

**REGISTERED CHARITY NUMBER 1025503**

**MAIDEN ERLEGH PRE-SCHOOL**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 AUGUST 2023**

# **MAIDEN ERLEGH PRE-SCHOOL**

**A member of the Pre-school Learning Alliance**

**Registered Charity No: 1025503**

**Ofsted Registration No: 148665**

**Maiden Erlegh Pre-School**

**Our Lady of Peace**

**338 Wokingham Road**

**RG6 7DA**

## **FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2023**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees' annual report	1
Independent examiner's report	5
Receipts and payments account	6
Balance sheet	7
Notes to the accounts	8

**MAIDEN ERLEGH PRE-SCHOOL  
TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2023**

The trustees of Maiden Erlegh Pre-school present their annual report and unaudited accounts for the year ended 31 August 2023 and confirm that they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP 2005.

**Management Committee Charity Trustees 2022-23**

<b>Trustee Name</b>	<b>Office</b>	<b>Date appointed</b>	<b>Date resigned</b>
Delyth Edwards	Chair (current)	15 November 2021	
Sadia Durrani	Secretary	23 March 2022	
Maria Thurston	Treasurer	17 March 2022	
Louise Dale	Payroll liaison	20 October 2022	
Merryn Kayani	Payroll liaison (resigned)	15 November 2021	20 October 2022
John Micklewhite	Named Senior Officer for Safeguarding	16 June 2015	
Tetiana Paniot	Fundraiser (resigned)	15 November 2021	31 August 2022
Shilpa Krishnamraju	Fundraiser (resigned)	8 October 2020	15 November 2021
Claire Smith	Chair (resigned)	20 November 2018	8 October 2020
Hemant Khanna	Chair (resigned)	8 October 2020	15 November 2021
Louise Workman	Secretary (resigned)	23 September 2019	8 October 2020
Ashok Negi	Secretary (resigned)	8 October 2020	23 March 2022
David Spedding	Treasurer (resigned)	1 September 2017	17 March 2022
Rachel Carter	Payroll liaison (resigned)	8 October 2020	15 November 2021
Anil Madineni	Payroll liaison (resigned)	15 July 2019	8 October 2020

**Structure, Governance and Management**

Maiden Erlegh Preschool is a member of the Pre-School Learning Alliance, the largest provider of pre-school education in the country.

We are a small community group managed by parents through a committee, which is elected annually at an Annual General Meeting held in October. Appointed trustees are nominated by outgoing committee members. All trustees give of their time freely and receive no remuneration or benefits.

We are governed by a constitution adopted in 14 February 2011 and updated in July 2014.

The committee manages the administration of the preschool and employs the staff. Day to day running of the Pre-school is overseen by the manager Claire Bartlett, who is accountable to the trustees. Staff are responsible for the children in their care, and for the planning and preparation of the educational programme and daily activities, in compliance with The Early Years Foundation Stage (EYFS).

We are registered with Ofsted and are inspected approximately every 3 years by them. No prior notice is given of inspections, but parents may be asked for their comments during the inspection and will be able to read a copy of the Inspection Report. We last had a visit from Ofsted in January 2015 and received an overall Good rating.

The Pre-school is a registered charity and conforms to the requirements of the Charity Commission. We are a non-profit making group and aim to provide Pre-school education at a price affordable to the local community.

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability.



We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

Our pre-school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. The Pre-school has a childcare protection policy which includes carrying out DBS checks for members of staff.

The Pre-school rents the rooms in which it facilitates Early Years education and childcare from Earley Town Council.

### Aims and Objectives

Maiden Erlegh Pre-school's key objective is to provide first class early years education to children under statutory school age in the surrounding area.

The group's curriculum provides all children with continuity and progression in pre-school learning through structured play activities, games, creativity and exploration in order to enhance each child's learning in the following areas: personal social and emotional development, communication language and literacy skills, mathematical development, knowledge and understanding of the world, physical and creative development.

We aim:

- To provide learning experiences through a variety of play opportunities;
- To develop social skills such as taking turns, sharing, playing together, respect for other people and property, and a sense of right and wrong;
- To encourage children to communicate with other children and adults beyond the home, to develop listening skills and be able to express themselves verbally;
- To encourage children to be happy, independent, and confident as part of a group, to have a sense of self worth and pride in their own abilities;
- To encourage children to enjoy books and stories, songs and rhymes.
- To provide mark making opportunities.
- To encourage children to develop number skills, counting, shapes and sizes;
- To encourage children to respect reasonable authority and take instructions;
- To encourage children to have a lively and enquiring mind;
- To encourage children to have an interest in, and understanding of, the world around them, both natural and man made;
- To develop a child's skills in handling tools and materials, e.g. mark making, cutting out;
- To help children learn physical control and coordination;
- To ease the transition of young children from home to school
- To develop and inspire children's creativity, through exploration of media and materials, music, dance and imaginative play.

