

SOUTH HILL PARK PRE-SCHOOL

England & Wales · Charity number 1023654

Details

Other names SOUTH HILL PARK PLAYGROUP

Status Registered

Legal form Other

Registered 1993-07-12

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

Contact

Address Leppington
Bracknell
Berkshire
RG12 7WW

Phone 01344860555

Email enquiries@shp-preschool.co.uk

Website www.shp-preschool.co.uk

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Preschool learning from 2 1/2 - 5 years.

Classification

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

Geography

- Bracknell Forest

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£235,826	£203,914	-	-
2024-08-31	£200,981	£194,464	-	-
2023-08-31	£165,091	£198,550	-	-
2022-08-31	£169,349	£183,203	-	-
2021-08-31	£173,411	£179,813	-	-
2020-08-31	£189,054	£164,072	-	-

Trustees

Name	Role	Appointed
RUJINA AHMED	Chair	2025-10-23
Claire Bowden		2024-10-17
Donna Hart		2021-11-04
Eva Jankovics		2025-10-23
Julija Rupaine		2025-10-23
LAURA GILLESPIE		2025-10-23
Sarah Giannotta		2019-10-08

SOUTH HILL PARK PRE-SCHOOL

England & Wales - Charity number 1023654

Accounts

South Hill Park Pre-School**Income and Expenditure for the period ended 31st August 2025**

Income	Year Ended 31.08.25	Year Ended 31.08.24
Fees	29,052	36,509
Bad debts	0	
Grant Fees (Bracknell Forest Council)	201,429	159,134
Grant Fees (Milk Reclaim)	256	175
Grant Fees (JD Foundation)	1,000	0
	<u>231,737</u>	<u>195,819</u>
Fundraising activities (see note 1)	2,479	2,989
Donations	174	880
Registration fees deposits	480	0
Bank interest received	956	1,293
	<u>235,826</u>	<u>200,981</u>
 Expenditure		
Wages, Salaries	164,146	156,951
Employers NI	6,429	3,776
Pension Costs	3,370	3,163
Toys, books and equipment	1,034	1,013
Weekly Activities	1,760	2,785
Council Funded Projects	0	0
Other Expenses (see note 2)	27,175	26,777
	<u>203,914</u>	<u>194,464</u>
Surplus for the year	<u>31,912</u>	<u>6,516</u>
Retained Surplus brought forward	126,776	120,260
Prior Year Adjustment (see note 3)	(5,183)	
	<u>153,505</u>	<u>126,776</u>
 Represented by		
Fees due at year end	0	0
Cash at Bank Current Account	56,644	53,263
Cash at Bank 'Building Fund'	47,754	55,990
Cash at Bank 'Operating Reserve'	56,508	47,316
Cash in Hand	0	0
Prepayments	2,069	100
Stock: Uniform	1,547	1,581
PAYE / NI / Pensions Liability	(2,677)	(2,143)
Fees paid in advance for next year	(7,263)	(31,009)
Creditors	(752)	(86)
Accruals	(325)	1,765
Prior Year Adjustments to retained profit	0	0
	<u>153,505</u>	<u>126,776</u>

0

Treasurer Signature:

Dated:

South Hill Park Pre-School
Income & Expenditure Accounts - Note 1
Fundraising Activities

	Income	Expenses	31.08.25 Surplus	31.08.24 Surplus
Sponsored Events	0	0	0	0
Photos / Videos	0	0	0	0
T-Shirts / Sweat Shirts	62	(253)	(192)	0
Fetes (Including Raffles)	2,924	(1,204)	1,720	1,478
Other Fundraising	2,180	(1,229)	951	1,511
	<u>5,166</u>	<u>(2,687)</u>	<u>2,479</u>	<u>2,989</u>

**South Hill Park Pre-School
Income & Expenditure Accounts - Note 2**

Other Expenses	Expenses	Subsidy Income	31.08.2025 Net Expenses	31.08.24 Net Expenses
Milk	255	0	255	211
Healthy Snacks	590	0	590	768
Staff Training	5,357	0	5,357	5,466
Staff Purchases (Gifts)	748	0	748	1,278
Thank You Gifts	0	0	0	0
Insurance	950	0	950	2,155
Subscriptions	271	0	271	467
Water	325	0	325	0
Electricity	5,798	0	5,798	3,940
Telephone	948	0	948	780
Printing, Postage & Stationery	1,106	0	1,106	1,256
Staff Advertising	0	0	0	0
Staff Uniforms	0	0	0	118
Cleaning Materials & Waste Disposal	3,838	0	3,838	3,875
Premises Expenses	2,221	0	2,221	2,075
General Expenses	670	0	670	464
First Aid	67	0	67	165
Bookkeeping & Payroll Fees	2,630	0	2,630	2,214
Software & Internet	1,400	0	1,400	1,545
	<u>27,175</u>	<u>0</u>	<u>27,175</u>	<u>26,777</u>

**South Hill Park Pre-School
Income & Expenditure Accounts - Note 3**

Prior Year Adjustment

There were some adjustments made to income and expenditure after the 24/25 AGM, on Sarah Gianotta's return to work, this has resulted in an adjustment needing to be made to retained profit carried forward. I have checked and doubled checked the income and expenditure figures and they are all correct. Retained profit figures for last year on Quickbooks and the opening balance for this year match and I am confident in the "represented by" figures.

Katherine Carter, Bookkeeper

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2025 which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by :



JAMES ELLIOTT ACMA CGMA

Address :

30 CANNON HILL
BLACKNELL
L412 7QB

Independent Examiner

Dated : 4. 6. 26.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

SOUTH HILL PARK PRE SCHOOL

On accounts for the year
ended

31.8.2025

Charity no
(if any)

Set out on pages

1-5

(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 31/08/2025.

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:

9.6.26

Name:

JAMES ELLIOTT ACMA CIMA

Relevant professional
qualification(s) or body

CIMA

(if any):

--

Address:

30 CANNON HILL
BRACKNELL
RG12 7QB

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.

--



AGM Minutes 2025

Date - Thursday 23rd October 2025

Venue – South Hill Park Pre-school 7.30pm

1. Welcome and Apologies

Attendees (Staff): Sarah Giannotta, Donna Hart, Helen Ford, Susan Harris, Ann Mullan, Kellie Martin, Karen Currie, Susanne Marlow,

Attendees (Committee): Ciarra Chummun, Kelsie Hodgson, Cathryn Leech, Claire Bowden (Oakes),

Attendees (Parents): James Elliott, Margarita Padirvinskaite, Julija Rupainyte, Laura Gillespie, Rujina Ahmed

Apologies: Beth Davis, Anna Risoli, Anu Panicker

Absent: Charlotte Flores, Jade Newell

Hello and welcome. Thank you all for coming this evening. I'd like to welcome all our new families and welcome back our returning ones. My name is Cathryn and I am the current Chair of the committee. As a committee run pre-school we cannot run without you.

The purpose of the AGM is to:

- Provide a summary of the year's activity.
- Recruit a new committee
- Implement any changes.

We read from a script for the AGM, as an accurate record needs to be made of what has been said. There will be an opportunity later to ask questions or raise any queries.

What to expect from this evening:

- We start with the reports. I begin by reading the chair's report.
- Kelsie will then go through the Treasurer's report.
- Sarah will talk you through the manager's report.
- We will then address any other business or questions you may have before the current committee resigns and then we elect a new committee.
- That will then be the end of the meeting, however we do ask that the new committee stay

behind for a couple of minutes to discuss roles and to book in our first meeting.

2. Matters arising from the minutes of the last AGM

Before we go on to the reports, I want to discuss last year's AGM. No additional business was raised at the last AGM. The minutes of the AGM were emailed to all parents and staff and there has been a copy available here tonight. Does anyone have any questions regarding these?

3. Minutes of the last AGM proposed and seconded

For those of you who were present last year, do we agree that these minutes are an accurate representation of the meeting we held?

In that case can we propose the minutes:

Proposed by Kelsie Hodgson

Seconded by Claire Oakes

4. Chair Report

I will now go through the chair report. Tonight we look back at 2024-2025. During this year we have had a committee consisting of 6 parents - myself who has been on the committee for 3 years and this year I was the Chair and unofficial events co-ordinator; Ciarra who joined the committee this year and has been our Secretary; Kelsie who has been on the committee for 2 years and was our Treasurer; plus Charlotte, Beth and Claire who all joined our committee this year and have been general committee members, alongside Donna and Sarah.

The committee has worked hard to come up with ideas and put them into action to raise money for the pre-school. The first event organised was last year's Christmas Fayre - despite the terrible weather, we had a great turn out and everyone enjoyed the various games available and getting to meet the real Santa. We then had our sponsored walk around the Look Out in February which was a great opportunity for parents to come together and raise money for the pre-school. This was followed by our Spring trail and creation stations in April, where we set up a trail around the grounds of South Hill Park and children could plant seeds, decorate biscuits and make cloud dough. We finished the year with our Summer Fayre in June which had a great turn out and has been one of our best fund raising events in a while. Thank you to all of the staff and committee who organised and ran these events and thank you to the parents who supported these events by coming to them and donating towards them - they couldn't happen without you. Each year we are looking into new ways to raise money for the pre-school so if you have any suggestions, we would love to hear them.

In March we held our annual maintenance morning where parents came into Pre-School for a few hours and helped with jobs that needed doing around the Pre-School, from sweeping away the leaves in the garden to painting the walls inside the pre-school. This is usually held on a Saturday

morning. You don't need to be a DIY pro to help - there are always jobs available for everyone. The new committee will agree on a date for this year's maintenance morning and hopefully some of you will be able to come along and help out.

A key event for us last year was our Ofsted inspection in July. I won't go into this too much as Sarah will share this in the staff report, however, it was a good result with the Pre-School retaining its GOOD rating. A big well done to all the staff.

I will now pass you over to Kelsie who will go through the Treasurer report with you.

5. Treasurer Report and presentation of 2024-2025 accounts. - KELSIE See

Appendix 1: Accounts 2024–2025.

Annual Accounts Summary

Copies of the draft annual accounts for the year ending 31st August 2025 are available on request from the Committee. These accounts are currently under review by an independent examiner and may be subject to minor adjustments before final approval.

For the year, the Pre-school recorded a total income of £235,826 and total expenditure of £203,194, resulting in a surplus of £31,192. This represents an increase of £6,516 compared to the previous year. The surplus has primarily been driven by a significant increase in government funding, particularly from Bracknell Forest Council (BFC), which rose by £42,295. While grant income has improved, parental fee income decreased by £7,457, reflecting the shift towards more fully funded childcare places. Additionally, we received a £1,000 grant from JD Sports, which was used to carry out much-needed outdoor repairs, including replacing the sandpit and repairing the safety surfacing around the climbing frame.

Income Breakdown

Government funding continues to make up the majority of our income. In the 2024–2025 financial year, BFC grants increased significantly, providing an additional £42,295 compared to the previous year. In contrast, income from parent fees declined by £7,457, reflecting a continuing trend as more hours are delivered under government entitlements.

Fundraising income for the year stood at £2,479, which is a decrease of £510 compared to the previous year. This drop is largely attributed to the absence of the "£50 for 50 years" fundraising scheme, which had generated an additional £700 in the prior year. However, events like the Summer Fayre were a huge success, raising over £1,200, with no expenditure thanks to generous donations from families and the community.

Expenditure Overview

Total expenditure for the year increased by £9,450, driven mainly by higher staffing costs. Salaries rose by £7,196, while employer National Insurance contributions increased by £2,653. These increases are in line with the rise in the National Minimum Wage and other inflationary pressures.

