

# DATCHWORTH PRE-SCHOOL

England & Wales · Charity number 1026232

## Details

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**Other names** DATCHWORTH NURSERY SCHOOL

**Status** Registered

**Legal form** Other

**Registered** 1993-09-22

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

## Contact

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**Address** Datchworth Village Hall  
52 Datchworth Green  
Datchworth  
Knebworth  
SG3 6TL

**Phone** 01438814310

**Email** [info@datchworthpreschool.co.uk](mailto:info@datchworthpreschool.co.uk)

**Website** [www.datchworthpreschool.co.uk](http://www.datchworthpreschool.co.uk)

## Activities

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**Objects:** 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

**Activities:** A Pre-school for children from the age of 2 to 4 years old.

## Classification

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

## Geography

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- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£100,557	£100,276	-	-
2024-07-31	£97,635	£102,243	-	-
2023-07-31	£108,395	£102,891	-	-
2022-07-31	£87,003	£91,119	-	-
2021-07-31	£96,384	£82,875	-	-

## Trustees

Name	Role	Appointed
<b>Dr Emma Chambers</b>	Chair	2023-09-26
Amy Baker		2023-11-30
Anne-Marie De Paula		2023-09-26
Philip Cook		2024-12-18
Shellie Kania		2023-09-26

**DATCHWORTH PRE-SCHOOL**

England & Wales - Charity number 1026232

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# Accounts

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**Datchworth Pre-School**

**Report & Accounts**

**For**

**Year Ending 31st July 2025**

Datchworth Pre-school

End of Year Financial Report 01/08/2024 to 31/07/2025

<u>INCOME</u>	<u>2025</u>	<u>2024</u>
<b><u>Fees Received From :</u></b>		
Sessions	9,492.30	14,138.00
HCC Funding	88,354.87	79,930.50
	<u>97,847.17</u>	<u>94,068.50</u>
<b><u>Fundraising</u></b>		
Gross income	1,494.72	2,111.90
Fundraising costs (see note 1)	- 116.72	- 800.84
	<u>1,378.00</u>	<u>1,311.06</u>
<b><u>Milk Reimbursements</u></b>	270.85	665.36
	<u>270.85</u>	<u>665.36</u>
<b><u>Other Income</u></b>		
T-Shirt & book bag net sales (see note 2)	- 293.04	120.60
Donations	120.00	55.00
Gift Aid	86.25	67.34
Bank Interest	989.02	1,207.35
Miscellaneous (see note 3)	158.99	140.00
	<u>1,061.22</u>	<u>1,590.29</u>
<b><u>TOTAL INCOME</u></b>	<u>100,557.24</u>	<u>97,635.21</u>
<b><u>EXPENDITURE</u></b>		
Wages & Employers N.I.	83,352.00	81,824.15
Rent	8,154.00	10,806.70
Milk	269.30	665.36
Staff Training	176.56	270.00
Subscriptions (see note 4)	463.75	788.60
Repairs/Maintenance/Cleaning	1,404.00	1,418.99
Printing, Stationery, Admin	473.13	527.78
Phone & Internet	550.74	570.92
General Supplies & Equipment	3,455.60	2,707.26
Insurance	977.65	974.06
Accountancy & Bookkeeping	50.00	50.00
Gifts & Social (see note 5)	485.82	590.21
Sundries (see note 6)	403.68	988.97
Bank Charges	60.00	60.00
	<u>100,276.23</u>	<u>102,243.00</u>
<b><u>TOTAL EXPENDITURE</u></b>	<u>100,276.23</u>	<u>102,243.00</u>
<b>Excess of Income over Expenditure</b>	281.01	- 4,607.79
<b>Balance B/F 1st August 2024</b>	50,388.72	54,996.51
<b>Balance C/F 31st July 2025</b>	<u>50,669.73</u>	<u>50,388.72</u>



Datchworth Pre-School  
Balance Sheet As At 31st July 2025

	<u>2025</u>	<u>2024</u>
<b><u>CURRENT ASSETS</u></b>		
Bank Current Account	10,758.55	12,769.64
Bank Deposit Account	41,225.82	45,258.46
Cash in Hand	113.79	57.55
Debtors	510.25	198.00
(Note 1)	52,608.41	58,283.65
Less Creditors	-	-
(Note 2)	- 1,938.68	- 7,894.93
<b>NET ASSETS</b>	50,669.73	50,388.72
 <b>(1) Debtors</b>		
Fees outstanding	510.25	198.00
	510.25	198.00
 <b>(2) Creditors</b>		
Tax & NI owing for PAYE (July)	540.25	387.00
PAYE overtime owing (July)	538.84	487.49
Rent owing for July	592.00	768.00
HCC funding August 2024	-	6,252.44
Staff meal & gift cards	267.59	-
	1,938.68	7,894.93

Approved by \_\_\_\_\_ (Chairperson)

Date \_\_\_\_\_

Datchworth Pre-school Accounts Spreadsheet  
1st August 2024 to 31st July 2025

	Total	Cashbook & p/cash	B/S Adj 2024		B/S Adj 2025		Others
			Debtors	Creditors	Debtors	Creditors	
<b>Income</b>							
Fees	9,492.30	9,180.05	-	- 198.00	510.25		
HCC Grants/Funding	88,354.87	82,102.43	6,252.44	-			
Fundraising	1,378.00	1,494.72	-				116.72
Milk reimbursements	270.85	270.85					
T-Shirt/bookbag sales	- 293.04	203.00					- 496.04
Donations	120.00	120.00					
Gift Aid	86.25	86.25	-		-		
Bank Interest	989.02	989.02					
Miscellaneous	158.99	158.99					
<b>Total</b>	<b>100,557.24</b>	<b>94,605.31</b>	<b>6,252.44</b>	<b>- 198.00</b>	<b>510.25</b>	<b>-</b>	<b>- 612.76</b>

<b>Expenditure</b>							
Wages & Employers NI	83,352.00	83,147.40	-	874.49		1,079.09	
Rent	8,154.00	8,330.00	-	768.00		592.00	
Fundraising	-	116.72					- 116.72
T-shirts & book bags	-	496.04					- 496.04
Milk	269.30	269.30					
Staff Training	176.56	176.56					
Subscriptions	463.75	463.75					
Repairs/maintenance/cleaning	1,404.00	1,404.00					
Printing/stationery/admin	473.13	473.13					
Phone & Internet	550.74	550.74					
General supplies & equipment	3,455.60	3,455.60					
Insurance	977.65	977.65					
Accountancy & Bookkeeping	50.00	50.00					
Gifts & Social	485.82	218.23				267.59	
Sundries	403.68	403.68					
Bank Charges	60.00	60.00					
Petty cash withdrawals	1,140.00	1,140.00					
<b>Total</b>	<b>101,416.23</b>	<b>101,732.80</b>	<b>-</b>	<b>- 1,642.49</b>	<b>-</b>	<b>1,938.68</b>	<b>- 612.76</b>

Net Movement - 858.99 - 7,127.49 6,252.44 1,444.49 510.25 - 1,938.68 -

**Bank Accounts**

Opening

Current account	12,769.64
Deposit	45,258.46
Cash in hand	57.55
<b>Total</b>	<b>58,085.65</b>