We adhere to the aims and objectives of the Pre-school Learning Alliance and support their aim to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

In setting our objectives and planning our activities our committee have given careful consideration to the Guidance issued by the Charity Commission on public benefit principles. Trustees' objectives are based on public need in the area of childcare and education. The public benefit of these activities is in the access to affordable, local childcare provision. The committee also provides greater involvement for parents.



## Chairpersons Report 2023

The past 12 months we have continued to settle into the new location and I want to start by saying a personal thank you on behalf of the whole committee to the staff for continuing to support the children over the last year while we have made changes to the setting, to the church for allowing us to make lots of changes to make the pre-school such an exciting and varied environment for the children. Also to all our parents and carers both new and existing for trusting us with the pre-school education of your children.

We have made many changes to the setting over the past year –

- We were very fortunate to receive funding to build an outdoor office in the side garden. This building is used as an office for Claire, a private meeting room for parents and staff, and it also has an SEN corner.
- The side garden has been transformed by our treasurer Maria's husband Christian. We now have a veg patch, a mud kitchen a sandpit and some lovely flowers, the rubber flooring has also been repaired to ensure it meets safety regulations, and it is now being used as a second garden.
- We have had the slabs in the main garden re-grouted by Kayleigh's partner to improve safety.
- We also received funding to have had a much needed sink installed in the classroom. Which has freed up a significant amount of time for the staff who before were having to use a manual hand-pump sink. It also gives the children the autonomy and independence.
- This past week we have welcomed a new member of staff Jayshree to the team. Jayshree comes years of experience in early years and has worked with Claire previously.

Some of the events we have held this year are –

- Grand opening event - where we officially opened the setting at the new location. We welcomed the Councillor Caroline Smith the Mayor of Earley, Clive Jones a local councillor and Father Stan from Our Lady of Peace. We had several members of local press in attendance and have appeared in local newspapers and also in the local MERA quarterly magazine. It was such a proud day personally being able to share our achievement of successfully moving the preschool to its new location. A big thank you to Louise from the committee for organising this event.
- We have also held a Coronation party.
- A Mothers Day and Fathers day gift event.
- Christmas Wrap-a-present
- Santa's Grotto
- Sports Day
- Graduation Ceremony.

We would as always appreciate you supporting these events. We hope to recruit a Fundraising team who can continue to organise these fun events for the children and raise vital funds for the preschool. There are other ways you can support the preschool, for example match funding and Easy fundraising. All these details can be found on the noticeboard outside the classroom and will be sent out to you all.

## Treasurer's Report 2023

Thank you to the staff and committee who have worked tirelessly throughout the past year and settled down well in the new setting.

### 2023 Financial Results (unaudited management accounts)

The Preschool made a loss of (-£10,443.64) for the year ended 31st August 2023, this was down from the prior year's profit of £16,088.65 (£12 000 of which were given for the new garden office by the council) mainly due to having less students in the setting, with wages and rent being the main categories of expenses. The staff received another annual wage increase from April 2023, as we look to give the team equitable pay that exceeds the national living wage.

Last year we were focused on settling down at the new setting which was achieved. The new garden office for the manager was installed in November 2022, the second outdoor area was given a makeover, which now has a sandpit, a mud kitchen with a mud pit, a vegetable garden where children are able to grow vegetables, and flowers, and a large rubber matting area for physical activity. It was decided not to run Early Drop off and late collection service as there was no take up of the service from parents.



### 2023-24 Financial Forecast

Due to the lower number of children and overall inflation we might also operate at a loss for 2024, however there are additional sources of income coming into the pre-school (such as additional SEN funding) which may help with minimising our losses. To be able to operate at a minimum loss/break even, the committee and the staff are working hard to ensure that all available spaces are filled in. The staff and committee came up with a plan for advertising and promoting the pre-school to prospective parents. Also, the decision has been made to introduce voluntary sundries fees to help the pre-school to partially cover the costs of supplies and materials. The support of the voluntary sundries donations is vital for the future successful operation of the pre-school. Income from Wokingham Borough Council received for the Autumn Term was higher than the amount of children who currently attend the pre-school, therefore this will be taken out of the amount of funding the pre-school will receive for the Spring term.

### Future levels of funding

Due to lower number of children at the new setting, the inflation and rising cost of living, which means increased cost of running the pre-school, as well as increased costs for staff holiday pay, we need to be careful to manage the future sustainability of the preschool, given that other settings in the local area have been forced to close for financial reasons in the past four-five years.

Therefore, we must ensure that the pre-school is operating at full capacity.

### Fundraising higher than it was for 2021/22

The fundraising activities that have taken place this year included the Christmas Fayre, Easter creative competitions and Egg Hunt, Mother's Day and Father's Day Shop, and Graduation Photographs which in total have raised 1,902.69, which is an unprecedented amount taking into account the number of children the setting has, an improvement on the total for 2022 of over £1,274.

Due to the lower number of children in the setting we must ensure that the fundraising activities are actively supported as the fundraising income is vital for the future successful operation of the pre-school.