All other increases in costs are reflective of the broader cost-of-living rises that continue to impact all sectors.

Accruals

An accrual has been made for water charges, as we have not received any bills since June 2023. The accrual has been calculated based on previous billing amounts and covers a 12-month period to ensure liabilities are accurately reflected in the accounts.

Reserves and Funds

At the end of the financial year, the Pre-school held a current account balance of £56,644. This figure includes income from parent fees paid in July and August, which are allocated to cover the Autumn term. In line with Charity Commission expectations, we must be transparent about the reason for holding funds in reserve and ensure we meet our stated Reserves Policy, which recommends maintaining between three to six months of operating costs as a buffer against financial uncertainty.

The Building Fund Reserve stands at £47,753.50 and is designated for major updates to the setting and, in the longer term, as a contribution towards a full replacement of the Pre-school building if required. The Operational (Closure) Reserve currently holds £56,507.97, intended to cover potential redundancy costs should the Pre-school need to close.

As part of our financial review, it is clear that the current reserve no longer fully covers expected redundancy liabilities, which have increased due to rising wages and staff length of service. The revised requirement is now £63,846.74, leaving a shortfall of £7,339. It is recommended that this The shortfall is addressed in the 2025–2026 financial year to ensure compliance with our policy and to protect the Pre-school's financial stability.

Budget and Future Planning

A detailed budget for 2025–2026 will be created once the accounts are finalised, in collaboration with the Pre-school Manager and the Committee. Planned priorities include replacing the flooring and lighting within the building and increasing shaded areas in the garden to enhance outdoor play. Continued professional development for staff and investment in resources—particularly to support 2-year-olds and children with additional needs—also remain key areas of focus.

Funding and Fees

For the academic year 2024–2025, the funding rates from Bracknell Forest Council are as follows: £6.50 per hour for 3- and 4-year-olds, £9.02 per hour for eligible 2-year-olds, and £10.02 per hour for targeted funded 2-year-olds. An additional £1 per hour is received for children eligible for the Early Years Pupil Premium (EYPP). However, this year the quality supplement previously awarded due to our Manager's Level 6 qualification has been removed.

To help cover rising operational costs, our non-funded hourly fees were increased to £9.00 per hour for 2-year-olds and £8.00 per hour for 3- and 4-year-olds. This change, while necessary due to

wage increases and general inflation, was made carefully and with consideration for our families. We continue to support working parents by offering the full range of government-funded entitlements, including 15 universal hours for all 3- and 4-year-olds, 30 extended hours for eligible working families, and 15 funded hours for eligible 2-year-olds. Families are encouraged to check their eligibility through the Childcare Choices website.

Prior to this year, we added a voluntary service charge to the invoices however due to government guideline changes we are no longer able to do this. As a result we may incur a loss at the end of this year. So we are now asking parents to make their regular voluntary contributions as a separate payment. This can be half term my, termly, monthly or yearly and any amount is welcome.

All donations from parents will be used to provide the enhanced activities, resources and opportunities the Preschool offers. Thank you to those parents who have donated already, we are really grateful and we hope that many more of you will join the scheme.

Lease and Rent Provision

A review of historical lease documentation has revealed that no rent has been paid for the Pre-school building since 2009. Based on legal advice and the terms of the last known lease, it is estimated that rent and accrued interest could total approximately £10,721.43.

It is therefore recommended that a restricted reserve of £11,000 is created in the 2025–2026 accounts to safeguard against any future liabilities related to this issue. Additionally, from this financial year onwards, we propose setting aside £450 per year, based on the last known annual rent (£400) plus estimated annual interest (at 4% plus Barclays base rate), until the lease situation is formally resolved.

6. Staff Report

Thank you all for coming tonight, the staff and I really appreciate you being here.

I want to start by saying thank you to our staff team. As always they worked incredibly hard last year. Year in, year out, without fail they work hard to ensure the children get the best care, learning and outcomes possible. Their passion is obvious in everything they do for the children, their families and the Pre-school. Thank you ladies I'm honestly thankful to be working with you.

A special congratulations to Donna, who gained a 2:1 BA Hons degree in Children's Learning and Development last term - Donna now has her weekends and evenings back and can happily choose her own reading list. An amazing achievement, well done Donna!!

This term we are a team of 10, with Anu now back following her extended maternity leave. And although at Easter we said goodbye to Andrea, our cleaner, we welcomed Millie Griffin to the role at the beginning of the summer term.

Sadly we will be saying a special goodbye at the end of this term though, as Sue is retiring after an incredible 26 years at the Pre-school.

Sue has been a huge part of the Pre-school and the lives of many children, families and colleagues

over the years. Sue, you are going to be missed. We look forward to our last half term with you and wish you and Alan a long and happy retirement.

We are happy we continue to support future upcoming childcare practitioners. Last year we hosted 2 students - Abi a L3 childcare student from B&W college and Lily who carried out her work experience week with us.

After the half term break we will welcome Level 3 students Katie and Eloise who are joining us from Farnborough College.

An important event for us at the end of last term, was our Ofsted inspection in July. While we hoped to move up a grade, we are happy to have retained our GOOD rating. The inspector complimented our focus on meaningful learning, emotional development and outstanding support for children with Special Educational Needs and Disabilities.

What really stood out on the day though, was the overwhelming support from the parents. Many reached out to give feedback to the inspector, sharing such kind words in person or by email. It meant a lot - thank you. If only parents were the inspectors!!

We received two recommendations:

- To strengthen communication with our youngest children
- To place more emphasis on healthy eating and oral hygiene

These areas are already part of our daily practice, but we accept that there were things we could have done to make them more evident during the inspection.

Children's communication development is always a high priority for us. The staff are experienced in using clear, descriptive language during the day. They tell stories, sing songs, and spend time talking with each child. They also use pictures and gestures to help children understand, especially those with emerging or limited speech. Helping children to be confident communicators and learn to communicate well is important to us.

Healthy eating and oral health are also key focuses. Children regularly take part in activities to build awareness of healthy food choices including cooking, discussions about food and growing their own vegetables. They also go to the shops to choose healthy snacks and help prepare them back at Preschool - encouraging independence and decision making. Oral health is promoted through songs, stories and play based learning about brushing their teeth and dental care. We give toothpaste and toothbrushes to each new child, offer supportive advice and guidance to parents and enjoy an annual visit from the dental nurse.

As some of you may know there's been a government push this year to expand school nursery provision and because of this along with changes to the way Early Years providers are allowed to charge for their services, a number of providers have shut down. We remain confident in our strengths as a small nurturing Pre-school with high adult to child ratios, consistent staffing, strong emotional support and well planned transitions. We will be encouraging families to talk to us if they're thinking of moving their child to another setting, so we can help them make the best decision for their child's well being and development.

This term, we have 42 children on roll and although this appears to be slightly lower than previous years, more children are now attending full time or full days due to the expansion of working families funding, which means we're still operating at full capacity. The funding expansion has also meant we've seen a rise in the number of younger 2 year olds attending. I am pleased to say, it's been a really good start to the year and our new children are settling in beautifully.

I'd like to finish by thanking our Committee, Cat, Kelsie, Ciarra, Beth, Claire, Donna and Charlotte. You guys have been amazing and we are truly grateful for the time and support you've given us. A special thank you to Cat. Cat is sadly resigning as Chair tonight, but will remain in the role until we find someone else. Cat you've been a complete superstar and a real asset over the past three years, for so many reasons but not least for your support, organisational skills, keeping us all on track and for your constant drive to increase our fundraising income. Thank you.

As always, we're hoping some of our new parents will be joining the Committee this year to continue their great work. Feedback from our recent parent questionnaire suggests we would like more social events for the whole family, such as our recent sponsored walk. So we'll be working with the new Committee to plan more family friendly activities this year. If you would like to join us and you haven't already please take a nomination form from the side.

Thank you

7. Chairman closing statement - CATHRYN

For all our new parents and carers your children will probably be just starting their preschool adventure. Getting involved with the Committee is such a rewarding way to be involved in your child's journey. Without a Committee team the Pre-school cannot run. This is a legal requirement. We have to have a committee in order to keep it open. If we do not have all 3 official roles filled, we would be forced to close the setting.

ANY parent / carer can be part of the Committee, we just require you to complete a DBS check certificate and then you can have your say. Committee members are the charity trustees of the pre-school and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a fundraising event to reading and agreeing new policies for the Pre-School.

It is with a heavy heart that I share that I will be stepping down from the Chair position and stepping away from the committee as I have moved out of the area and my children no longer attend the Pre-School. I have thoroughly enjoyed my time as part of the committee and encourage you all to consider joining this year's committee and it is a great way to meet other parents.

I want to thank all the committee for all their help, exciting ideas, commitment and hard work behind the scenes every term and I would encourage anyone to get involved because we do have lots of fun! Thank you.

8. Proposed changes in Policies - See Appendix 2: Policy Changes

Our policy changes for your 2024- 2025 are also available on request and will be included in tonight's appendices. Minutes and appendices will be shared with you all via email soon.

9. Any other business

Does anyone have any other business to raise?

None raised

10. Resignation of current committee

Ok so we are now going to resign our current committee.

Current committee dissolved at 19:51hrs.

11. Election of new Committee

And now onto the election of our new committee. I have the nomination forms here.

Anna Risoli proposed by Kelsie Hodgson seconded by Ciarra Chummun

Rujina Ahmed proposed by Sarah Giannotta seconded by Ciarra Chummun

Laura Gillespie proposed by Sarah Giannotta seconded by Donna Hart

Claire Oakes proposed by Kelsie Hodgson seconded by Donna Hart

Kelsie Hodgson proposed by Ciarra Chummun seconded by Cathryn Leech

Sarah Giannotta proposed by Cathryn Leech seconded by Donna Hart

Donna Hart proposed by Sarah Giannotta seconded by Kelsie Hodgson

Ciarra Chummun proposed by Sarah Giannotta seconded by Claire Oakes

Cathryn Leech - affiliate member - proposed by Sarah Giannotta seconded by Kelsie Hodgson

Eva Jankovics - affiliate member - proposed by Cathryn Leech seconded by Ciarra Chummun

Julija Rupainyte proposed by Donna Hart seconded by Kelsie Hodgson New committee

elected 19:56hrs

11. Meeting closed

Meeting closed at 19:56hrs

12. Appendices

Appendix 1.

Income and Expenditure for the period ended 31st August 2025

Appendix 2.

South Hill Park Pre-School Policy Changes

AGM – 23rd October 2025

SOUTH HILL PARK PRE-SCHOOL

England & Wales - Charity number 1023654

Accounts



CHARITY
COMMISSION FOR
ENGLAND AND
WALES

Independent examiner's report on the accounts

Section A	Independent Examiner's Report
-----------	-------------------------------

Report to the trustees I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/17

On accounts for the year ended 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").

Set out on pages 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.

Responsibilities and basis of report [The charity's gross income exceeded E250,000 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.

Independent examiner's statement

Charity Name
SöU 7pt
3-6

Date: 17-10-29

	
30 CANNON HILL	
BRACKNELL	
RG12 7QB	

Signed

: Name: JAMES ELLIOTT ACMA CGMA

Relevant professional qualification(s) or body CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

IE
R Relevant professional (if any):

1

Oct201
8

Address:

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.