Closing

Current account	10,758.55
Deposit	41,225.82
Cash in hand	113.79
<b>Total</b>	<b>52,098.16</b>

Movement - 5,987.49

Datchworth Pre-School  
Income Expenditure - 01/08/24 to 31/07/25

	<u>Bank A/c</u>	<u>Petty Cash</u>	<u>Total</u>
<b><u>INCOME</u></b>			
Fees	8,777.05	403.00	9,180.05
HCC Grants/Funding	82,102.43	-	82,102.43
Fundraising	834.37	660.35	1,494.72
Milk reimbursements	270.85	-	270.85
Uniform sales	203.00	-	203.00
Donations	40.00	80.00	120.00
Gift Aid	86.25	-	86.25
Bank Interest	989.02	-	989.02
Miscellaneous	158.99	-	158.99
<b><u>TOTAL INCOME</u></b>	<u>93,461.96</u>	<u>1,143.35</u>	<u>94,605.31</u>
<b><u>EXPENDITURE</u></b>			
Wages & Employers NI	83,147.40	-	83,147.40
Rent	8,330.00	-	8,330.00
Fundraising	84.38	32.34	116.72
T-shirts & book bags	496.04	-	496.04
Milk	247.45	21.85	269.30
Staff Training	176.56	-	176.56
Subscriptions	427.16	36.59	463.75
Repairs/maintenance/cleaning	184.00	1,220.00	1,404.00
Printing, stationery & postage	465.09	8.04	473.13
Phone & Internet	550.74	-	550.74
General supplies & equipment	2,722.31	733.29	3,455.60
Insurance	977.65	-	977.65
Accountancy & Bookkeeping	50.00	-	50.00
Gifts & Social	208.23	10.00	218.23
Sundries	238.68	165.00	403.68
Bank Charges	60.00	-	60.00
Petty cash withdrawals	1,140.00	-	1,140.00
<b><u>TOTAL EXPENDITURE</u></b>	<u>99,505.69</u>	<u>2,227.11</u>	<u>101,732.80</u>
Difference	<u>-6,043.73</u>	<u>-1,083.76</u>	<u>-7,127.49</u>

**DATCHWORTH PRE-SCHOOL**

England & Wales - Charity number 1026232

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# Accounts

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### Treasurer's Report for year ending 31<sup>st</sup> July 2024

This report accompanies the accounts for 1<sup>st</sup> August 2023 – 31<sup>st</sup> July 2024. They have been prepared by Louisa Edwards and have been independently examined by Kirsty Citrano. The Pre-school Committee are very grateful to both people.

The pre-school ended the year with a deficit of £4607.79 bringing the current balance to £50,388.72. This is made up from £12,769.64 in the current account and £57.55 cash in hand, -£7696.93 being the net balance of creditors and debtors and £45,258.46 is being held in the reserve account. It is recommended by the Early Years Alliance and Charity Commission that a minimum of 1 term's expenditure, which in the case of Datchworth Pre-school amounts to approximately £35,000, should be held in reserve.

Total income decreased by £10,759.70 compared with the previous year and expenditure decreased by £648.57. A brief explanation of the significant variances of income and expenditure from the previous year are given below:

#### Income

Income from fees and funding has decreased by approx. £6,500 due to an overall reduction in pupil numbers and attendance. Fundraising income was approx. £1600 lower than the previous year and grants & donations received totalled £195.

#### Expenditure

Although overall expenditure remained broadly the same, there were significant increases in staffing costs and rent. The pre-school continues to closely monitor spending and savings are made wherever possible without resulting in a lowering of standards or affecting the quality of provision.

Fundraising remains an important source of additional income which enables the pre-school to purchase equipment and materials for the children to use. It is recommended that each year the full amount of the income generated is put back into the pre-school as soon as possible so that the children quickly enjoy the benefits. A huge 'thank you' should be given to all members of the committee, staff and parents who contributed in any way to the fundraising activities.

Amy Baker  
(Datchworth Pre-school Treasurer)

REGISTERED CHARITY NO.1026232

Datchworth Village Hall, 52 Datchworth Green, Datchworth, Hertfordshire SG3 6TL  
Tel : 01438 814310



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Datchworth Pre-school

**On accounts for the year  
ended**

31<sup>st</sup> July 2024

**Charity no  
(if any)**

1026232

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2024.

**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:**

11/09/24

**Name:**

Mrs Kirsty Citrano

**Address:**

36 Robbery Bottom Lane

Welwyn

AL6 0UN

# **Datchworth Pre-School**

## **Report & Accounts**

**For**

**Year Ending 31st July 2024**

Datchworth Pre-school

End of Year Financial Report 01/08/2023 to 31/07/2024

	<u>2024</u>	<u>2023</u>
<b><u>INCOME</u></b>		
<b><u>Fees Received From :</u></b>		
Session/Lunch Club	14,138.00	21,669.56
Grants (Herts C.C.)	79,930.50	78,877.06
	<u>94,068.50</u>	<u>100,546.62</u>
<b><u>Fundraising</u></b>		
Gross income	2,111.90	3,285.96
Fundraising costs (see note 1)	- 800.84	- 360.04
	<u>1,311.06</u>	<u>2,925.92</u>
<b><u>Milk Reimbursements</u></b>		
	665.36	689.64
	<u>665.36</u>	<u>689.64</u>
<b><u>Other Income</u></b>		
T-Shirt & book bag net sales (see note 2)	120.60	16.57
Donations	55.00	3,520.70
Gift Aid	67.34	133.53
Bank Interest	1,207.35	451.93
Miscellaneous (see note 3)	140.00	110.00
	<u>1,590.29</u>	<u>4,232.73</u>
<b><u>TOTAL INCOME</u></b>	<u>97,635.21</u>	<u>108,394.91</u>
<b><u>EXPENDITURE</u></b>		
Wages & Employers N.I.	81,824.15	75,105.68
Rent	10,806.70	7,305.40
Milk	665.36	681.84
Staff Training	270.00	1,003.95
Subscriptions (see note 4)	788.60	649.04
Repairs/Maintenance/Cleaning	1,418.99	10,518.13
Printing, Stationery, Admin	527.78	475.41
Phone & Internet	570.92	578.29
General Supplies & Equipment	2,707.26	4,100.65
Insurance	974.06	929.41
Accountancy & Bookkeeping	50.00	50.00
Gifts & Social (see note 5)	590.21	760.75
Sundries (see note 6)	988.97	673.02
Bank Charges	60.00	60.00
<b><u>TOTAL EXPENDITURE</u></b>	<u>102,243.00</u>	<u>102,891.57</u>
<b>Excess of Income over Expenditure</b>	- 4,607.79	5,503.34
<b>Balance B/F 1st August 2023</b>	54,996.51	49,493.17
<b>Balance C/F 31st July 2024</b>	<u>50,388.72</u>	<u>54,996.51</u>

## Notes to the Accounts

### INCOME

#### **(1) Fundraising costs**

Christmas cards	236.00
Nativity refreshments	8.94
Easter raffle prize	17.60
Photo baubles	48.30
Mother's Day	270.00
Father's Day	220.00
	<hr/>
	<b>800.84</b>

