE YEAR

Section C Objectives and activities

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

TO PROVIDE PRE-SCHOOL PROVISION UNDER EYA CONSTITUTION AND POLICIES. ADHERING TO OFSTED OBJECTIVES AND GAINED A RATING OF GOOD ON 6 NOVEMBER 2018 TO PROVIDE LEARNING FOR CHILDREN 2YRS 3 MONTHS TO 5 YEAR OLDS FOR UP TO 15/30 FUNDED HOURS PER WEEK, WITH AN OPTION TO PAY FOR ADDITIONAL SESSIONS UP TO 6.25 HOURS PER DAY.

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)

PROVIDE PRE-SCHOOL PROVISION FOR OUR LOCAL COMMUNITY WHICH HAS ALSO EXTENDED TO OTHER LOCAL VILLAGES AND TOWNS.

RELATIONSHIPS WITH LOCAL SCHOOLS, PARISH COUNCIL, HEALTH SERVICE, CHURCH, CHILDREN'S CENTRES, LIBRARY, LOCAL COUNCILS AND OTHER PROVISIONS WITHIN THE LOCAL COMMUNITY ARE EXCELLENT AND PROVIDE A HEALTHY LINK FOR THE PRE-SCHOOL TO THE LOCAL COMMUNITY.

THE PRE-SCHOOL HOLDS VARIOUS FUNDRAISING EVENTS THROUGHOUT THE YEAR WHICH HELP SUPPORT THE LOCAL COMMUNITY AND THE COMMUNITY CENTRE WHERE THE PRE-SCHOOL IS BASED. WE HOLD OPEN EVENINGS FOR PRE-SCHOOL PARENTS AND WELCOME PROSPECTIVE FAMILIES AT ANY TIME. THE PRE-SCHOOL OPERATES AN OPEN-DOOR POLICY, AND WELCOMES FAMILY MEMBERS TO STAY AND PLAY.

Additional details of objectives and activities (Optional information)

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

THE NUMBERS OF CHILDREN ATTENDING PRESCHOOL DURING THE COVID19 PANDEMIC HAVE VARIED FROM TERM-TO-TERM DEPENDING UPON WHICH CHILDREN WERE ALLOWED TO ATTEND AT VARIOUS TIMES. THE PRESCHOOL REMAINED OPEN THROUGHOUT THE PANDEMIC, OFFERING OUR SERVICES TO CHILDREN OF CRITICAL WORKERS AND THOSE CHILDREN CLASSED AS VULNERABLE. WHEN GOVERNMENT GUIDELINES ALLOWED, WE OFFERED A FULL SERVICE TO ALL CHILDREN. THIS CONTINUED DESPITE SEVERAL MEMBERS OF STAFF BEING DIRECTLY AFFECTED BY COVID-19 AND WERE ABSENT DUE TO ILLNESS OR ISOLATION.

THE PRESCHOOL CONTINUES TO USE OUR FACE BOOK PAGE WHICH WE USE FOR REMINDERS AND NOTICES ABOUT FORTHCOMING EVENTS. WE ALSO CONTINUE TO USE TAPESTRY AS A MEANS OF COMMUNICATION AND RECORD OF CHILDREN'S PROGRESS.

THE BABY AND TODDLER GROUP WAS UNABLE TO RUN FOR LONG PERIODS OF TIME DURING COVID19 DUE TO GOVERNMENT GUIDELINES. HOWEVER, WHEN IS WAS ALLOWED TO RUN, PARENTS RETURNED ONCE AGAIN.

THE PRE-SCHOOL MOVED TO A NEW PURPOSE-BUILT FACILITY WITHIN THE NEW COMMUNITY CENTRE ON THE SAME SITE. BUILDING WORK WAS COMPLETED AND WE MOVED INTO OUR NEW HOME IN LATE SUMMER 2020. THE PRESCHOOL WAS UP AND RUNNING FOR THE START OF THE NEW AUTUMN TERM IN SEPTEMBER 2020. WE CONTINUE TO DEVELOP THE OUTDOOR PLAY AREA/GARDEN, WHICH IS MUCH BIGGER THAN OUR PREVIOUS OUTDOOR SPACE AND IS A FANTASTIC PLACE FOR CHILDREN TO PLAY AND LEARN.

ONE-OFF CAPITAL EXPENDITURE TO LAY AN ARTIFICAL LAWN TO THE ENTIRE OUTDOOR AREA, AND NEW FIXTURES WERE NEEDED WITHIN THE PRESCHOOL ROOM TO PROVIDE THE FACILITIES NEEDED FOR THE CHILDREN.

WE WERE UNABLE TO HOLD OUR USUAL ANNUAL FUNDRAISING EVENTS DUE TO THE COVID19 RESTRICTIONS.