[Empty rectangular box for disclosure details]

Income and Expenditure for the period ended 31st August 2024

South Hill Park Pre-School

	Year Ended	Year Ended
	31.08.24	31.08.23
Income		
Fees	36,509	36,786
Bad debts		
Grant Fees (Bracknell Forest Council)	159,134	124,082
Grant Fees (Milk Reclaim)	150	<u>99</u>
Grant Fees (HMRC)	<u>0</u>	
	195,793	160,968
Fundraising activities (see note 1)	<u>904</u>	<u>3,364</u>
Donations	,030	243
Registration fees deposits	199,020	165,091
Bank interest received	,293	517
Expenditure	194,377	198,550
Wages, Salaries	156,951	149,277
Employers NI	3,776	3,882
Pension Costs	3,163	2,700
Toys, books and equipment	1,013	2,795
Weekly Activities	2,733	2,854
Council Funded Projects		
Other Expenses (see note 2)	<u>26,741</u>	<u>37,042</u>
	<u>124,904</u>	<u>120,260</u>
Surplus for the year	<u>4,644</u>	<u>33,459</u>
Retained Surplus brought forward	<u>120,260</u>	<u>153,718</u>
Represented by		
Fees due at year end		
Cash at Bank Current Account	53,263	35,610
Cash at Bank 'Building Fund'	55,990	55,289
Cash at Bank 'Operating Reserve'	47,316	46,723
Cash in Hand		48
Prepayments	100	
PAYE / NI / Pensions Liability	(2,143)	(14)
Fees paid in advance for next year	(30,198)	(22,356)
Creditors	(50)	(40)
Accruals	1,411	
Prior Year Adjustments to retained profit		5,000
	<u>124,904</u>	<u>120,260</u>
	0.00	0.00

Treasurer
Income & Expenditure Accounts note 1

Dated:

			31.08.24	31.08.23
	Income	Expenses	Surplus	Surplus
Sponsored Events				
Photos / Videos				
T-Shirts I Sweat Shirts	30	(1,799)	(1,769)	208
Fetes (Including Raffles)	2,635	(1,157)	1,478	2,686
Other Fundraising	1,918	(722)	1,195	469
Fundraising Activities				
	<u>4,583</u>	<u>(3,678)</u>	<u>904</u>	<u>3,364</u>

Income & Expenditure Accounts note 2

Other Expenses	Expenses	Subsidy Income	31.08.24 Net Expenses	31.08.23 Net Expenses
211211 237 Healthy Snacks	768768	699 0		
Staff Training		5,46650,166		5,875
Staff Purchases (Gifts)	1,278	0	1,278	
1,1		0		
Thank You Gifts		0		
Insurance 2,1552,155 1,863 Subscriptions 467467 98		0		
Water		0		
Electricity		3,94030,40		9,202
Telephone 780780 2,397 Printing, Postage & Stationery 1,2561,256 2,894		0		
Staff Advertising		0		
Staff Uniforms		1180,8		673
Cleaning Materials & Waste Disposal		3,87530,75		2,773
Premises Expenses		2,03920,39		4,472
General Expenses		4640,4		929
First Aid		1650,55		
Bookkeeping & Payroll Fees 2,2142,214 11539 Software & Internet		0	1,5451,545 3,629	
		0		
	<u>26,741</u>	0	<u>26,741</u>	<u>37,042</u>

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2024 which are set out on pages 1 to 3.
Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examinees report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

In connection with my examination, no matter has come to my attention:

- 1 . Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. to which in my opinion. attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by : JA Aae *ELG1077*

Address .

CANNON

BARKHILL

W612 7QB

Independent Examiner

Dated : *17.10.24*



ACM Minutes 2024

Date - Thursday 17th October 2024

Venue — South Hill Park Pre-school 7.30pm

1. Welcome and apologies for absence

Unfortunately Sarah can't be here tonight but Donna is stepping in to read the report. Suzy our treasurer is also unwell tonight so Sandra our book keeper is coming in to read the treasurer report.

Attendees (Staff): Donna Hart, Helen Ford, Susan Harris, Ann Mullan, Kellie Martin, Karen Currie, Sue Marlow Attendees (Committee): Hannah Braggins, Kelsie Hodgson, Cathryn Leech, Becky Bird-Ison Attendees (Parents):

Apologies: Leona Newman, Mikayla Palis-Field, Chanonon Titley-Baker, Chris Risoli

2. Matters arising from the minutes of the last AGM None raised.

3. Minutes of the last AGM proposed and seconded

Proposed by Hannah Braggins

Seconded by Kelsie Hodgson

4. Chair Report

I would like to take this opportunity to thank you all for coming and to also welcome all our new families and our returning ones. As a committee run Pre-School we cannot run without you. The purpose of the AGM is to: provide a summary of the year's activity; recruit a new committee and implement any changes. I will soon go through the Chair report, Sandra will go through the Treasurer's report and then Donna will read the managers' report. We will then _____ address any other business or questions you would like to raise before the current committee resigns and we then elect a new committee. That will then be the end of the meeting although

we just ask that the new committee wait for a couple of minutes to discuss roles and to book in our first meeting which will be next week.

Next is Matters arising from the minutes of the last AGM. No additional business was raised at the last AGM. The minutes of our last AGM were emailed to all parents and staff.

Does anyone have any questions regarding these?

For those of you who were present last year, do we agree that these minutes are an accurate representation of the meeting we held?

I will now go through the chair report So tonight, we took back at 2023-2024. During this year we have been lucky to have a small but mighty committee of just 7 members- We had 3 returning parents, myself, Cat and Suzy as well as Donna and Sarah. Cat without realising took over the role of events and has and continues to do an incredible job, Suzy stepped up when we needed a treasurer which we have been so grateful for. Kelsie and Becky joined us last year, Kelsie as secretary and Becky as our maintenance both of whom have been awesome in these roles. The whole committee have worked hard to come up with ideas

and put them into action to raise funds for the Pre-School and allow the children and their families to have some extra fun.

Summary of the year- events

- We had a lovely dry Autumn sponsored walk at the lookout in October and a play in the park! The money raised was added to our fundraising thermometer to start our 50th year celebrating.
- We also put on our first ever Quiz Night hosted by Crown wood community centre- this was a great night and was very popular- After a few glitches we managed to raise a small amount for the fundraising pot. • Our first big fundraising event is the Christmas fair. We had our own Grotto with the real Father Christmas, outside stall holders, a Christmas raffle, mulled wine and our very popular tombola amongst other Christmassy games and food.
- The committee also put on a spring creation station, where families could take part in planting a seed, making cloud dough, decorating biscuits as well as an egg hunt and a chocolate treat at the end. This event was our first one and was very popular with both children and adults.
- Our second big fundraising event was the summer fair, as the Pre-School turned 50 in June we made sure we celebrated this by having a gold theme- we had afternoon tea, henna tattoos, Pimm's, Tombola, kids raffle and a hamper raffle including a wagon of wine! The sun shone and we had a great fundraising day.

To celebrate the pre-school turning 50, we started the 50 for E50, we asked local businesses to donate 250 for a shout out on our social media pages, we had a great response as well as some very generous families who also offered to donate towards our thermometer total of E5,000 which we are almost there! Plans are already underway for this years Christmas fayre! Fundraising events are a vital part of the preschool committee's work and it is important we have as many people as possible on board to help, so all volunteers are welcome and encouraged. There are also other ways of making money for the Pre-School that we can all get involved in such as the Bracknell Lottery, easyfundraising and selling on our buy and sell Facebook page.

5. Treasurer Report and presentation of 2023-2024 accounts.

See Appendix 1: Accounts 2023—2024.

Annual Accounts

Copies of the draft annual accounts for the year to 31st August 2024 are available for you to examine, please request a copy from the committee. These accounts will be reviewed by an independent examiner and may be subject to some minor adjustments. The accounts show that through the year we had total income of E 199,020 and with costs of E1 94,377 which leaves a surplus for the year of E4,644. This is an increase of the prior year of E38,103. This is driven by an increase in the funding from BFBC, which increased by 235,000 versus the previous year. Parent fees remained flat versus the previous year.

Building Fund and Reserves Policy

At the end of the year, there was E53,263 in the current account which is mainly fees paid in August which covers the Autumn term (E30,983), the remainder was retained income.

In line with the requirements of the Charity

Commission, we must be clear about why we have additional money in the bank. Our reserves policy states that we aim to keep between 3-and 6-months operating costs as an operational float to protect the Pre-school against any unforeseen problems (e.g. urgent repairs or late payment of fees by the Council.) This is represented by the Building Fund, and at the end of the accounting period these reserves stood at E55,990. This amount is to fund major projects to update our provision and to save towards a replacement for the current Pre-school building when necessary. The second reserve is the Operational Reserve, this is to cover any potential redundancy costs were the Pre-School to have to close. I would like to recommend that this amount is reviewed in the new financial year to make sure that there is enough to cover the current levels of service and wage rates. The current balance is E47,316.

Fundraising

We had several fundraising events earlier in the year which brought our total fundraising surplus this year to E904, a reduction on last year's surplus of E3,364. This has been driven by the lack of Easter event and no Coronation event this year, which were good fundraisers in the previous year. Donations received from our E50 for 50 to celebrate our 50 th year raised €700. We are incredibly grateful for all the support for this event. We do our best to ensure that fundraising money is spent directly on equipment & resources, or training, to benefit the children rather than being consumed on general running costs. Our committee put a huge amount of effort into our fundraising events, if you can help us in any way, we would really appreciate it.

Budget

Once the accounts for last year have been completed an itemised budget for the coming year will be drawn up by the Manager and discussed with the Committee. As always it is important that we make sure the building is well maintained as it is now over 23 years old. This year we are keen to develop the garden area and outdoor resources, with the possibility of including forest school activities and training. Continuing to develop the support given to children who are not on track and with additional needs is high in the Pre- schools agenda and will be done through increased training and additional resources. Money has also been allocated toward a BA graduate childrens development and learning course for our Deputy Manager Donna.

Funding and Fees

The current rate for 3- & 4-year-olds is set at E5.99 per hour for this academic year, eligible funded 2-year-olds have a base rate of E8.63. These figures include an extra 14p per hour quality supplement on top of the base rate due to our Manager, Sarah, being level 6 qualified. We are pleased to be able to support working parents and offer the 30 hours of funding as well as the universal 15 hours for all other funded children. Our fees have increased

slightly this year to €8.50 per hour for our two-year-olds and €7.50 per hour for our 3-4 year

old children who attend more than their funded hours, this was necessary due to the national minimum wage increasing and a decision we did not take lightly. Whilst the preschool is in a reasonable position financially the reserves are limited, any fundraising ideas are welcome as we need to maximise our income to ensure we maintain the preschool as a great place for your children to grow and develop. If anyone can help, please do let us know.

6. Staff Report

Thank you, Hannah, and thank you all for being here tonight. The staff and I are grateful you have taken the time to come and support us. My job this evening is to provide a brief update on staffing, training, the children and to give a brief outline of our plans for this coming year.
Staff

I would like to start by saying a big thank you to the staff team. This year has been successful thanks to your hard work and dedication to your roles. I want to thank you for going above and beyond to ensure that the children's needs are met and their experiences at Pre-school are not only fun but both exciting and valuable. The compliments the staff have continued to receive from families and external colleagues is testament to their passion and the high-quality care that they provide. I honestly couldn't ask for a more hard-working group of people to work with.

There have been some staff changes since our last AGM, with Jessica leaving us for pastures new over the summer. She has taken a role in a local primary school as a TA in order to be closer to her son. Anu has decided to take an extended maternity leave with her son Aryan, and we are currently in discussion to see when she would like to return. Our most recent employee is Andrea, who joined us at the start of term to do our cleaning. She has slotted in beautifully to our group and leaves the place looking sparkling, so thank you to Andrea for joining us.

Staff training

Having a fully qualified and experienced team is one of our strengths here at the Pre-school and something we do not take lightly. We invest heavily in staff training because there are proven links between a graduate led workforce and children's improved outcomes.