**(2) T-shirts & book bag sales 2023/2024 (net of costs) 120.60**

**(3) Miscellaneous income re Parish Magazine Grant 140.00**

### EXPENDITURE

#### **(4) Subscriptions**

Nursery World Magazine	144.00
Amazon Kids	74.99
DBS Checks & Renewals	208.00
Office software	150.61
Teach in Herts	126.00
Data Protection	35.00
Ofsted	50.00
	<hr/>
	<b>788.60</b>

#### **(5) Gifts & Social**

Staff meals	257.72
Gifts	332.49
	<hr/>
	<b>590.21</b>

#### **(6) Sundries**

Village Fete programme advert	35.00
Disco Ducks & Mini Mozart	170.00
Furniture & equipment	413.62
Staff uniform	104.07
LED lights	254.28
Mileage & parking	12.00
	<hr/>
	<b>988.97</b>

Datchworth Pre-School  
Balance Sheet As At 31st July 2024

	<u>2024</u>	<u>2023</u>
<b><u>CURRENT ASSETS</u></b>		
Bank Current Account	12,769.64	5,232.23
Bank Deposit Account	45,258.46	51,066.44
Cash in Hand	57.55	179.42
Debtors	198.00	498.76
(Note 1)	58,283.65	56,976.85
Less Creditors	- 7,894.93	- 1,980.34
(Note 2)		
<b>NET ASSETS</b>	50,388.72	54,996.51

**(1) Debtors**

Fees outstanding	198.00	498.76
	198.00	498.76

**(2) Creditors**

Tax & NI owing for PAYE (July)	387.00	292.91
PAYE overtime owing (July)	487.49	1,109.78
Rent owing for July	768.00	577.65
HCC funding August 2024	6,252.44	-
	7,894.93	1,980.34

Approved by  (Chairperson)

Date 24 Sep 2024

Datchworth Pre-school Accounts Spreadsheet  
1st August 2023 to 31st July 2024

	Total	Cashbook & p/cash	B/S Adj 2023		B/S Adj 2024		Others
			Debtors	Creditors	Debtors	Creditors	
<b>Income</b>							
Fees	14,138.00	14,438.76	-	- 498.76	198.00		
HCC Grants/Funding	79,930.50	86,182.94		-		- 6,252.44	
Fundraising	1,311.06	2,111.90	-				- 800.84
Milk reimbursements	665.36	665.36					
T-Shirt/bookbag sales	120.60	300.00					- 179.40
Donations	55.00	55.00					
Gift Aid	67.34	67.34	-		-		
Bank Interest	1,207.35	1,207.35					
Miscellaneous	140.00	140.00					
<b>Total</b>	<b>97,635.21</b>	<b>105,168.65</b>	<b>-</b>	<b>- 498.76</b>	<b>198.00</b>	<b>- 6,252.44</b>	<b>- 980.24</b>

<b>Expenditure</b>							
Wages & Employers NI	81,824.15	82,352.35		- 1,402.69		874.49	
Rent	10,806.70	10,616.35		- 577.65		768.00	
Fundraising	-	800.84					- 800.84
T-shirts & book bags	-	179.40					- 179.40
Milk	665.36	665.36					
Staff Training	270.00	270.00					
Subscriptions	788.60	788.60					
Repairs/maintenance/cleaning	1,418.99	1,418.99					
Printing/stationery/admin	527.78	527.78					
Phone & Internet	570.92	570.92					
General supplies & equipment	2,707.26	2,707.26					
Insurance	974.06	974.06					
Accountancy & Bookkeeping	50.00	50.00					
Gifts & Social	590.21	590.21					
Sundries	988.97	988.97					
Bank Charges	60.00	60.00					
Petty cash withdrawals	-	-					
<b>Total</b>	<b>102,243.00</b>	<b>103,561.09</b>	<b>-</b>	<b>- 1,980.34</b>	<b>-</b>	<b>1,642.49</b>	<b>- 980.24</b>

Net Movement - 4,607.79 1,607.56 - 1,481.58 198.00 - 7,894.93 -

**Bank Accounts**

Opening

Current account	5,232.23
Deposit	51,066.44
Cash in hand	179.42
<b>Total</b>	<b>56,478.09</b>

Closing

Current account	12,769.64
Deposit	45,258.46
Cash in hand	57.55
<b>Total</b>	<b>58,085.65</b>

Movement 1,607.56

## Datchworth Pre-School

### Income Expenditure - 01/08/23 to 31/07/24

<b><u>INCOME</u></b>	<b><u>Bank A/c</u></b>	<b><u>Petty Cash</u></b>	<b><u>Total</u></b>
Fees	14,438.76	-	14,438.76
HCC Grants/Funding	86,182.94	-	86,182.94
Fundraising	1,000.70	1,111.20	2,111.90
Milk reimbursements	665.36	-	665.36
Uniform sales	185.00	115.00	300.00
Donations	55.00	-	55.00
Gift Aid	67.34	-	67.34
Bank Interest	1,207.35	-	1,207.35
Miscellaneous	140.00	-	140.00
<b><u>TOTAL INCOME</u></b>	<b><u>103,942.45</u></b>	<b><u>1,226.20</u></b>	<b><u>105,168.65</u></b>
<b><u>EXPENDITURE</u></b>			
Wages & Employers NI	82,352.35	-	82,352.35
Rent	10,616.35	-	10,616.35
Fundraising	783.24	17.60	800.84
T-shirts & book bags	179.40	-	179.40
Milk	665.36	-	665.36
Staff Training	270.00	-	270.00
Subscriptions	788.60	-	788.60
Repairs/maintenance/cleaning	168.99	1,250.00	1,418.99
Printing/stationery	527.78	-	527.78
Phone & Internet	570.92	-	570.92
General supplies & equipment	1,904.28	802.98	2,707.26
Insurance	974.06	-	974.06
Accountancy & Bookkeeping	50.00	-	50.00
Gifts & Social	494.72	95.49	590.21
Sundries	806.97	182.00	988.97
Bank Charges	60.00	-	60.00
Petty cash withdrawals	-	-	-
<b><u>TOTAL EXPENDITURE</u></b>	<b><u>101,213.02</u></b>	<b><u>2,348.07</u></b>	<b><u>103,561.09</u></b>
Difference	<u>2,729.43</u>	<u>-1,121.87</u>	<u>1,607.56</u>

**DATCHWORTH PRE-SCHOOL**

England & Wales - Charity number 1026232

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# Accounts

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## **Trustee's Report for year ending 31<sup>st</sup> July 2023**

This report accompanies the accounts for 1<sup>st</sup> August 2022 – 31<sup>st</sup> July 2023. They have been prepared by Louisa Edwards and have been independently examined by Kirsty Citrano. The Pre-school Committee are very grateful to both people.

