



Trustees' Annual Report for the period

		Period start date			To	Period end date		
From		01	03	2022		28	02	2023

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	HANNAH GERRISH	SECRETARY		
3	AILSA BIRCH	TREASURER		
4	SINEAD FOLAN			
5	ANNIE MULLEN			
6	REBECCA PARKER		From 21.11.22	
7	LUKE GILLESPIE		From 21.11.22	
8	LAURA POULTENEY			
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)	EARLY YEARS 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 AS NECESSARY.

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 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 VILLAGE COMMUNITY WHICH ALSO EXTENDS TO OTHER LOCAL VILLAGES AND TOWNS.

RELATIONSHIPS WITH LOCAL SCHOOLS, WRITTLE COMMUNITY ASSOCIATION, 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

Summary of the main achievements of the charity during the year

THE PRESCHOOL SUCCESSFULLY APPLIED FOR AND RECEIVED A GRANT OF £3000 FROM ESSEX COMMUNITY FOUNDATION. THIS WAS USED TO PURCHASE A NUMBER OF LARGE WOODEN RESOURCES FOR THE PRESCHOOL GARDEN AREA. THE CLIMBING CREST AND BEAMS ENCOURAGE CHILDREN TO ENGAGE IN PHYSICAL PLAY AS WELL AS BUILD THEIR CONFIDENCE. A THRONE AND MUSHROOM SEATS ARE SITED IN A QUIETER AREA OF THE GARDEN AND PROVIDE AN EXCELLENT SETTING TO IMMERSE IN STORY TELLING. A LARGE WOODEN DEN PROVIDES OPPORTUNITIES FOR MAKE-BELIEVE AND A QUIET AREA FOR LOOKING AT BOOKS. MANY OTHER SMALLER PIECES OF EQUIPMENT/RESOURCES ENCOURAGE CHILDREN TO DELVE INTO A WORLD OF IMAGINATION.

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 CONTINUES TO RUN AND IS THRIVING,

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.

WE HAVE A STABLE STAFF AND A BANK TEAM OF OUR OWN WHO PROVIDE SUPPORT WHEN NEEDED.

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.

THE EARLY YEARS ALLIANCE CONSTITUTION SETS OUT FINANCIAL CONTROLS WHICH THE PRESCHOOL FOLLOWS.
LOCAL GOVERNMENT FUNDING

PARENTS, WHERE FEE PAYING CHILDREN ATTEND.

FUNDRAISING EVENTS: SUMMER FESTIVAL, EASTER PARTY, AND HALLOWEEN PARTY ETC.

COMMISSION ON PHOTOGRAPHS

CONTINUE TO RAISE FUNDS VIA "EASYFUNDRAISING".

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 NOW HAVE 3 MEMBERS OF BANK STAFF. THIS MEANS 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.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	T J WOOLNER	
Full name(s)	TRISHA J WOOLNER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	18 DECEMBER 2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
WRITTLE GREEN PRE SCHOOL

1023360

CC16a

Receipts and payments accounts

For the period
from

Period start date
01/03/2022

To

Period end date
28/02/2023

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	87,294	-	-	87,294	69,121
Fees	6,827	-	-	6,827	10,568
Fundraising & Donations	4,715	-	-	4,715	1,060
Uniform & Other	1,365	-	-	1,365	3,552
Deposit Account Interest	-	-	-	-	-
Toddler Group	1,085	-	-	1,085	-
Petty Cash	400	-	-	400	250
	-	-	-	-	-
Sub total (Gross income for AR)	101,686	-	-	101,686	84,551
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,686	-	-	101,686	84,551
A3 Payments					
Wages & HMRC	68,330	-	-	68,330	61,505
Room Hire	8,806	-	-	8,806	7,378
Resources & Equipment	1,604	-	-	1,604	1,165
Advertising & Training	372	-	-	372	1,010
Postage Printing & Stationary	176	-	-	176	191
Insurance PLSA & Ofsted	945	-	-	945	919
Cleaning Phone & Internet	426	-	-	426	414
Uniform Snacks & Milk	576	-	-	576	1,008
Capital Spend & Sundry & Petty Cash	5,134	-	-	5,134	6,309
Sub total	86,369	-	-	86,369	79,899
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	86,369	-	-	86,369	79,899
Net of receipts/(payments)	15,317	-	-	15,317	4,652
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,934			27,934	24,113
Cash funds this year end	43,251			43,251	28,765

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	40,703		-
	Barclays Deposit Account	2,336	-	-
	Petty Cash	213	-	-
	Total cash funds	43,252	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Uniform Stock	396	-	-
	Tax & NIC	99	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Trisha Woolner	TRISHA WOOLNER	18.12.2023	



Section A

Independent Examiner's Report

Report to the trustees

WRITTLE GREEN PRE-SCHOOL

On accounts for the year
ended

01/03/2022 TO 28/02/2023

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 28/02/2023.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (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:

Kim Fish

Date:

24/11/23

Name:

Kim Fish MICB

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

MICB - Institute of Certified Bookkeepers
No 207448

Address:

95 Long Brandlocks
Writtle Chelmsford CM1 3JL

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.

No Concerns.