I have now successfully completed two years of the foundation degree in Children's Learning and Development and began the third and final year of my BA at the end of September. I will be attending Reading university for a full day on a Friday until May.

All staff have continued to update their essential training as needed, First aid, Safeguarding and Basic food hygiene and amongst us last year we also completed courses on the early years curriculum. This year there are plans for further curriculum training, including intent and implementation, OFSTED readiness and refreshers on 5 to thrive.

Children

As always it was emotional saying goodbye to all the children leaving at the end of last term. 25 children went off to 9 different schools within the area. The majority again went to Birch

Hill Primary, followed by Crownwood. Children also went to St Margaret Clitherow, Jennetts Park, Wildridings, the Pines, Harmans water, Holly Spring and St Michaels.

17 children returned this year and we have 28 new starters, so we now have 45 children on roll, with a further 3 children joining us in January.

Plan for this year

Last year we worked closely with professionals from the Child Development Centre, Speech and Language as well as the Educational Psychologist to make sure the children with Special Educational needs received the best support possible. We applied for Educational Health Care Plans and were pleased to see the assessments happening before the children started school. Something that is not always a given. As part of their transitions, their key person and I went into their new schools to hand over key information to their teachers and ensure that they were prepared for this change.

As well as our usual fun and activities, this year we have been able to welcome 5 Ducklings to the Pre-school which we hatched from Eggs. The children loved watching the process (as did the staff!) and spoke about Rosie, Ralphie, Chugga, Nicely and Steve for many weeks after they ————— had left. The ducklings were rehomed by one of our parents in their sister's room, and the pictures we have seen show them doing very well which is so nice! We would love to repeat this process this year with our new cohort so if anyone would eventually like some lovely Ducklings please let me know..... ! We have also invited external coaches who ran football sessions and music classes for the children. This term we have also restarted visiting the library and are looking forward to the Pantomime trip in December and inviting parents in for a Christmas sing along.

Tooth decay is also still a problem amongst young children, so last year we spent time promoting good oral health. There was a visit from a dental nurse who talked to the children about brushing their teeth and good food choices. We bought and used resources and books with the children that instigated conversations where staff could talk to the children about visiting the dentist and brushing their teeth. We also provided information to parents via facebook and leaflets and gave each child a toothbrush and toothpaste to take home. This is something we will continue doing this year. Online Safety also continues to be high on the agenda and is something we will continue to work to to promote to our children and families.

During the year, we worked with volunteers again from Syngenta and Allegis during the holidays, to do gardening, painting, carpet cleaning and repairing. The help we have received from volunteers via INVOLVE has been invaluable and hopefully we will continue working with them. However, this year our new committee will also be re-introducing parent maintenance weekends, where parents will be invited to come in and help with some of the smaller DIY jobs that need doing around the place. We are so grateful for any support given by parents on jobs big or small.

And finally, a big thank you to our committee for their support and input last year, it has been a pleasure working with all of you. We have really enjoyed the lovely events you organised for our families and the money you helped raise will allow us to continue developing the Pre-school and the experiences we offer. This year we hope to focus on our outdoor environment, extending the opportunities for the children to be outdoors in all weathers and developing a deeper understanding of the world around them. Without our committee we would not be able to continue doing the things we do and I am now looking forward to seeing some of our new parents on the Committee and to working with them towards another successful year.

Chairman closing statement

For all our new parents/carers your children will probably be just starting their Preschool adventure, getting involved with the Committee is such a rewarding way to be involved in your child's journey. Without a Committee team the Pre-school cannot run. This is a legal requirement. We have to have a committee in order to keep it open. If we do not have all 3 official roles filled, we would be forced to close the setting.

Kelsie's son is in his second year with her youngest due to start in January so she will be standing for re-election. Cat's daughter is also in her first full year so she will be standing for re-election.

ANY parent / carer can be part of the Committee, we just require you to complete a DBS check certificate and then you can have your say. Committee members are the charity trustees of the pre-school and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a fundraising event to reading and agreeing new policies for the Pre-School. We meet once every half term, in the evening and during the meetings we discuss formal and informal matters. I have been so proud and happy to have been involved as the chair of the committee. I thank all the committee for all their help, exciting ideas, commitment and hard work behind the scenes every term and I would encourage anyone to get involved because we do have lots of fun!

Thank you.

7. Proposed changes in Policies

See Appendix 2: Policy Changes.

8. Any other business

None raised

9. Resignation of current committee

Current committee resigned at 19.49pm

10. Election of new Committee

Beth Davis proposed by Donna Hart seconded by Catheryn Leech

Catheryn Leech proposed by Hannh Braggins seconded by Donna Hart
 Charlotte Flores proposed by Catheryn Leech seconded by Kelsie Hodgson
 Claire Bowden proposed by Donna Hart seconded by Kelsie Hodgson
 Kelsie Hodgson proposed by Hannah Braggins Seconded by Donna Hart

Dissolved committee 19.49pm

New committee elected at 19.50pm

11. Meeting closed

Meeting closed at 19.51 pm Appendix

1.

Income and Expenditure for the period ended 31 st August 2024

Year Ended Year Ended

Income 31.08.24 31.08.23

Fees 36,509 36,786 Bad debts

Grant Fees (Bracknell Forest Council) 159,134 124,082 Grant

Fees (Milk Reclaim) 150 99 Grant
 Fees

(HMRC) 0 0 195,793 160,968

Fundraising activities (see note 1) 904 3,364 Donations 1,030 243

Registration fees deposits 0 0 Bank interest received 1 ,293 517

199,020 165,091

Expenditure

Wages, Salaries 156,951 149,277 Employers NI 3,776 3,882

Pension Costs 3,163 2,700 Toys, books and equipment 1,013 2,795

Weekly Activites 2,733 2,854 Council Funded Projects 0 0 Other

Expenses (see note 2) 26,741 37,042

194,377 198,550

Surplus for the year 4,644 33,459 Retained Surplus brought

forward 120,260

153,718 124,904

120,260

1,411

Represented by

Fees due at year end 0 0 Cash at Bank Current Account 53,263 35,610
Cash at Bank 'Building Fund' 55,990 55,289 Cash at Bank
'Operating Reserve' 47,316 46,723 Cash in Hand 0 48 Prepayments
100 0 PAYE / NI / Pensions Liability (2,143) (14) Fees paid in
advance for next year (30,983) (22,356) Creditors (50) (40)
Accruals

Prior Year Adjustments to retained profit 0 5,000

124,904 120,260

0.00 0.00

Treasurer Dated:

Page 1

South Hill Park Accounts note 1
Pre-School Fundraising
Income & Expenditure Activities
31.08.24 31.08.23 Income Expenses Surplus Surplus

Sponsored Events 0 0 0 0 Photos / Videos 0 0 0 0 T-Shirts / Sweat Shirts 30 (1 ,
799) (1 ,769) 208 Fetes (Including Raffles) 2,635 (1 , 157) 1 ,478 2,686 Other
Fundraising

1,918 (722) 1,195 469 (3,678)

South Hill Park Pre-School
Income & Expenditure Accounts note 2

31.08.24 31.08.23

Other Expenses Expenses Subsidy Net Net Income Expenses Expenses

Milk 211 0 211 237 Healthy Snacks 768 0 768 699 Staff Training 5,466 0 5,466 5,875 Staff
Purchases (Gifts) 1,278 0 1,278 1,192 Thank You Gifts 0 0 0 0 Insurance 2,155 0 2,155
1,863 Subscriptions 467 0 467 98 Water 0 0 0 0 Electricity 3,940 0 3,940 9,202
Telephone 780 0 780 2,397 Printing, Postage & Stationery 1,256 0 1,256 2,894 Staff
Advertising 0 0 0 0 Staff Uniforms 118 0 118 673 Cleaning Materials & Waste Disposal
3,875 0 3,875 2,773 Premises Expenses 2,039 0 2,039 4,472 General Expenses 464 0 464
929 First Aid 165 0 165 0 Bookkeeping & Payroll Fees 2,214 0 2,214 1,539 Software &
Internet 1,545 0 1,545 3,629

Appendix 2.

South Hill Park Pre-School Policy Changes

AGM - October 2024

The following policies have been reviewed since the last AGM. This will either be a scheduled annual review or will be a change due to developments and changes within Pre-school, changes in current thinking and / or changes in legislation. In the left-hand column, you will see the named policies; in the right-hand column you will see the changes. All policies have been discussed and agreed by the staff and committee. Please remember that parents can request for a policy to be reviewed at any time and be involved in the review if they want to be.'

Admissions	<ul style="list-style-type: none"> • Minor grammatical and word changes. • Added word 'targeted' to clarify the type of two year old funding. A non-refundable registration
------------	---

	<p style="text-align: center;">fee is charged when your place is offered. This registration fee is charged for all children except those receiving <u>targeted</u> two-year old funding.</p> <ul style="list-style-type: none"> • Removed wording: 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 37.25 hours per week (8:30 — 3:45 each day).' • Added explanation of late pick up and maximum time - 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 35.00 hours per week (8:30 — 3:30 each day) Where requested and available if a child is booked in for late pick up, this will be a maximum of 37.25 hours. (08.30-15.45 each day).'
--	---

Arrivals and Departures	<ul style="list-style-type: none"> • Changes made: the words 5 minutes from the following sentence have been removed - 'The main gate is open for parents to come into the garden 5 minutes before the children go home.'

Behaviour	<ul style="list-style-type: none"> • Changes made to reflect the inclusion of the 5 to thrive model onto our approach to behaviour: 'Staff have attended training on the '5 to thrive' model and apply this to support children using 5 steps, each designed to support positive feedback processes for the child. The model
-----------	--

	<p>includes five steps which are 'talk, play, relax, engage and respond.' Further information on this can be found here: <u>Five to Thrive - An attachment-based approach to positive parenting.</u></p>
--	--

Broadmoor Alert Procedure	<ul style="list-style-type: none"> Removed wording - 'Since decommissioning their 13 sirens, they are working closely with Thames Valley Police to'. This is no longer needed as it happened so long ago.
Complaints	e No changes made
Confidentiality	<ul style="list-style-type: none"> No changes made
Curriculum	No changes made
Employment and Staff Training	No changes made
Equal Opportunities	o No changes made
Fees	<ul style="list-style-type: none"> Changes made to the wording regarding 2 year old funding, to reflect the government changes made in April 2024: 'Parents of two year olds may be eligible for 15 funded hours through targeted two year old funding or working parent criteria. Please see the Bracknell forest website for more details regarding this by following this link. <u>Early years entitlements Bracknell Forest Council</u> (bracknell-forest.gov.uk). If you are eligible for

	<p>funded hours for either criteria, you will be given a reference number which will need to be shared with us.'</p> <ul style="list-style-type: none"> • Clarification of which 2 year old funding and addition of EYPP in the following sentence. 'The registration fee is charged for all children except those receiving targeted two-year old funding or EYPP'. • Changes made to clarify that all funded children (2 & 3,4 year olds) are invoiced a service charge - 'We also charge a service charge for funded children aged 3 & 4 years old, which is included in your invoice'. • Changes made - 'Our fees, including service charge, are reviewed by the Pre-school Manager and Cornmittee every spring ea c h year. • Changes made - It is likely that they will increase by a small amount each year and this increase will come into force each September- April. Remove Fees will not normally increase at any other time of the year. • Changes made - If we have to increase fees or the service charge during the year for reasons beyond our control and for the best interest of the Pre-school's financial stability, parents will always be given 28 days advance notice of this.
Food and drink	• Minor grammar and word changes made

Health	<ul style="list-style-type: none"> • Changes made- Parents are asked on their registration forms if they would like their child to have their own or the Pre-school's sun cream

	<p>(children's factor 50) applied during the session. If they would prefer for their child to use their own, they are asked to provide this and leave this in their bag at all times. They should also sign a 'permission to apply' form. Should parents wish for their child to use the Pre-school suncream (children's factor 50), this should also be indicated on their registration form.</p>
Hygiene	No changes made
Nappy Changing and Toilet Training	<ul style="list-style-type: none"> • Remove word - We aim to treat all children as individuals and ensure our nappy changing procedure differs for each child. • Added - 'Except in the event of a student learning this procedure, in which case they will be closely supervised by a permanent qualified member of staff. To recognise that there might be times when a student needs to change a nappy as part of their course and learning.
Oral Health Policy	<ul style="list-style-type: none"> • Add the words / events to the sentence - i.e-special occasions / events.
Parents as partners	No changes made

Photographs and videos	<ul style="list-style-type: none"> • No changes made
Safeguarding	<ul style="list-style-type: none"> • Added - At their home visit, parents are asked to confirm who has parental responsibility for the child in order to assess who is allowed to collect if parents are separated, and this is discussed where necessary to ensure that the information is understood.