The pre-school ended the year with a surplus of £5503.74 bringing the current balance to £54,996.91. This is made up from £5232.23 in the current account and £179.42 cash in hand, -£1980.34 being the net balance of creditors and debtors and £51,066.44 is being held in the reserve account. It is recommended by the Early Years Alliance and Charity Commission that a minimum of 1 term's expenditure, which in the case of Datchworth Pre-school amounts to approximately £35,000, should be held in reserve.

Total income increased by £21,391 compared with the previous year and expenditure increased by £11,773. A brief explanation of the significant variances of income and expenditure from the previous year are given below:

### **Income**

Income from fees and funding has increased by approx. £15,400 mainly due to an increase in pupil numbers and attendance. Fundraising income was approx. £2000 higher than the previous year and grants & donations increased by nearly £3000.

### **Expenditure**

The increase in expenditure is mainly due to the cost of redeveloping the outside play space which had been budgeted for the previous year and was mostly covered by grants and donations. The pre-school continues to closely monitor spending and savings are made wherever possible without resulting in a lowering of standards or affecting the quality of provision.

Fundraising remains an important source of additional income which enables the pre-school to purchase equipment and materials for the children to use. It is recommended that each year the full amount of the income generated is put back into the pre-school as soon as possible so that the children quickly enjoy the benefits. A huge 'thank you' should be given to all members of the committee, staff and parents who contributed in any way to the fundraising activities.

Stephanie Bryce  
Chair of Management Committee  
Datchworth Pre-school

REGISTERED CHARITY NO.1026232

Datchworth Village Hall, 52 Datchworth Green, Datchworth, Hertfordshire SG3 6TL  
Tel : 01438 814310



Section A

Independent Examiner's Report

Report to the trustees

Datchworth Pre-school

On accounts for the year  
ended

31<sup>st</sup> July 2023

Charity no  
(if any)

1026232

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023.

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:

13/9/23

Name:

Mrs Kirsty Citrano

Address:

36 Robbery Bottom Lane

Welwyn

AL6 0UN

**Datchworth Pre-School**

**Report & Accounts**

**For**

**Year Ending 31st July 2023**

Datchworth Pre-school

End of Year Financial Report 01/08/2022 to 31/07/2023

	<u>2023</u>	<u>2022</u>
<b><u>INCOME</u></b>		
<b><u>Fees Received From :</u></b>		
Session/Lunch Club	21,669.56	11,276.15
Grants (Herts C.C.)	78,877.06	73,871.27
	<u>100,546.62</u>	<u>85,147.42</u>
<b><u>Fundraising</u></b>		
Gross income	3,285.96	1,303.98
Fundraising costs (see note 1)	- 360.04	- 413.24
	<u>2,925.92</u>	<u>890.74</u>
<b><u>Milk Reimbursements</u></b>	689.64	481.03
	<u>689.64</u>	<u>481.03</u>
<b><u>Other Income</u></b>		
DVH reimbursed cleaning	-	30.00
T-Shirt & book bag net sales (see note 2)	16.57	- 199.18
Donations	3,520.70	557.00
Gift Aid	133.53	66.25
Bank Interest	451.93	30.16
Miscellaneous (see note 3)	110.00	-
	<u>4,232.73</u>	<u>484.23</u>
<b><u>TOTAL INCOME</u></b>	<u>108,394.91</u>	<u>87,003.42</u>
<b><u>EXPENDITURE</u></b>		
Wages & Employers N.I.	75,105.68	75,867.69
Rent	7,305.40	5,392.53
Book bags	-	144.36
Milk	681.84	476.55
Staff Training	1,003.95	691.02
Subscriptions (see note 4)	649.04	396.99
Repairs/Maintenance/Cleaning	10,518.13	1,757.90
Printing, Stationery, Admin	475.41	448.53
Phone & Internet	577.89	588.69
General Supplies & Equipment	4,100.65	3,633.49
Insurance	929.41	902.74
Accountancy & Bookkeeping	50.00	50.00
Gifts & Social (see note 5)	760.75	543.09
Sundries (see note 6)	673.02	128.96
Bank Charges	60.00	96.00
<b><u>TOTAL EXPENDITURE</u></b>	<u>102,891.17</u>	<u>91,118.54</u>
<b>Excess of Income over Expenditure</b>	5,503.74	- 4,115.12
<b>Balance B/F 1st August 2022</b>	49,493.17	53,608.29
<b>Balance C/F 31st July 2023</b>	<u>54,996.91</u>	<u>49,493.17</u>

## Notes to the Accounts

### INCOME

<b>(1) Fundraising costs</b>	
Lottery Licence	20.00
Christmas cards	154.90
Raffle tickets	34.00
Letters from Santa	13.14
Mother's Day	84.00
Father's Day	54.00
	<hr/>
	<b>360.04</b>
<b>(2) T-shirts &amp; book bag sales 2022/2023 (net of costs)</b>	<b>16.57</b>
<b>(3) Miscellaneous income re Paediatric First Aid Training</b>	<b>110.00</b>

### EXPENDITURE

<b>(4) Subscriptions</b>	
Magazine & publication subscriptions	110.75
Early Years Forum	60.00
DBS Checks & Renewals	149.50
Office software	123.79
Teach in Herts	120.00
Data Protection	35.00
Ofsted	50.00
	<hr/>
	<b>649.04</b>
<b>(5) Gifts &amp; Social</b>	
Staff meals	523.50
Gifts	327.05
	<hr/>
	<b>850.55</b>
<b>(6) Sundries</b>	
Village Fete programme advert	35.00
Disco Ducks music sessions	120.00
Ark Farm visit	312.00
Staff uniform	175.07
Postage	3.90
Mileage & parking	27.05
	<hr/>
	<b>673.02</b>

Datchworth Pre-School  
Balance Sheet As At 31st July 2023

	<u>2023</u>	<u>2022</u>
<b><u>CURRENT ASSETS</u></b>		
Bank Current Account	5,232.23	5,048.31
Bank Deposit Account	51,066.44	45,630.85
Cash in Hand	179.42	190.93
Debtors	498.76	66.25
(Note 1)	<u>56,976.85</u>	<u>50,936.34</u>
Less Creditors	- 1,980.34	- 1,443.17
(Note 2)		
<b>NET ASSETS</b>	<u><u>54,996.51</u></u>	<u><u>49,493.17</u></u>

**(1) Debtors**

Fees owing for 30 hours scheme claim	498.76	-
Gift Aid for Tax Year 2021/22	-	66.25
	<u>498.76</u>	<u>66.25</u>

**(2) Creditors**

Tax & NI owing for PAYE (July)	292.91	145.44
PAYE overtime owing (July)	1,109.78	522.98
Rent owing for July	577.65	614.35
County Supplies invoice	-	70.60
End of term staff gifts	-	89.80
	<u>1,980.34</u>	<u>1,443.17</u>

Approved by

S.L. BRYCE

(Chairperson)