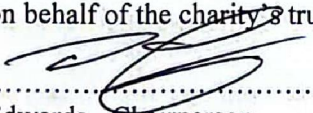
### Areas to monitor and investing in the future

The key areas which we will continue to invest in are the wages and training of staff, as our dedicated team are the key resource of the preschool, we need to make sure we are meeting their expectations and giving them the ability to provide a best-in-class preschool provision.

### Declaration

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

Signed on behalf of the charity's trustees:

  
.....  
Delyth Edwards - Chairperson

24.6.  
.....2024

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAIDEN ERLEGH PRE-SCHOOL

I report on the accounts of the Trust for the year ended 31 August 2023 which are set out on pages 7 to 8.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.



Unit 8 H Millars Brook  
Molly Millars Lane  
Wokingham  
Berkshire  
RG41 2AD

David Hunter  
D E HUNTER LIMITED  
Chartered Certified Accountants

24/06/2024.

2024



**MAIDEN ERLUGH PRE-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

	Unrestricted	Restricted	Total 2023	Total 2022
<b>Receipts</b>				
Fees and grants	106,787.30	-	106,787.30	113,536.01
Donations and sponsorship	1,496.20	-	1,496.20	15.70
Fundraising activities	1,394.49	-	1,394.49	1002.13
Photographs	322.00	-	322.00	301.50
Bank interest	116.55	-	116.55	9.09
Other Income	0	-	0	0
Moving Premises Grant	0	-	0	12000.00
<b>Total receipts</b>	<u>110,116.54</u>	<u>-</u>	<u>110,116.54</u>	<u>126,864.43</u>
<b>Payments</b>				
Staff costs	90,459.04	-	90,459.04	92,753.90
Rent	13,661.35	-	13,661.35	12,977.50
Insurance	711.19	-	711.19	516.17
Materials and equipment	1,302.90	-	1,302.90	1,006.81
Administration	2,093.65	-	2,093.65	1,288.97
Fundraising activities	0	-	30.00	30
Photographs	50.00	-	50.00	50
Licenses	30.50	-	30.50	0
PPE	0	-	107.97	107.97
Staff training	323.00	-	401.00	401
Website and publicity	-	-	91.00	91
Administration Equipment	0	-	0	-
Moving costs	12,414.35	-	12,414.35	600.00
<b>Total payments</b>	<u>121,046.18</u>	<u>-</u>	<u>121,046.18</u>	<u>109,823.32</u>
<b>Net receipts/(expenditure)</b>	<u>(£10,929.64)</u>	<u>-</u>	<u>(£10,929.64)</u>	<u>£17,041.11</u>




## MAIDEN ERLEGH PRE-SCHOOL

## BALANCE SHEET AT 31 AUGUST 2023

	2023	2022
<b>Current Assets</b>		
Payroll account	8,339.22	2,697.37
Bank current account	51,193.64	68,492.52
Bank deposit account	23,765.53	23,558.98
Petty cash	927.98	251.98
	<u>84,226.37</u>	<u>95,000.85</u>
<b>Current assets</b>		
Amounts recoverable	<u>£ -</u>	<u>£ -</u>
<b>Current liabilities</b>		
Prepaid income	32,255.04	28,775.68
Creditors	486-	432.00
	<u>£32,741.04</u>	<u>£29,207.68</u>
<b>Net assets</b>	<u>£51,485.33</u>	<u>£45,373.86</u>
<b>Represented by:-</b>		
<b>Unrestricted funds:</b>		
Accumulated funds brought forward	62,236.34	45,195.23
Excess/(deficit) of receipts over payments	(10,929.64)	17,041.11
	<u>51,306.70</u>	<u>62,236.34</u>
<b>Restricted funds</b>		
Accumulated funds brought forward	178.63	178.63
(Deficit) of receipts over payments	-	-
	<u>178.63</u>	<u>178.63</u>
<b>Total funds</b>	<u>£51,485.33</u>	<u>£45,373.86</u>

The financial statements were approved by the trustees on 24/6 2024 and are signed on their behalf by:

  
 .....  
 Maria Thurston – Treasurer

**MAIDEN ERLEGH PRE-SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared under the historical cost convention on a going concern basis and in accordance with the Financial Reporting Standards as applicable to charities.

**Fixed assets**

Purchases of toys and similar items are written off as expenditure as they are considered to have a short working life.

The premises are occupied under a short tenancy agreement and any costs for building improvements are written off as expenditure as they are incurred. In the year Maiden Erlegh incurred costs of £12,414.35 to move the premises to Our Lady of Peace church hall.

**2. TRUSTEES' REMUNERATION**

No remuneration was paid out of charity funds to the trustees or persons connected to them in this financial year.

**3. EMPLOYEE NUMBERS**

The average number of persons employed by the school during the year amounted to 5 (2022:6).

**4. TAXATION**

The charity is exempt from Tax on its charitable activities.