Safety	No changes made.
Settling in	<p>Added more examples of written information These include written information (email information, access to our website, a Welcome Booklet and other literature)</p> <ul style="list-style-type: none"> • Change of wording to the following: 'We run show round visits on an individual basis and an Open Morning in the Summer term for new parents and children where they are introduced to our practices and procedures and we can answer any queries'. • Change Information session to Open Morning to reflect the session we now hold.
Social Media	No changes made.
Special Educational Needs (SEND)	<ul style="list-style-type: none"> • No changes made
Student Placement	<p>Minor word and grammar changes only: The Pre-school Manager will ensure that students attending the setting meet the 'suitable person' requirements.</p>

SOUTH HILL PARK PRE-SCHOOL

England & Wales - Charity number 1023654

Accounts



Section A Independent Examiner's Report

Report to the trustees

Charity Name
SOUTH HILL PARK PRESCHOOL

On accounts for the year ended

31-8-24 Charity no (if any)

Set out on pages

3-6 (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: [Signature]

Date: 17-10-24

Name: JAMES ELLIOTT ACMA CGMA

Relevant professional qualification(s) or body

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

(if any):

Address:

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.

South Hill Park Pre-School

Income and Expenditure for the period ended 31st August 2024

<u>Income</u>	Year Ended 31.08.24	Year Ended 31.08.23
Fees	36,509	36,786
Bad debts		
Grant Fees (Bracknell Forest Council)	159,134	124,082
Grant Fees (Milk Reclaim)	150	99
Grant Fees (HMRC)	0	0
	<u>195,793</u>	<u>160,968</u>
Fundraising activities (see note 1)	904	3,364
Donations	1,030	243
Registration fees deposits	0	0
Bank interest received	1,293	517
	<u>199,020</u>	<u>165,091</u>
 <u>Expenditure</u>		
Wages, Salaries	156,951	149,277
Employers NI	3,776	3,882
Pension Costs	3,163	2,700
Toys, books and equipment	1,013	2,795
Weekly Activites	2,733	2,854
Council Funded Projects	0	0
Other Expenses (see note 2)	26,741	37,042
	<u>194,377</u>	<u>198,550</u>
Surplus for the year	<u>4,644</u>	<u>33,459</u>
Retained Surplus brought forward	120,260	153,718
	<u>124,904</u>	<u>120,260</u>
 Represented by		
Fees due at year end	0	0
Cash at Bank Current Account	53,263	35,610
Cash at Bank 'Building Fund'	55,990	55,289
Cash at Bank 'Operating Reserve'	47,316	46,723
Cash in Hand	0	48
Prepayments	100	0
PAYE / NI / Pensions Liability	(2,143)	(14)
Fees paid in advance for next year	(30,983)	(22,356)
Creditors	(50)	(40)
Accruals	1,411	
Prior Year Adjustments to retained profit	0	5,000
	<u>124,904</u>	<u>120,260</u>
	0.00	0.00

Treasurer

Dated:

South Hill Park Pre-School
Income & Expenditure Accounts note 1

Fundraising Activities

	Income	Expenses	31.08.24 Surplus	31.08.23 Surplus
Sponsored Events	0	0	0	0
Photos / Videos	0	0	0	0
T-Shirts / Sweat Shirts	30	(1,799)	(1,769)	208
Fetes (Including Raffles)	2,635	(1,157)	1,478	2,686
Other Fundraising	1,918	(722)	1,195	469
	<u>4,583</u>	<u>(3,678)</u>	<u>904</u>	<u>3,364</u>

South Hill Park Pre-School
Income & Expenditure Accounts note 2

Other Expenses	Expenses	Subsidy Income	31.08.24 Net Expenses	31.08.23 Net Expenses
Milk	211	0	211	237
Healthy Snacks	768	0	768	699
Staff Training	5,466	0	5,466	5,875
Staff Purchases (Gifts)	1,278	0	1,278	1,192
Thank You Gifts	0	0	0	0
Insurance	2,155	0	2,155	1,863
Subscriptions	467	0	467	98
Water	0	0	0	0
Electricity	3,940	0	3,940	9,202
Telephone	780	0	780	2,397
Printing, Postage & Stationery	1,256	0	1,256	2,894
Staff Advertising	0	0	0	0
Staff Uniforms	118	0	118	673
Cleaning Materials & Waste Disposal	3,875	0	3,875	2,773
Premises Expenses	2,039	0	2,039	4,472
General Expenses	464	0	464	929
First Aid	165	0	165	0
Bookkeeping & Payroll Fees	2,214	0	2,214	1,539
Software & Internet	1,545	0	1,545	3,629
	<u>26,741</u>	<u>0</u>	<u>26,741</u>	<u>37,042</u>

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2024 which are set out on pages 1 to 3.

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by : JAMES ELLIOTT

Address :

30 CANNON HILL

BARHAM

RG12 7QB

Independent Examiner

Dated :

17.10.24





AGM Minutes 2024

Date - Thursday 17th October 2024

Venue – South Hill Park Pre-school 7.30pm

1. Welcome and apologies for absence

Unfortunately Sarah can't be here tonight but Donna is stepping in to read the report. Suzy our treasurer is also unwell tonight so Sandra our book keeper is coming in to read the treasurer report.

Attendees (Staff): Donna Hart, Helen Ford, Susan Harris, Ann Mullan, Kellie Martin, Karen Currie, Sue Marlow **Attendees (Committee):** Hannah Braggins, Kelsie Hodgson, Cathryn Leech, Becky Bird-Ison **Attendees (Parents):**

Apologies: Leona Newman, Mikayla Palis-Field, Chanonon Titley-Baker, Chris Risoli

2. Matters arising from the minutes of the last AGM

None raised.

3. Minutes of the last AGM proposed and seconded

Proposed by Hannah Braggins

Seconded by Kelsie Hodgson

4. Chair Report

I would like to take this opportunity to thank you all for coming and to also welcome all our new families and our returning ones. As a committee run Pre-School we cannot run without you. The purpose of the AGM is to: provide a summary of the year's activity; recruit a new committee and implement any changes. I will soon go through the Chair report, Sandra will go through the Treasurer's report and then Donna will read the managers' report. We will then address any other business or questions you would like to raise before the current committee resigns and we then elect a new committee. That will then be the end of the meeting although

we just ask that the new committee wait for a couple of minutes to discuss roles and to book in our first meeting which will be next week.

Next is Matters arising from the minutes of the last AGM. No additional business was raised at the last AGM. The minutes of our last AGM were emailed to all parents and staff. Does anyone have any questions regarding these?

For those of you who were present last year, do we agree that these minutes are an accurate representation of the meeting we held?

I will now go through the chair report So tonight, we look back at 2023-2024. During this year we have been lucky to have a small but mighty committee of just 7 members. We had 3 returning parents, myself, Cat and Suzy as well as Donna and Sarah. Cat without realising took over the role of events and has and continues to do an incredible job, Suzy stepped up when we needed a treasurer which we have been so grateful for. Kelsie and Becky joined us last year, Kelsie as secretary and Becky as our maintenance both of whom have been awesome in these roles. The whole committee have worked hard to come up with ideas and put them into action to raise funds for the Pre-School and allow the children and their families to have some extra fun.

Summary of the year- events

- We had a lovely dry Autumn sponsored walk at the lookout in October and a play in the park! The money raised was added to our fundraising thermometer to start our 50 th year celebrating.
- We also put on our first ever Quiz Night hosted by Crown wood community centre- this was a great night and was very popular- After a few glitches we managed to raise a small amount for the fundraising pot.
- Our first big fundraising event is the Christmas fair. We had our own Grotto with the real Father Christmas, outside stall holders, a Christmas raffle, mulled wine and our very popular tombola amongst other Christmassy games and food.
- The committee also put on a spring creation station, where families could take part in planting a seed, making cloud dough, decorating biscuits as well as an egg hunt and a chocolate treat at the end. This event was our first one and was very popular with both children and adults.
- Our second big fundraising event was the summer fair, as the Pre-School turned 50 in June we made sure we celebrated this by having a gold theme- we had afternoon tea, henna tattoos, Pimm's, Tombola, kids raffle and a hamper raffle including a wagon of wine!
The sun shone and we had a great fundraising day.

To celebrate the pre-school turning 50, we started the 50 for £50, we asked local businesses to donate £50 for a shout out on our social media pages, we had a great response as well as some very generous families who also offered to donate towards our thermometer total of £5,000 which we are almost there! Plans are already underway for this years Christmas fayre! Fundraising events are a vital part of the preschool committee's work and it is important we have as many people as possible on board to help, so all volunteers are welcome and encouraged. There are also other ways of making money for the Pre-School that we can all get involved in such as the Bracknell Lottery, easyfundraising and selling on our buy and sell Facebook page.

5. Treasurer Report and presentation of 2023-2024 accounts.

See Appendix 1: Accounts 2023–2024.

Annual Accounts

Copies of the draft annual accounts for the year to 31 st August 2024 are available for you to examine, please request a copy from the committee. These accounts will be reviewed by an independent examiner and may be subject to some minor adjustments. The accounts show that through the year we had total income of £199,020 and with costs of £194,377 which leaves a surplus for the year of £4,644. This is an increase of the prior year of £38,103. This is driven by an increase in the funding from BFBC, which increased by £35,000 versus the previous year. Parent fees remained flat versus the previous year.

Building Fund and Reserves Policy

At the end of the year, there was £53,263 in the current account which is mainly fees paid in August which covers the Autumn term (£30,983), the remainder was retained income. In line with the requirements of the Charity

Commission, we must be clear about why we have additional money in the bank. Our reserves policy states that we aim to keep between 3-and 6-months operating costs as an operational float to protect the Pre-school against any unforeseen problems (e.g. urgent repairs or late payment of fees by the Council.) This is represented by the Building Fund, and at the end of the accounting period these reserves stood at £55,990. This amount is to fund major projects to update our provision and to save towards a replacement for the current Pre-school building when necessary. The second reserve is the Operational Reserve, this is to cover any potential redundancy costs were the Pre-School to have to close. I would like to recommend that this amount is reviewed in the new financial year to make sure that there is enough to cover the current levels of service and wage rates. The current balance is £47,316.