Date

26.9.23

**Datchworth Pre-school Accounts Spreadsheet**  
**1st August 2022 to 31st July 2023**

	Total	Cashbook & p/cash	B/S Adj 2022		B/S Adj 2023		Others
			Debtors	Creditors	Debtors	Creditors	
<b>Income</b>							
Fees	21,669.56	21,170.80	-		498.76		
HCC Grants/Funding	78,877.06	78,877.06					
Fundraising	2,925.92	3,285.96	-				360.04
Milk reimbursements	689.64	689.64					
T-Shirt/bookbag sales	16.57	275.00					258.43
Donations	3,520.70	3,520.70					
Gift Aid	133.53	199.78	66.25				
Bank Interest	451.93	451.93					
Miscellaneous	110.00	110.00					
<b>Total</b>	<b>108,394.91</b>	<b>108,580.87</b>	<b>66.25</b>	<b>-</b>	<b>498.76</b>	<b>-</b>	<b>618.47</b>
<b>Expenditure</b>							
Wages & Employers NI	75,105.68	74,371.41		668.42		1,402.69	
Rent	7,305.40	7,342.10		614.35		577.65	
Fundraising	-	360.04					360.04
T-shirts & book bags	-	258.43					258.43
Milk	681.84	681.84					
Staff Training	1,003.95	1,003.95					
Subscriptions	649.04	649.04					
Repairs/maintenance/cleaning	10,518.13	10,518.13					
Printing/stationery/admin	475.41	475.41					
Phone & Internet	577.89	577.89					
General supplies & equipment	4,100.65	4,171.25		70.60			
Insurance	929.41	929.41					
Accountancy & Bookkeeping	50.00	50.00					
Gifts & Social	760.75	850.55		89.80			
Sundries	673.02	673.02					
Bank Charges	60.00	60.00					
Petty cash withdrawals	-	-					
<b>Total</b>	<b>102,891.17</b>	<b>102,972.47</b>	<b>-</b>	<b>1,443.17</b>	<b>-</b>	<b>1,980.34</b>	<b>618.47</b>
<b>Net Movement</b>	<b>5,503.74</b>	<b>5,608.40</b>	<b>66.25</b>	<b>1,443.17</b>	<b>498.76</b>	<b>- 1,980.34</b>	<b>-</b>
<b>Bank Accounts</b>							
<u>Opening</u>							
Current account	5,048.31						
Deposit	45,630.85						
Cash in hand	190.93						
<b>Total</b>	<b>50,870.09</b>						
<u>Closing</u>							
Current account	5,232.23						
Deposit	51,066.44						
Cash in hand	179.42						
<b>Total</b>	<b>56,478.09</b>						
<b>Movement</b>	<b>5,608.00</b>						

## Datchworth Pre-School

### Income Expenditure - 01/08/22 to 31/07/23

	<u>Bank A/c</u>	<u>Petty Cash</u>	<u>Total</u>
<b><u>INCOME</u></b>			
Fees	21,000.80	170.00	21,170.80
HCC Grants/Funding	78,877.06	-	78,877.06
Fundraising	1,885.51	1,400.45	3,285.96
Milk reimbursements	689.64	-	689.64
Uniform sales	150.00	125.00	275.00
Donations	3,464.00	56.70	3,520.70
Gift Aid	199.78	-	199.78
Bank Interest	451.93	-	451.93
Miscellaneous	110.00		110.00
<b><u>TOTAL INCOME</u></b>	<u>106,828.72</u>	<u>1,752.15</u>	<u>108,580.87</u>
<b><u>EXPENDITURE</u></b>			
Wages & Employers NI	74,358.34	13.07	74,371.41
Rent	7,342.10		7,342.10
Fundraising	222.04	138.00	360.04
T-shirts & book bags	258.43		258.43
Milk	681.84		681.84
Staff Training	1,003.95		1,003.95
Subscriptions	649.04		649.04
Repairs/maintenance/cleaning	9,373.13	1,145.00	10,518.13
Printing/stationery/admin	452.83	22.58	475.41
Phone & Internet	577.89		577.89
General supplies & equipment	3,439.44	731.81	4,171.25
Insurance	929.41		929.41
Accountancy & Bookkeeping	50.00		50.00
Gifts & Social	838.30	12.25	850.55
Sundries	522.07	150.95	673.02
Bank Charges	60.00		60.00
Petty cash withdrawals	-		-
<b><u>TOTAL EXPENDITURE</u></b>	<u>100,758.81</u>	<u>2,213.66</u>	<u>102,972.47</u>
Difference	<u>6,069.91</u>	<u>-461.51</u>	<u>5,608.40</u>

**DATCHWORTH PRE-SCHOOL**

England & Wales - Charity number 1026232

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# Accounts

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## **Treasurer's Report for year ending 31<sup>st</sup> July 2022**

This report accompanies the accounts for 1<sup>st</sup> August 2021 – 31<sup>st</sup> July 2022. They have been prepared by Louisa Edwards and have been independently examined by Kirsty Citrano. The Pre-school Committee are very grateful to both for their continued support.

As with many businesses and charities this academic year has seen some challenges. We have seen inflation hit record levels, gas prices increase at phenomenal rates and wage and rent inflation. Datchworth pre-school ended the year with a deficit of -£4,115.12 bringing the current balance to £49,493.17, of which £45,630.85 is being held in the reserve account. It is recommended by the Early Years Alliance and Charity Commission that a minimum of 1 term's expenditure, which in the case of Datchworth Pre-school amounts to approximately £30,000, should be held in reserve.

Total income decreased by £9,381 (c.10%) compared with the previous year and expenditure increased by £8,244 (c.10%). A brief explanation of the significant variances of income and expenditure from the previous year are given below:

### **Income**

Income from fees and funding has decreased by approx. £6,600 (c.7%). This is largely due to a number of pupils leaving unexpectedly mid-year. Fundraising income was approx. £1,400 (c.60%) lower than the previous year with a number of events cancelled due to lack of interest.

### **Expenditure**

The increase in expenditure is mainly due to salary costs with wages up +14% and the recent rent increase driving rent up 21% vs prior year. The pre-school has worked very hard to keep a cap on spending again this year and I would like to recognise the efforts made by Louisa to reduce costs in such a challenging environment. We can see savings visible throughout the P&L with General supplies down c.15% maintenance costs down c.38% and sundries down a further c.65%. These savings are made without resulting in a lowering of standards or affecting the quality of provision.

Fundraising remains an important source of additional income which enables the pre-school to purchase equipment and materials for the children to use. It is recommended that each year the full amount of the income generated is put back into the pre-school as soon as possible so that the children quickly enjoy the benefits. A huge 'thank you' should be given to all members of the committee, staff and parents who contributed in any way to the fundraising activities and we ask that focus remains in this area to improve fundraising back to previous levels.

A handwritten signature in blue ink, appearing to read 'Nikki Garrod'.

Nikki Garrod  
(Datchworth Pre-school Treasurer)

REGISTERED CHARITY NO.1026232

Datchworth Village Hall, 52 Datchworth Green, Datchworth, Hertfordshire SG3 6TL  
Tel : 01438 814310



Section A

Independent Examiner's Report

Report to the trustees/ members of

Datchworth Pre-school

On accounts for the year ended

31<sup>st</sup> July 2022

Charity no (if any)

1026232

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.