Section E

Financial review

Brief statement of the charity's policy on reserves

SUFFICIENT RESERVES TO MEET UNKNOWN FUTURE REQUIREMENTS OF THE PRE-SCHOOL ARE HELD.

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.

LOCAL GOVERNMENT FUNDING

PARENTS, WHERE FEE PAYING CHILDREN ATTEND.

FUNDRAISING EVENTS e.g., SUMMER FESTIVAL, COMMISSION ON PHOTOGRAPHS, AND EASTER PARTY HALLOWEEN PARTY ETC. (NOT HELD DURING THIS YEAR DUE TO COVID-19)

ALLOWS THE PRE-SCHOOL TO PURCHASE/REPLACE NEW EQUIPMENT AND RESOURCES TO ENHANCE THE CHILDREN'S LEARNING AND DEVELOPMENT SPECIFICALLY OUTDOOR PLAY EQUIPMENT.

Section F

Other optional information

WE HAVE 3 MEMBERS OF BANK STAFF SO THAT WE DO NOT HAVE TO USE AGENCY STAFF, WHO PROVED TO BE VERY EXPENSIVE. THESE STAFF WORK AS AND WHEN THEY ARE NEEDED TO COVER STAFF ABSENCE AND HAVE THE ADVANTAGE OF KNOWING THE CHILDREN AND PRESCHOOL ROUTINES.

NO RENT INCREASE DURING THIS FINANCIAL PERIOD.

APPROXIMATELY £24K WAS SPEND DURING THIS FINANCIAL YEAR TO PURCHASE CAPITAL ITEMS, THE LARGEST OF WHICH WAS THE LAYING OF ARTIFICIAL LAWN IN THE ENTIRE OUTDOOR AREA, TO MAKE A SAFE AND YEAR-ROUND ACCESSIBLE AREA FOR THE CHILDREN TO PLAY.

AFTER A FINANCIAL CONTRIBUTION FROM THE LOCAL PARISH COUNCIL, THE COST OF THE PLAY LAWN TO THE PRESCHOOL WAS £17,903. OTHER CAPITAL ITEMS INCLUDED NEW CUPBOARDS/STORAGE AND A CONTRIBUTION TO A NEW FIRE GATE EXIT FROM THE PLAY AREA.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>T J WOOLNER</i>	
Full name(s)	TRISHA J WOOLNER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	27.12.2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

WRITTLE GREEN PRE SCHOOL

1023360

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/03/2020

To

Period end date
28/02/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Funding	64,318	-	-	64,318	72,683
Fees	4,341	-	-	4,341	6,127
Fundraising & Donations	3,670	-	-	3,670	992
Uniform & Other	1,046	-	-	1,046	5,627
Deposit Account Interest	1	-	-	1	5
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	73,376	-	-	73,376	85,434
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	73,376	-	-	73,376	85,434
A3 Payments					
Wages & HMRC	56,841	271	-	57,112	63,504
Room Hire	5,808	560	-	6,368	7,691
Resources & Equipment	981	-	-	981	1,427
Advertising & Training	636	-	-	636	1,007
Postage Printing & Stationary	100	-	-	100	134
Insurance PLSA & Ofsted	903	-	-	903	893
Cleaning Phone & Internet	565	-	-	565	499
Uniform Snacks & Milk	459	-	-	459	699
Capital Spend & Sundry & Petty Cash	28,257	-	-	28,257	1,685
Sub total	94,550	831	-	95,381	77,539
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	94,550	831	-	95,381	77,539
Net of receipts/(payments)	- 21,174	- 831	-	- 22,005	7,895
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	44,458	-	-	36,062	27,331
Cash funds this year end	23,284	- 831	-	44,458	35,226

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Current Account	20,756	-	-
	Barclays Deposit Account	2,335	-	-
	Petty Cash	193	-	-
	Total cash funds	23,284	-	-
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Uniform Stock	256	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Tax & National Insurance Jan & Feb	271	-	
	Room hire for Feb 21	560	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Trisha Woolner	TRISHA WOOLNER	27.12.21	



Section A

Independent Examiner's Report

Report to the trustees/
members of

The charity is
WRITTLE GREEN PRE SCHOOL

On accounts for the year
ended

28/02/2021

Charity no
(if any)

1023360

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 28/02/2021.

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:

1/10/21

Name:

Kim Fish

Relevant professional
qualification(s) or body

AICB

(if any):

Address:

Section B	Disclosure
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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.

Examination of the Writtle Green Pre School accounts – Everything in order as per their paperwork.
High expenditure through the accounting year due to a move to a new building and the cost to the outside play area.
All expenditure agreed by the Trustees.

All paperwork in line with the running of a preschool charity.