Fundraising

We had several fundraising events earlier in the year which brought our total fundraising surplus this year to £904, a reduction on last year's surplus of £3,364. This has been driven by the lack of Easter event and no Coronation event this year, which were good fundraisers in the previous year. Donations received from our £50 for 50 to celebrate our 50 th year raised £700. We are incredibly grateful for all the support for this event. We do our best to ensure that fundraising money is spent directly on equipment & resources, or training, to benefit the children rather than being consumed on general running costs. Our committee put a huge amount of effort into our fundraising events, if you can help us in any way, we would really appreciate it.

Budget

Once the accounts for last year have been completed an itemised budget for the coming year

will be drawn up by the Manager and discussed with the Committee. As always it is important that we make sure the building is well maintained as it is now over 23 years old. This year we are keen to develop the garden area and outdoor resources, with the possibility of including forest school activities and training. Continuing to develop the support given to children who are not on track and with additional needs is high in the Pre-schools agenda and will be done through increased training and additional resources. Money has also been allocated toward a BA graduate childrens development and learning course for our Deputy Manager Donna.

Funding and Fees

The current rate for 3- & 4-year-olds is set at £5.99 per hour for this academic year, eligible funded 2-year-olds have a base rate of £8.63. These figures include an extra 14p per hour quality supplement on top of the base rate due to our Manager, Sarah, being level 6 qualified. We are pleased to be able to support working parents and offer the 30 hours of funding as well as the universal 15 hours for all other funded children. Our fees have increased slightly this year to £8.50 per hour for our two-year-olds and £7.50 per hour for our 3-4 year old children who attend more than their funded hours, this was necessary due to the national minimum wage increasing and a decision we did not take lightly. Whilst the preschool is in a reasonable position financially the reserves are limited, any fundraising ideas are welcome as we need to maximise our income to ensure we maintain the preschool as a great place for your children to grow and develop. If anyone can help, please do let us know.

6. Staff Report

Thank you, Hannah, and thank you all for being here tonight. The staff and I are grateful you have taken the time to come and support us. My job this evening is to provide a brief update on staffing, training, the children and to give a brief outline of our plans for this coming year.

Staff

I would like to start by saying a big thank you to the staff team. This year has been successful thanks to your hard work and dedication to your roles. I want to thank you for going above and beyond to ensure that the children's needs are met and their experiences at Pre-school are not only fun but both exciting and valuable. The compliments the staff have continued to receive from families and external colleagues is testament to their passion and the high-quality care that they provide. I honestly couldn't ask for a more hard-working group of people to work with.

There have been some staff changes since our last AGM, with Jessica leaving us for pastures new over the summer. She has taken a role in a local primary school as a TA in order to be closer to her son. Anu has decided to take an extended maternity leave with her son Aryan, and we are currently in discussion to see when she would like to return. Our most recent employee is Andrea, who joined us at the start of term to do our cleaning. She has slotted in beautifully to our group and leaves the place looking sparkling, so thank you to Andrea for joining us.

Staff training

Having a fully qualified and experienced team is one of our strengths here at the Pre-school and something we do not take lightly. We invest heavily in staff training because there are proven links between a graduate led workforce and children's improved outcomes.

I have now successfully completed two years of the foundation degree in Children's Learning and Development and began the third and final year of my BA at the end of September. I will be attending Reading university for a full day on a Friday until May.

All staff have continued to update their essential training as needed, First aid, Safeguarding and Basic food hygiene and amongst us last year we also completed courses on the early years curriculum. This year there are plans for further curriculum training, including intent and implementation, OFSTED readiness and refreshers on 5 to thrive.

Children

As always it was emotional saying goodbye to all the children leaving at the end of last term. 25 children went off to 9 different schools within the area. The majority again went to Birch Hill Primary, followed by Crownwood. Children also went to St Margaret Clitherow, Jennetts Park, Wildridings, the Pines, Harmans water, Holly Spring and St Michaels.

17 children returned this year and we have 28 new starters, so we now have 45 children on roll, with a further 3 children joining us in January.

Plan for this year

Last year we worked closely with professionals from the Child Development Centre, Speech and Language as well as the Educational Psychologist to make sure the children with Special Educational needs received the best support possible. We applied for Educational Health Care Plans and were pleased to see the assessments happening before the children started school. Something that is not always a given. As part of their transitions, their key person and I went into their new schools to hand over key information to their teachers and ensure that they were prepared for this change.

As well as our usual fun and activities, this year we have been able to welcome 5 Ducklings to the Pre-school which we hatched from Eggs. The children loved watching the process (as did the staff!) and spoke about Rosie, Ralphie, Chugga, Nicely and Steve for many weeks after they had left. The Ducklings were rehomed by one of our parents on their sister's farm, and the

pictures we have seen show them doing very well which is so nice! We would love to repeat this process this year with our new cohort so if anyone would eventually like some lovely Ducklings please let me know..... ! We have also invited external coaches who ran football sessions and music classes for the children. This term we have also restarted visiting the library and are looking forward to the Pantomime trip in December and inviting parents in for a Christmas sing along.

Tooth decay is also still a problem amongst young children, so last year we spent time promoting good oral health. There was a visit from a dental nurse who talked to the children about brushing their teeth and good food choices. We bought and used resources and books with the children that instigated conversations where staff could talk to the children about visiting the dentist and brushing their teeth. We also provided information to parents via facebook and leaflets and gave each child a toothbrush and toothpaste to take home. This is something we will continue doing this year. Online Safety also continues to be high on the agenda and is something we will continue to work to to promote to our children and families.

During the year, we worked with volunteers again from Syngenta and Allegis during the holidays, to do gardening, painting, carpet cleaning and repairing. The help we have received from volunteers via INVOLVE has been invaluable and hopefully we will continue working with them. However, this year our new committee will also be re-introducing parent maintenance weekends, where parents will be invited to come in and help with some of the smaller DIY jobs that need doing around the place. We are so grateful for any support given by parents on jobs big or small.

And finally, a big thank you to our committee for their support and input last year, it has been a pleasure working with all of you. We have really enjoyed the lovely events you organised for our families and the money you helped raise will allow us to continue developing the Pre-school and the experiences we offer. This year we hope to focus on our outdoor environment, extending the opportunities for the children to be outdoors in all weathers and developing a deeper understanding of the world around them. Without our committee we would not be able to continue doing the things we do and I am now looking forward to seeing some of our new parents on the Committee and to working with them towards another successful year.

Chairman closing statement

For all our new parents/carers your children will probably be just starting their Preschool adventure, getting involved with the Committee is such a rewarding way to be involved in your child's journey. Without a Committee team the Pre-school cannot run. This is a legal requirement. We have to have a committee in order to keep it open. If we do not have all 3 official roles filled, we would be forced to close the setting.

Kelsie's son is in his second year with her youngest due to start in January so she will be standing for re-election. Cat's daughter is also in her first full year so she will be standing for re-election.

ANY parent / carer can be part of the Committee, we just require you to complete a DBS check certificate and then you can have your say. Committee members are the charity trustees of the pre-school and together they are responsible for the overall management and smooth-running of the setting. This can mean anything from organising a fundraising event to reading and agreeing new policies for the Pre-School. We meet once every half term, in the evening and during the meetings we discuss formal and informal matters. I have been so proud and happy to have been involved as the chair of the committee. I thank all the committee for all their help, exciting ideas, commitment and hard work behind the scenes every term and I would encourage anyone to get involved because we do have lots of fun!

Thank you.

7. Proposed changes in Policies

See Appendix 2: Policy Changes.

8. Any other business

None raised

9. Resignation of current committee

Current committee resigned at 19.49pm

10. Election of new Committee

Beth Davis proposed by Donna Hart seconded by Catheryn Leech

Catheryn Leech proposed by Hannh Braggins seconded by Donna Hart

Charlotte Flores proposed by Catheryn Leech seconded by Kelsie Hodgson

Claire Bowden proposed by Donna Hart seconded by Kelsie Hodgson

Kelsie Hodgson proposed by Hannah Braggins Seconded by Donna Hart

Dissolved committee 19.49pm

New committee elected at 19.50pm

11. Meeting closed

Meeting closed at 19.51 pm

Appendix 1.

Income and Expenditure for the period ended 31st August 2024

Year Ended Year Ended

Income 31.08.24 31.08.23

Fees 36,509 36,786 Bad debts

Grant Fees (Bracknell Forest Council) 159,134 124,082 Grant

Fees (Milk Reclaim) 150 99 Grant Fees

(HMRC) 0 0 195,793 160,968

Fundraising activities (see note 1) 904 3,364 Donations 1,030 243

Registration fees deposits 0 0 Bank interest received 1,293 517

199,020 165,091

Expenditure

Wages, Salaries 156,951 149,277 Employers NI 3,776 3,882

Pension Costs 3,163 2,700 Toys, books and equipment 1,013 2,795

Weekly Activities 2,733 2,854 Council Funded Projects 0 0 Other

Expenses (see note 2) 26,741 37,042

194,377 198,550

Surplus for the year 4,644 33,459 Retained Surplus brought

forward 120,260

153,718 124,904

120,260

Represented by

Fees due at year end 0 0 Cash at Bank Current Account 53,263

35,610 Cash at Bank 'Building Fund' 55,990 55,289 Cash at Bank

'Operating Reserve' 47,316 46,723 Cash in Hand 0 48 Prepayments

100 0 PAYE / NI / Pensions Liability (2,143) (14) Fees paid in

advance for next year (30,983) (22,356) Creditors (50) (40) Accruals

1,411

Prior Year Adjustments to retained profit 0 5,000

124,904 120,260

0.00 0.00

Treasurer Dated:

Page 1

South Hill Park	Accounts note 1
Pre-School	Fundraising
Income & Expenditure	Activities
31.08.24	31.08.23
Income	Expenses
Surplus	Surplus

Sponsored Events	0	0	0	0	Photos / Videos	0	0	0	0	T-Shirts / Sweat Shirts	30	(1,799)
(1,769)	208	Fetes (Including Raffles)	2,635	(1,157)	1,478	2,686	Other Fundraising	1,918	(722)	1,195	469	(3,678)

South Hill Park Pre-School
Income & Expenditure Accounts note 2

31.08.24 31.08.23

Other Expenses Expenses Subsidy Net Net Income Expenses Expenses

Milk	211	0	211	237	Healthy Snacks	768	0	768	699	Staff Training	5,466	0	5,466	5,875
Staff Purchases (Gifts)	1,278	0	1,278	1,192	Thank You Gifts	0	0	0	0	Insurance	2,155	0	2,155	1,863
Subscriptions	467	0	467	98	Water	0	0	0	0	Electricity	3,940	0	3,940	9,202
Telephone	780	0	780	2,397	Printing, Postage & Stationery	1,256	0	1,256	2,894	Staff Advertising	0	0	0	0
Staff Uniforms	118	0	118	673	Cleaning Materials & Waste Disposal	3,875	0	3,875	2,773	Premises Expenses	2,039	0	2,039	4,472
General Expenses	464	0	464	929	First Aid	165	0	165	0	Bookkeeping & Payroll Fees	2,214	0	2,214	1,539
Software & Internet	1,545	0	1,545	3,629										

Appendix 2.

South Hill Park Pre-School Policy Changes
AGM – October 2024

The following policies have been reviewed since the last AGM. This will either be a scheduled annual review or will be a change due to developments and changes within Pre- school, changes in current thinking and / or changes in legislation. In the left-hand column, you will see

the named policies; in the right-hand column you will see the changes. All policies have been discussed and agreed by the staff and committee. Please remember that parents can request for a policy to be reviewed at any time and be involved in the review if they want to be.'