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:

*Kirsty Citrano*

Date:

28/9/22

Name:

Kirsty Citrano

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

Address:

36 ROBBERY BOTTOM LANE  
NEWLYN  
ALG OUN

# **Datchworth Pre-School**

## **Report & Accounts**

**For**

**Year Ending 31st July 2022**

Datchworth Pre-school

End of Year Financial Report 01/08/2021 to 31/07/2022

	<u>2022</u>	<u>2021</u>
<b><u>INCOME</u></b>		
<b><u>Fees Received From :</u></b>		
Session/Lunch Club	11,276.15	15,692.65
Grants (Herts C.C.)	73,871.27	76,066.62
	<u>85,147.42</u>	<u>91,759.27</u>
<b><u>Fundraising</u></b>		
Gross income	1,303.98	2,529.83
Fundraising costs (see note 1)	- 413.24	- 201.56
	<u>890.74</u>	<u>2,328.27</u>
<b><u>Milk Reimbursements</u></b>		
	481.03	564.72
	<u>481.03</u>	<u>564.72</u>
<b><u>Other Income</u></b>		
HMRC Job retention scheme	-	793.44
DVH reimbursed cleaning	30.00	456.00
T-Shirt & book bag net sales (see note 2)	- 199.18	134.94
Donations	557.00	68.01
Gift Aid	66.25	276.28
Bank Interest (deposit a/c only)	30.16	3.49
	<u>484.23</u>	<u>1,732.16</u>
	<u>87,003.42</u>	<u>96,384.42</u>
<b><u>TOTAL INCOME</u></b>		
 <b><u>EXPENDITURE</u></b>		
Wages & Employers N.I.	75,867.69	66,561.63
Rent	5,392.53	4,442.05
Book bags	144.36	-
Milk	476.55	558.48
Staff Training	691.02	943.25
Subscriptions (see note 3)	396.99	564.30
Repairs/Maintenance/cleaning	1,757.90	2,833.21
Printing, Stationery, Admin	448.53	301.04
Phone & Internet	588.69	410.51
General Supplies & Equipment	3,633.49	4,254.95
Insurance	902.74	884.60
Accountancy & Bookkeeping	50.00	50.00
Gifts & Social (see note 4)	543.09	625.77
Sundries (see note 5)	128.96	363.74
Bank Charges	96.00	81.00
	<u>91,118.54</u>	<u>82,874.53</u>
<b><u>TOTAL EXPENDITURE</u></b>		
 Excess of Income over Expenditure	<u>- 4,115.12</u>	<u>13,509.89</u>
Balance B/F 1st August 2021	53,608.29	40,098.40
Balance C/F 31st July 2022	<u>49,493.17</u>	<u>53,608.29</u>

## Notes to the Accounts

### INCOME

<b>(1) Fundraising costs</b>	20.00
Lottery Licence	163.20
Christmas cards	52.92
Christmas photo baubles	30.12
Letters from Santa	126.00
Nearly New Sale	21.00
Quiz Night Bar Licence (cancelled event)	<u>413.24</u>
<b>(2) T-shirts &amp; book bag sales 2021/2022 (net of costs)</b>	- 199.18

### EXPENDITURE

<b>(3) Subscriptions</b>	88.00
Magazine subscriptions	60.00
Early Years Forum	104.00
DBS Checks & Renewals	59.99
Office software	35.00
Data Protection	50.00
Ofsted	<u>396.99</u>
<b>(4) Gifts &amp; Social</b>	149.55
Staff Xmas meal	393.54
Gifts	<u>543.09</u>
<b>(5) Sundries</b>	33.75
Village Fete programme advert	63.00
Farm membership for EYPP child	25.00
Mini Mozart music session	- 19.79
Sample uniform tunic (returned)	27.00
Additional keys	<u>128.96</u>

Datchworth Pre-School  
Balance Sheet As At 31st July 2022

	<u>2022</u>	<u>2021</u>
<b><u>CURRENT ASSETS</u></b>		
Bank Current Account	5,048.31	4,323.98
Bank Deposit Account	45,630.85	50,601.77
Cash in Hand	190.93	137.22
Debtors	66.25	49.79
(Note 1)	<u>50,936.34</u>	<u>55,112.76</u>
Less Creditors	-	-
(Note 2)	1,443.17	1,504.47
	<u>49,493.17</u>	<u>53,608.29</u>
<b><u>NET ASSETS</u></b>		

**(1) Debtors**

DVH - refund for toilet cleaning July 2021	-	30.00
Alexandra Workwear - refund for returned sample tunic	-	19.79
Gift Aid for Tax Year 2021/22	66.25	-
	<u>66.25</u>	<u>49.79</u>

**(2) Creditors**

HNF overpayment clawback	-	916.20
Tax & NI owing for PAYE (July)	145.44	265.68
PAYE overtime owing (July)	522.98	264.61
Rent owing for July	614.35	-
County Supplies invoice	70.60	57.98
End of term staff gifts	89.80	-
	<u>1,443.17</u>	<u>1,504.47</u>

Approved by \_\_\_\_\_

*Bryce*

(Chairperson)

Date \_\_\_\_\_

*28/9/22*

Datchworth Pre-school Accounts Spreadsheet  
1st August 2021 to 31st July 2022

	Total	Cashbook & p/cash	B/S Adj 2021		B/S Adj 2022		Others
			Debtors	Creditors	Debtors	Creditors	
<b>Income</b>							
Fees	11,276.15	11,276.15	-				
HCC Grants/Funding	73,871.27	72,955.07		916.20			
Fundraising	890.74	1,303.98	-				413.24
Milk reimbursements	481.03	481.03					
DVH cleaning reimbursements	30.00	60.00	-	30.00			
T-Shirt/bookbag sales	-	199.18					519.18
Donations	557.00	557.00					
Gift Aid	66.25	-			66.25		
Bank Interest	30.16	30.16					
<b>Total</b>	<b>87,003.42</b>	<b>86,983.39</b>	<b>-</b>	<b>30.00</b>	<b>916.20</b>	<b>66.25</b>	<b>-</b>

<b>Expenditure</b>							
Wages & Employers NI	75,867.69	75,729.56	-	530.29		668.42	
Rent	5,392.53	4,778.18				614.35	
Fundraising	-	413.24					413.24
T-shirts & book bags	144.36	663.54					519.18
Milk	476.55	476.55					
Staff Training	691.02	691.02					
Subscriptions	396.99	396.99					
Repairs/maintenance/cleaning	1,757.90	1,757.90					
Printing/stationery/admin	448.53	448.53					
Phone & Internet	588.69	588.69					
General supplies & equipment	3,633.49	3,601.08	19.79	-	57.98		70.60
Insurance	902.74	902.74					
Accountancy & Bookkeeping	50.00	50.00					89.80
Gifts & Social	543.09	453.29					
Sundries	128.96	128.96					
Bank Charges	96.00	96.00					
Petty cash withdrawals	-	-					
<b>Total</b>	<b>91,118.54</b>	<b>91,176.27</b>	<b>19.79</b>	<b>-</b>	<b>588.27</b>	<b>-</b>	<b>1,443.17</b>
<b>Net Movement</b>	<b>-</b>	<b>4,115.12</b>	<b>-</b>	<b>4,192.88</b>	<b>-</b>	<b>49.79</b>	<b>1,504.47</b>
						<b>66.25</b>	<b>-</b>
						<b>1,443.17</b>	<b>-</b>