Admissions	<ul style="list-style-type: none"> ● Minor grammatical and word changes. ● Added word 'targeted' to clarify the type of two year old funding. A non-refundable registration
------------	---

	<p>fee is charged when your place is offered. This registration fee is charged for all children except those receiving <u>targeted</u> two-year old funding.</p> <ul style="list-style-type: none"> ● Removed wording: 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 37.25 hours per week (8:30 – 3:45 each day).' ● Added explanation of late pick up and maximum time - 'Children can attend for a minimum of two sessions per week (2.5 or 3 hours per session) and a maximum of 35.00 hours per week (8:30 – 3:30 each day) Where requested and available if a child is booked in for late pick up, this will be a maximum of 37.25 hours. (08.30-15.45 each day).'
--	---

Arrivals and Departures	<ul style="list-style-type: none"> ● Changes made: the words 5 minutes from the following sentence have been removed - 'The main gate is open for parents to come into the garden 5 minutes before the children go home.'
-------------------------	--

Behaviour	<ul style="list-style-type: none"> • Changes made to reflect the inclusion of the 5 to thrive model onto our approach to behaviour: <p>‘Staff have attended training on the ‘5 to thrive’ model and apply this to support children using 5 steps, each designed to support positive feedback processes for the child. The model</p>
-----------	--

	<p>includes five steps which are ‘talk, play, relax, engage and respond.’ Further information on this can be found here: <u>Five to Thrive - An attachment-based approach to positive parenting.</u></p>
Broadmoor Alert Procedure	<ul style="list-style-type: none"> • Removed wording - ‘Since decommissioning their 13 sirens, they are working closely with Thames Valley Police to’. This is no longer needed as it happened so long ago.
Complaints	<ul style="list-style-type: none"> • No changes made
Confidentiality	<ul style="list-style-type: none"> • No changes made

Curriculum	<ul style="list-style-type: none"> • No changes made
Employment and Staff Training	<ul style="list-style-type: none"> • No changes made
Equal Opportunities	<ul style="list-style-type: none"> • No changes made
Fees	<ul style="list-style-type: none"> • Changes made to the wording regarding 2 year old funding, to reflect the government changes made in April 2024: • 'Parents of two year olds may be eligible for 15 funded hours through targeted two year old funding or working parent criteria. Please see the Bracknell forest website for more details regarding this by following this link. Early years entitlements Bracknell Forest Council (bracknell-forest.gov.uk). If you are eligible for

	<p>funded hours for either criteria, you will be given a reference number which will need to be shared with us.'</p> <ul style="list-style-type: none"> ● Clarification of which 2 year old funding and addition of EYPP in the following sentence. 'The registration fee is charged for all children except those receiving targeted two-year old funding or EYPP'. ● Changes made to clarify that all funded children (2 & 3,4 year olds) are invoiced a service charge - 'We also charge a service charge for funded children aged 3 & 4 years old, which is included in your invoice'. ● Changes made - 'Our fees, including service charge, are reviewed by the Pre-school Manager and Committee every spring each year. <ul style="list-style-type: none"> ● Changes made - It is likely that they will increase by a small amount each year and this increase will come into force each September April. ● Remove Fees will not normally increase at any other time of the year. <ul style="list-style-type: none"> ● Changes made - If we have to increase fees or the service charge during the year for reasons beyond our control and for the best interest of the Pre-school's financial stability, parents will always be given 28 days advance notice of this.
Food and drink	<ul style="list-style-type: none"> ● Minor grammar and word changes made

Health	<ul style="list-style-type: none"> • Changes made- Parents are asked on their registration forms if they would like their child to have their own or the Pre-school's sun cream
--------	--

	<p>(children's factor 50) applied during the session. If they would prefer for their child to use their own, they are asked to provide this and leave this in their bag at all times. They should also sign a 'permission to apply' form. Should parents wish for their child to use the Pre-school suncream (children's factor 50), this should also be indicated on their registration form.</p>
Hygiene	<ul style="list-style-type: none"> • No changes made
Nappy Changing and Toilet Training	<ul style="list-style-type: none"> • Remove word - We aim to treat all children as individuals and consequently our nappy changing procedure differs for each child. • Added - 'Except in the event of a student learning this procedure, in which case they will be closely supervised by a permanent qualified member of staff'. To recognise that there might be times when a student needs to change a nappy as part of their course and learning.
Oral Health Policy	<ul style="list-style-type: none"> • Add the words / events to the sentence - i.e-special occasions / events.
Parents as partners	<ul style="list-style-type: none"> • No changes made

Photographs and videos	<ul style="list-style-type: none"> ● No changes made
Safeguarding	<ul style="list-style-type: none"> ● Added - At their home visit, parents are asked to confirm who has parental responsibility for the child in order to assess who is allowed to collect if parents are separated, and this is discussed where necessary to ensure that the information is understood.

Safety	<ul style="list-style-type: none"> ● No changes made.
Settling in	<ul style="list-style-type: none"> ● Added more examples of written information - These include written information (email information, access to our website, a Welcome Booklet and other literature) ● Change of wording to the following: 'We run show round visits on an individual basis and an Open Morning in the Summer term for new parents and children where they are introduced to our practices and procedures and we can answer any queries'. ● Change Information session to Open Morning to reflect the session we now hold.
Social Media	<ul style="list-style-type: none"> ● No changes made.
Special Educational Needs (SEND)	<ul style="list-style-type: none"> ● No changes made.

Student Placement

- **Minor word and grammar changes only: The Pre-school Manager will ensure that students attending the setting meet the 'suitable person' requirements.**

SOUTH HILL PARK PRE-SCHOOL

England & Wales - Charity number 1023654

Accounts

Treasurer's Report and presentation of 2021-2022 accounts See Appendix 1: Accounts 2021-2022.

Annual Accounts

Copies of the draft annual accounts for the year 01/09/2021 - 31/08/2022 are available for you all to look at, please email me for a copy. These accounts will be reviewed by an independent examiner and may be subject to some minor adjustments.

The accounts show that through the year we had an income of £169,349 and spent £143,718 which means we had a surplus of £25,631 this year. This represents an increase of £11,663 on last year. Despite this, we are pleased with the success of this year considering ongoing difficulties we have faced, as we did in 2020. The Manager and Chair will have discussions regarding this surplus, with focus being on maintenance of the pre-school building.

Building Fund and Reserves Policy

At the end of the year, we had £62,301 in the current account which is partly fees paid in advance for this year (19,489) and the rest is the surplus made in this year and previous ones.

In line with the requirements of the Charity Commission, we must be clear about why we have additional money in the bank. Our reserves policy states that we aim to keep between 3 and 6 months operating costs as an operational float to protect the Pre-school against any unforeseen problems (e.g. urgent repairs or late payment of fees by the Council.) At the end of the accounting period, these reserves stood at £46,486. We have designated a specific Building fund which currently stands at £55,008. The aim of this money is to fund major projects to update our provision and to save towards a replacement for the current Pre-school building when necessary.

Fundraising

We had several fundraising events earlier in the year which brought our total fundraising surplus this year to £2,343. This is a decrease of £225 on last year. Donations received from parents increased to £354 from £350 last year. We do our best to ensure that fundraising money is spent directly on equipment / resources/ training to benefit the children rather than being consumed on overheads.

Budget

Once the accounts for last year have been completed an itemised budget for the coming year will be drawn up by the Manager and discussed with the Committee. As always it is important that we make sure the building is well maintained as it is now over 21 years old. We are also keen to ensure we are continuing to support children's mental and physical wellbeing and we will review our training, resources and environment to ensure outstanding quality for the children and their parents.

Funding and Fees

The current base rate for 3 & 4 year olds is set at £5.07 per hour for this tax year, eligible funded 2 year olds have a base rate of £6.04 which is provided by the Government.

We are pleased to be able to support working parents and offer the 30 hours of funding as well as the universal 15 hours for all other funded children. Our fees have increased slightly this year to £6.25 per hour for our two-year-olds and older children who attend more than their funded hours, this was not a decision that was taken lightly, however it was necessary due to the increases in national minimum wage etc.

Whilst the preschool is in a relatively healthy position financially the reserves are limited, any fundraising ideas are welcome as we need to maximise our income to ensure we maintain the preschool as a great place for your children to grow and develop.

Any questions?

South Hill Park Pre-School

Income and Expenditure for the period ended 31st August 2022

<u>Income</u>	Year Ended 31.08.22	Year Ended 31.08.21
Fees	23,683	36,461
Bad debts		
Grant Fees (Bracknell Forest Council)	142,055	132,163
Grant Fees (Milk Reclaim)	170	124
Grant Fees (HMRC)	732	1,258
	<u>166,640</u>	<u>170,006</u>
Fundraising activities (see note 1)	2,343	2,774
Donations	354	350
Registration fees deposits	0	276
Bank interest received	12	6
	<u>169,349</u>	<u>173,411</u>
 <u>Expenditure</u>		
Wages, Salaries	149,977	146,695
Employers NI	9,142	6,989
Pension Costs	2,317	2,542
Toys, books and equipment	1,660	1,273
Weekly Activites	1,869	735
Council Funded Projects	0	0
Other Expenses (see note 2)	18,239	21,579
	<u>183,203</u>	<u>179,813</u>
Surplus for the year	<u>13,854</u>	<u>6,402</u>
Retained Surplus brought forward	157,573	163,975
	<u>143,718</u>	<u>157,573</u>

Represented by

Fees due at year end	0	0
Cash at Bank Current Account	62,301	95,003
Cash at Bank 'Building Fund'	55,008	55,002
Cash at Bank 'Operating Reserve'	46,486	40,001
Cash in Hand	53	53
PAYE / NI / Pensions Liability	0	(1,944)
Fees paid in advance for next year	(19,489)	(26,874)
Creditors	(642)	(2,239)
Prior Year Adjustments to retained profit	0	(1,430)
	<u>143,718</u>	<u>157,573</u>
	0.00	

Treasurer

Dated:

South Hill Park Pre-School
Income & Expenditure Accounts note 1

Fundraising Activities

	Income	Expenses	31.08.22 Surplus	31.08.21 Surplus
Sponsored Events	0	0	0	0
Photos / Videos	0	0	0	0
T-Shirts / Sweat Shirts	24	(106)	(82)	43
Fetes (Including Raffles)	1,068	0	1,068	(24)
Other Fundraising	3,343	(1,987)	1,357	2,755
	<u>4,435</u>	<u>(2,093)</u>	<u>2,343</u>	<u>2,774</u>

South Hill Park Pre-School
Income & Expenditure Accounts note 2

Other Expenses	Expenses	Subsidy Income	31.08.22 Net Expenses	31.08.21 Net Expenses
Milk	211	0	211	222
Healthy Snacks	786	0	786	735
Staff Training	598	0	598	1,473
Staff Purchases (Gifts)	110	0	110	296
Thank You Gifts	0	0	0	0
Insurance	1,565	0	1,565	1,250
Subscriptions	50	0	50	85
Water	206	0	206	206
Electricity	3,580	0	3,580	4,575
Telephone	964	0	964	1,364
Printing, Postage & Stationery	1,811	0	1,811	1,991
Staff Advertising	118	0	118	0
Staff Uniforms	0	0	0	10
Cleaning Materials & Waste Disposal	3,000	0	3,000	3,028
Premises Expenses	2,491	0	2,491	1,763
General Expenses	354	0	354	553
First Aid	128	0	128	632
Bookkeeping & Payroll Fees	2,425	0	2,425	2,147
Software & Internet	1,272	0	1,272	1,248
	<u>19,669</u>	<u>0</u>	<u>18,239</u>	<u>21,579</u>

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2022 which are set out on pages 1 to 3.