**Bank Accounts**

Opening

Current account	4,323.98
Deposit	50,601.77
Cash in hand	137.22
<b>Total</b>	<b>55,062.97</b>

Closing

Current account	5,048.31
Deposit	45,630.85
Cash in hand	190.93
<b>Total</b>	<b>50,870.09</b>

Movement

<b>-</b>	<b>4,192.88</b>
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## Datchworth Pre-School

### Income Expenditure - 01/08/21 to 31/07/22

	<u>Bank A/c</u>	<u>Petty Cash</u>	<u>Total</u>
<b><u>INCOME</u></b>			
Fees	11,256.15	20.00	11,276.15
HCC Grants/Funding	72,955.07	-	72,955.07
Fundraising	801.18	502.80	1,303.98
Milk reimbursements	481.03	-	481.03
DVH cleaning reimbursements	60.00	-	60.00
T-Shirt/bookbag sales	80.00	240.00	320.00
Donations	557.00	-	557.00
Gift Aid	-	-	-
Bank Interest	30.16	-	30.16
<b><u>TOTAL INCOME</u></b>	<u>86,220.59</u>	<u>762.80</u>	<u>86,983.39</u>
<b><u>EXPENDITURE</u></b>			
Wages & Employers NI	75,729.56		75,729.56
Rent	4,778.18		4,778.18
Fundraising	401.10	12.14	413.24
T-shirts & book bags	663.54		663.54
Milk	476.55		476.55
Staff Training	691.02		691.02
Subscriptions	396.99		396.99
Repairs/maintenance/cleaning	267.90	1,490.00	1,757.90
Printing/stationery/admin	371.41	77.12	448.53
Phone & Internet	588.69		588.69
General supplies & equipment	2,498.75	1,102.33	3,601.08
Insurance	902.74		902.74
Accountancy & Bookkeeping	50.00		50.00
Gifts & Social	450.79	2.50	453.29
Sundries	103.96	25.00	128.96
Bank Charges	96.00		96.00
Petty cash withdrawals	-		-
<b><u>TOTAL EXPENDITURE</u></b>	<u>88,467.18</u>	<u>2,709.09</u>	<u>91,176.27</u>
Difference	<u>-2,246.59</u>	<u>-1,946.29</u>	<u>-4,192.88</u>

**DATCHWORTH PRE-SCHOOL**

England & Wales - Charity number 1026232

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# Accounts

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### Treasurer's Report for year ending 31<sup>st</sup> July 2021

This report accompanies the accounts for 1<sup>st</sup> August 2020 – 31<sup>st</sup> July 2021. They have been prepared by Louisa Edwards and independently examined by Kirsty Citrano. The Pre-school Committee are very grateful to both for their efforts.

The pre-school ended the year with a surplus of £13,509.89 bringing the balance carried forward @ 31<sup>st</sup> July 2021 to £53,608.29. This is made up from £4,461.20 in the current account plus cash in hand, - £1,454.68 being the net balance of creditors and debtors and £50,601.77 held in the reserve account. It is recommended by the Early Years Alliance and Charity Commission that a minimum of 1 term's expenditure, which in the case of Datchworth Pre-school amounts to approximately £30,000, should be held in reserve.

Total income increased by £733.62 compared with the previous year and expenditure decreased by £1,531.05. A brief explanation of the significant variances of income and expenditure from the previous year are given below:

#### Income

Income from fees and funding has increased by approx. £2,000. This is largely due to an increase in overall pupil numbers following the relaxation of Covid restrictions. Fundraising income has also increased approx. £1,250 as COVID restrictions have eased. While income from HMRC for the job retention scheme has significantly reduced (£2,724).

#### Expenditure

There have been no notable increases in expenditure this year. The pre-school has worked very hard to maintain tight control on spending and savings have been made wherever possible without resulting in a lowering of standards or affecting the quality of provision.

Fundraising remains an important source of additional income which enables the pre-school to purchase equipment and materials for the children to use. It is recommended that each year the full amount of the income generated is put back into the pre-school as soon as possible so that the children quickly enjoy the benefits. A huge 'thank you' should be given to all members of the committee, staff and parents who contributed in any way to the fundraising activities.

Nikki Garrod  
(Datchworth Pre-school Treasurer)

REGISTERED CHARITY NO.1026232

Datchworth Village Hall, 52 Datchworth Green, Datchworth, Hertfordshire SG3 6TL  
Tel: 01438 814310



Section A

Independent Examiner's Report

Report to the trustees/ members of Charity Name  
DATCHWORTH PRE-SCHOOL

On accounts for the year ended 31<sup>st</sup> JULY 2021 Charity no (if any) 1026232

Set out on pages (remember to include the page numbers of additional sheets)

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

Responsibilities and basis of report

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

Independent examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 22/09/21

Name: KIRSTY CITRANO

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

Address:

36 ROBBERY BOTTOM LANE

WELWYN, HERTFORDSHIRE

ALG OUN

**Datchworth Pre-School**

**Report & Accounts**

**For**

**Year Ending 31st July 2021**

## Datchworth Pre-school

### End of Year Financial Report 01/08/2020 to 31/07/2021

	<u>2021</u>	<u>2020</u>
<b><u>INCOME</u></b>		
<b><u>Fees Received From :</u></b>		
Session/Lunch Club	15,692.65	13,666.57
Grants (Herts C.C.)	76,066.62	76,140.27
	<u>91,759.27</u>	<u>89,806.84</u>
<b><u>Fundraising</u></b>		
Gross income	2,529.83	1,744.03
Fundraising costs (see note 1)	-	670.70
	<u>2,328.27</u>	<u>1,073.33</u>
<b><u>Milk Reimbursements</u></b>		
	564.72	348.10
	<u>564.72</u>	<u>348.10</u>
<b><u>Other Income</u></b>		
HMRC Job retention scheme	793.44	3,517.33
DVH reimbursed cleaning	456.00	360.00
T-Shirt & book bag net sales (see note 2)	134.94	10.09
Donations	68.01	311.10
Gift Aid	276.28	184.75
Bank Interest (deposit a/c only)	3.49	39.26
	<u>1,732.16</u>	<u>4,422.53</u>
<b><u>TOTAL INCOME</u></b>	<u>96,384.42</u>	<u>95,650.80</u>
 <b><u>EXPENDITURE</u></b>		
Wages & Employers N.I.	66,561.63	69,048.04
Rent	4,442.05	4,375.75
Milk	558.48	350.25
Staff Training	943.25	686.00
Subscriptions (see note 3)	564.30	1,282.80
Repairs/Maintenance/cleaning	2,833.21	2,142.04
Printing, Stationery, Admin	301.04	300.07
Phone & Internet	410.51	627.05
General Supplies & Equipment	4,254.95	3,924.15
Insurance	884.60	888.52
Accountancy & Bookkeeping	50.00	255.00
Gifts & Social (see note 4)	625.77	340.50
Sundries (see note 5)	363.74	125.41
Bank Charges	81.00	60.00
<b><u>TOTAL EXPENDITURE</u></b>	<u>82,874.53</u>	<u>84,405.58</u>
<b>Excess of Income over Expenditure</b>	13,509.89	11,245.22
<b>Balance B/F 1st August 2020</b>	40,098.40	28,853.18
<b>Balance C/F 31st July 2021</b>	<u>53,608.29</u>	<u>40,098.40</u>