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by :

Address :

Independent Examiner

Dated :



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
South Hill Park Pre-School

**On accounts for the year
ended**

31.08.22	Charity no (if any)	1023654
----------	--------------------------------	---------

Set out on pages

1 to 2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

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

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

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

Signed: **Date:**

Name:

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

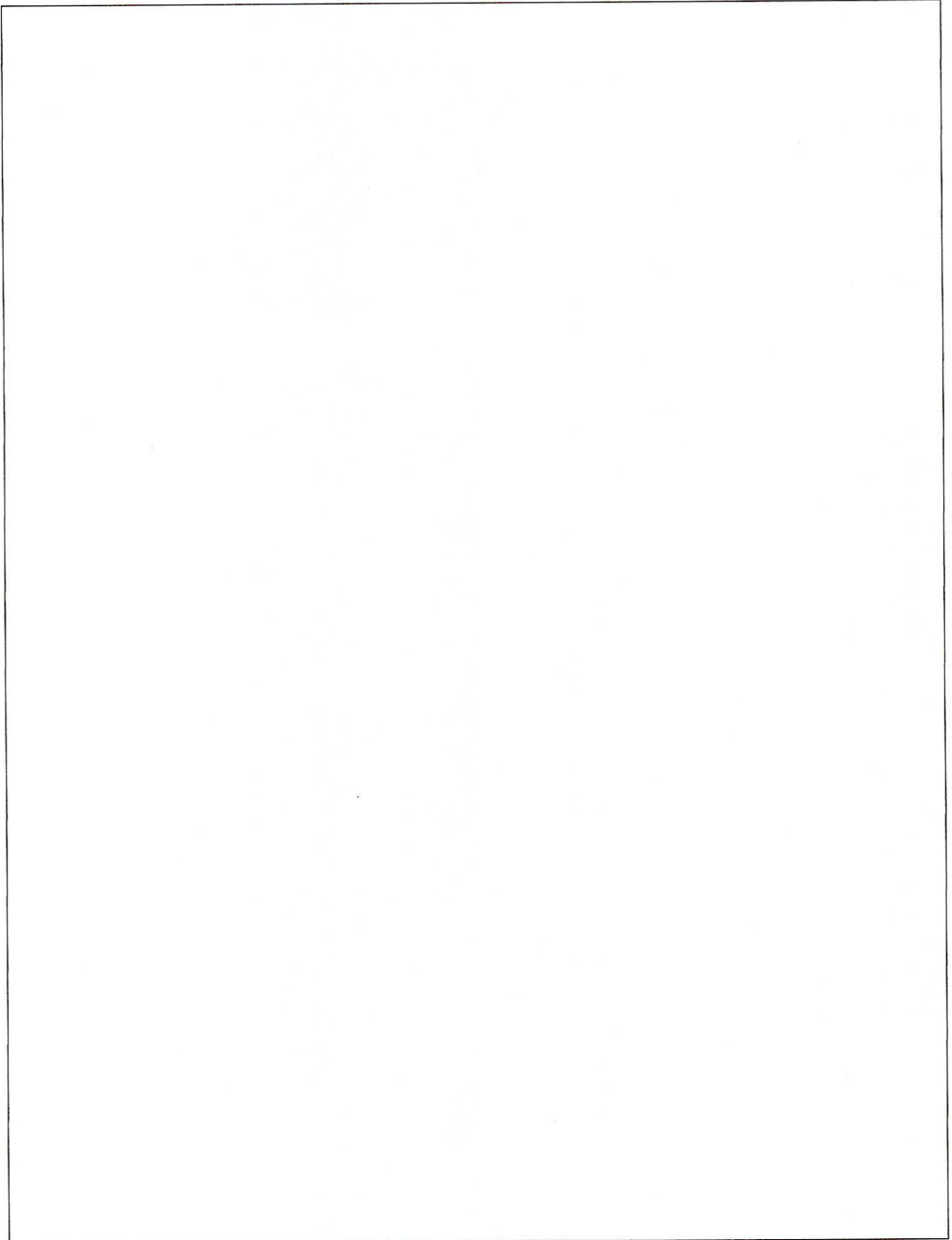
Address:

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.



SOUTH HILL PARK PRE-SCHOOL

England & Wales - Charity number 1023654

Accounts

5. Treasurer's Report and presentation of 2019-2020 accounts

See Appendix 1: Accounts 2019-2020.

Annual Accounts

Copies of the draft annual accounts for the year 01/09/2019 - 31/08/2020 are available for you all to look at, please email Jo for a copy. These accounts will be reviewed by an independent examiner and may be subject to some minor adjustments.

The accounts show that through the year we had an income of £189,054 and spent £164,072 which means we had a surplus of £24,982 this year. This represents an increase of £5,396 on last year, we are very pleased with the success of this year especially considering everything that has happened in the last six months. The Manager and Chair will have discussions regarding this surplus, a significant investment in the pre-school building is required which will be prioritised.

Building Fund and Reserves Policy

At the end of the year, we had £149,551 in the current account which is partly fees paid in advance for this year (£30,089) and the rest is the surplus made in this year and previous ones.

In line with the requirements of the Charity Commission, we must be clear about why we have additional money in the bank. Our reserves policy states that we aim to keep between 3 and 6 months operating costs as an operational float to protect the Pre-school against any unforeseen problems (e.g. urgent repairs or late payment of fees by the Council.) At the end of the accounting period, these reserves stood at £27,189. Fortunately the Government continued to pay us the Grant Fees as normal while the pre-school was closed earlier in the year, which when combined with the furlough scheme meant we did not have to dip into this fund, we may not be so fortunate next time so the fund will likely need to increase for next year.

We have designated a specific Building fund which currently stands at £20,057. The aim of this money is to fund major projects to update our provision and to save towards a replacement for the current Pre-school building when necessary. We currently have a potential issue with damp and condensation in the bathrooms so it is likely any major repairs will be paid for from this fund, the committee and management will discuss.

Fundraising

We had several fundraising events earlier in the year which brought our total fundraising surplus this year to £1,179. Unfortunately this is a significant drop on the £5,826 generated last year however given the main summer fete and Easter party both had to be cancelled this is not a surprise, the events team have done a brilliant job with finding alternatives so this will be a major area of focus in the coming year, any ideas or suggestions will be most welcome.

Donations received from parents increased slightly to £136 from £120 last year, given how tough the economic situation has been in 2020 we really do appreciate every penny.

We do our best to ensure that fundraising money is spent directly on equipment / resources / training to benefit the children rather than being consumed on overheads.

Budget

Once the accounts for last year have been completed an itemised budget for the coming year will be drawn up by the Manager and discussed with the Committee. As previously mentioned this year it is important that we make sure the building is well maintained as it is 20 years old now and things do need replacing. We are also keen to ensure we are continuing to support children's mental and physical wellbeing and we will review our training, resources and environment to ensure outstanding quality for the children and their parents, many of whom may be struggling due to extra pressures caused by the pandemic and subsequent lockdown.

In addition we will look at investing in SEN training for staff and upgrade our nursery management online package First Steps to include online learning journal and record keeping options, also some of the safety surfacing in the playground may need to be replaced if necessary.

Funding and Fees

The current base rate for 3 & 4 year olds is set at £4.39 per hour for this tax year, eligible funded 2 year olds have a base rate of £5.54 which is provided by the Government.

We are pleased to be able to support working parents and offer the 30 hours of funding as well as the universal 15 hours for all other funded children. Our fees have increased slightly this year to £5.95 per hour for our two-year-olds and older children who attend more than their funded hours, this was not a decision that was taken lightly however it was necessary due to the increases in national minimum wage, Employer's NI contributions and workplace pension provision.

Whilst the preschool is in a relatively healthy position financially the reserves are limited, any fundraising ideas are welcome as we need to maximise our income to ensure we maintain the preschool as a great place for your children to grow and develop.

Does anyone have any questions about the accounts?

South Hill Park Pre-School

Income and Expenditure for the period ended 31st August 2019

<u>Income</u>	Year Ended 31.08.19	Year Ended 31.08.18
Fees	42,147	28,194
Bad debts		
Grant Fees (Bracknell Forest Council)	139,541	145,294
Grant Fees (Milk Reclaim)	218	136
	<u>181,906</u>	<u>173,624</u>
Fundraising activities (see note 1)	5,826	3,769
Donations	120	2,210
Registration fees deposits	525	650
Bank interest received	24	24
	<u>188,400</u>	<u>180,278</u>
 <u>Expenditure</u>		
Wages, Salaries	133,959	126,055
Employers NI	3,784	3,615
Pension Costs	2,301	2,292
Toys, books and equipment	6,513	2,614
Weekly Activities	600	918
Council Funded Projects	0	0
Other Expenses (see note 2)	21,658	22,764
	<u>168,814</u>	<u>158,258</u>
Surplus for the year	<u>19,586</u>	<u>22,020</u>
Retained Surplus brought forward	119,407	97,387
	<u>138,993</u>	<u>119,407</u>

Represented by

Fees due at year end	0	0
Cash at Bank Current Account	126,668	102,821
Cash at Bank 'Building Fund'	20,047	20,037
Cash at Bank 'Operating Reserve'	27,176	27,162
Cash in Hand	65	70
PAYE / NI / Pensions Liability	(1,299)	(1,588)
Fees paid in advance for next year	(33,205)	(28,134)
Creditors	(458)	(961)
	<u>138,993</u>	<u>119,407</u>

0.00

Treasurer

Dated:

South Hill Park Pre-School
Income & Expenditure Accounts note 1

Fundraising Activities

	Income	Expenses	31.08.19 Surplus	31.08.18 Surplus
Sponsored Events	0	0	0	0
Photos / Videos	96	0	96	225
T-Shirts / Sweat Shirts	209	0	209	95
Fetes (Including Raffles)	3,851	(1,050)	2,801	2,309
Other Fundraising	3,706	(986)	2,720	1,140
	<u>7,862</u>	<u>(2,036)</u>	<u>5,826</u>	<u>3,769</u>

South Hill Park Pre-School
Income & Expenditure Accounts note 2

Other Expenses	Expenses	Subsidy Income	31.08.19 Net Expenses	31.08.18 Net Expenses
Milk	260	0	260	210
Healthy Snacks	645	0	645	693
Staff Training	1,615	0	1,615	865
Staff Purchases (Gifts)	185	0	185	145
Thank You Gifts	0	0	0	0
Insurance	1,126	0	1,126	1,166
Subscriptions	85	0	85	0
Water	269	0	269	88
Electricity	2,770	0	2,770	2,681
Telephone	1,135	0	1,135	963
Printing, Postage & Stationery	1,529	0	1,529	1,027
Staff Advertising	97	0	97	105
Staff Uniforms	99	0	99	171
Cleaning Materials & Waste Disposal	3,010	0	3,010	3,931
Premises Expenses	5,760	0	5,760	7,054
General Expenses	396	0	396	379
First Aid	182	0	182	180
Bookkeeping & Payroll Fees	1,343	0	1,343	1,771
Software & Internet	1,152	0	1,152	2,048
	<u>21,658</u>	<u>0</u>	<u>21,658</u>	<u>23,477</u>

SOUTH HILL PARK PRE-SCHOOL

Independent Examiners Report to the Trustees of South Hill Park Pre-School

I report on the accounts of the Trust for the year ended 31 August 2017 which are set out on pages 1 to 3.

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

The examination was carried out in accordance with the General Directions given by the Charities Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examined by :

Address :

Independent Examiner

Dated :



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
South Hill Park Pre-School

On accounts for the year
ended

31.08.20

Charity no
(if any)

1023654

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

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

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

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

Signed:

Date:

29/6/21

Name:

Lisa Dansey

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

ACA
ICAEW – number 8786859

Address:

44 Matthews Chase

Bracknell

RG42 4UR

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.