## Notes to the Accounts

### INCOME

#### **(1) Fundraising costs**

Lottery Licence	20.00
Christmas cards	159.00
Christmas photo baubles	9.99
Nativity DVDs	3.99
Letters from Santa	8.58

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**201.56**

#### **(2) T-shirts & book bag sales 2020/2021 (net of costs)**

**134.94**

### EXPENDITURE

#### **(3) Subscriptions**

Magazine subscriptions	88.00
Website	216.00
Early Years Forum	60.00
DBS Checks & Renewals	115.30
Data Protection	35.00
Ofsted	50.00

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**564.30**

#### **(4) Gifts & Social**

Staff Summer meal	72.12
Gifts	553.65

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**625.77**

#### **(5) Sundries**

Duckling hatching kit	318.00
Sample uniform tunic (returned)	5.99
Additional keys	39.75

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**363.74**

Datchworth Pre-School  
Balance Sheet As At 31st July 2021

	<u>2021</u>	<u>2020</u>
<b><u>CURRENT ASSETS</u></b>		
Bank Current Account	4,323.98	10,063.38
Bank Deposit Account	50,601.77	30,598.28
Cash in Hand	137.22	51.50
Debtors	49.79	-
(Note 1)	<u>55,112.76</u>	<u>40,713.16</u>
Less Creditors	-	-
(Note 2)	1,504.47	614.76
<b><u>NET ASSETS</u></b>	<u><u>53,608.29</u></u>	<u><u>40,098.40</u></u>

**(1) Debtors**

DVH - refund for toilet cleaning	30.00	-
Alexandra Workwear - refund for returned sample tunic	19.79	-
	<u>49.79</u>	<u>0.00</u>

**(2) Creditors**

HNF overpayment clawback	916.20	-
Tax & NI owing for PAYE (July)	265.68	174.32
PAYE overtime owing (July)	264.61	440.44
County Supplies invoice	57.98	-
	<u>1,504.47</u>	<u>614.76</u>

Approved by *S. Boyce* (Chairperson)

Date 14/10/21

## Datchworth Pre-School

### Income Expenditure - 01/08/20 to 31/07/21

	<u>Bank A/c</u>	<u>Petty Cash</u>	<u>Total</u>
<b><u>INCOME</u></b>			
Fees	15,662.65	30.00	15,692.65
HCC Grants/Funding	76,982.82	-	76,982.82
HMRC Job retention scheme	793.44	-	793.44
Fundraising	1,180.98	1,348.85	2,529.83
Milk reimbursements	564.72	-	564.72
DVH cleaning reimbursements	426.00	-	426.00
T-Shirt/bookbag sales	135.00	210.00	345.00
Donations	20.00	48.01	68.01
Gift Aid	276.28	-	276.28
Bank Interest	3.49	-	3.49
<b><u>TOTAL INCOME</u></b>	<u>96,045.38</u>	<u>1,636.86</u>	<u>97,682.24</u>
<b><u>EXPENDITURE</u></b>			
Wages & Employers NI	66,646.10		66,646.10
Rent	4,442.05		4,442.05
Fundraising	179.00	22.56	201.56
T-shirts & book bags	210.06		210.06
Milk	558.48		558.48
Staff Training	943.25		943.25
Subscriptions	540.00	24.30	564.30
Repairs/maintenance/cleaning	1,231.28	1,601.93	2,833.21
Printing/stationery/admin	253.82	47.22	301.04
Phone & Internet	410.51		410.51
General supplies & equipment	2,855.49	1,341.48	4,196.97
Insurance	884.60		884.60
Accountancy & Bookkeeping	50.00		50.00
Gifts & Social	562.12	63.65	625.77
Sundries	383.53		383.53
Bank Charges	81.00		81.00
Petty cash withdrawals	-		-
<b><u>TOTAL EXPENDITURE</u></b>	<u>80,231.29</u>	<u>3,101.14</u>	<u>83,332.43</u>
Difference	<u>15,814.09</u>	<u>-1,464.28</u>	<u>14,349.81</u>

Datchworth Pre-school Accounts Spreadsheet  
1st August 2020 to 31st July 2021

	Total	Cashbook & p/cash	B/S Adj 2020		B/S Adj 2021		Others
			Debtors	Creditors	Debtors	Creditors	
<b>Income</b>							
Fees	15,692.65	15,692.65	-		-		
HCC Grants/Funding	76,066.62	76,982.82			-	916.20	
HMRC Job retention scheme	793.44	793.44					
Fundraising	2,328.27	2,529.83	-				- 201.56
Milk reimbursements	564.72	564.72					
DVH cleaning reimbursements	456.00	426.00	-		30.00		
T-Shirt/bookbag sales	134.94	345.00					- 210.06
Donations	68.01	68.01					
Gift Aid	276.28	276.28					
Bank Interest	3.49	3.49					
<b>Total</b>	<b>96,384.42</b>	<b>97,682.24</b>	<b>-</b>	<b>-</b>	<b>30.00</b>	<b>- 916.20</b>	<b>- 411.62</b>
<b>Expenditure</b>							
Wages & Employers NI	66,561.63	66,646.10	-	614.76		530.29	
Rent	4,442.05	4,442.05				-	
Fundraising	-	201.56					- 201.56
T-shirts & book bags	-	210.06					- 210.06
Milk	558.48	558.48					
Staff Training	943.25	943.25					
Subscriptions	564.30	564.30					
Repairs/maintenance/cleaning	2,833.21	2,833.21					
Printing/stationery/admin	301.04	301.04					
Phone & Internet	410.51	410.51					
General supplies & equipment	4,254.95	4,196.97				57.98	
Insurance	884.60	884.60					
Accountancy & Bookkeeping	50.00	50.00					
Gifts & Social	625.77	625.77					
Sundries	363.74	383.53			-	19.79	
Bank Charges	81.00	81.00					
Petty cash withdrawals	-	-					
<b>Total</b>	<b>82,874.53</b>	<b>83,332.43</b>	<b>-</b>	<b>- 614.76</b>	<b>- 19.79</b>	<b>588.27</b>	<b>- 411.62</b>
<b>Net Movement</b>	<b>13,509.89</b>	<b>14,349.81</b>	<b>-</b>	<b>614.76</b>	<b>49.79</b>	<b>- 1,504.47</b>	<b>-</b>
<b><u>Bank Accounts</u></b>							
<b><u>Opening</u></b>							
Current account	10,063.38						
Deposit	30,598.28						
Cash in hand	51.50						
<b>Total</b>	<b>40,713.16</b>						
<b><u>Closing</u></b>							
Current account	4,323.98						
Deposit	50,601.77						
Cash in hand	137.22						
<b>Total</b>	<b>55,062.97</b>						
<b>Movement</b>	<b>14,349.81</b>						