



## Letter of Representation

**From: Trustees of Manor Farm Pre-School**

**To: Stephen Winterborne FCCA**

**Date:**

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**Manor Farm Pre-School**

[Charity Address]

Charity Number: 1026943

Dear Mr Winterborne,

### Letter of Representation – Year Ended 31 August 2024

In connection with your examination of the financial statements of Manor Farm Pre-School for the year ended 31 August 2024, for the purpose of expressing an independent examiner's report under section 145 of the Charities Act 2011, we confirm to the best of our knowledge and belief, the following representations made to you in connection with the examination:

1. **We acknowledge our responsibilities as trustees** for ensuring:
  - that the charity maintains proper accounting records,
  - that the financial statements give a true and fair view and comply with applicable law,
  - and that the charity has kept all relevant information, explanations and access to records as required for your examination.
2. We confirm that all accounting records have been made available to you for the purpose of your examination and all transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
3. We have made available to you all minutes of the meetings of trustees and subcommittees held during the year, and up to the date of approval of the financial statements.
4. We confirm that we have disclosed to you:
  - all known instances of non-compliance or suspected non-compliance with laws or regulations,
  - all known or suspected fraud affecting the charity involving management, employees, or third parties,
  - all transactions or agreements with trustees or other related parties that require disclosure in the financial statements.
5. We confirm that the financial statements have been prepared on a **going concern basis**, but note that the trustees have disclosed a material uncertainty relating to a potential transition of the charity's operations to Manor Farm Infant School. This uncertainty is disclosed appropriately in the financial statements and Trustees' Report.
6. We confirm that no events have occurred since the balance sheet date which would require disclosure or adjustment in the financial statements other than those already disclosed.
7. We confirm that all fundraising income, grants, donations, and other receipts have been properly recorded and disclosed.

8. We confirm that no trustee or person connected with a trustee has received any remuneration or benefit from the charity in the year, other than those disclosed in the accounts.

Please let us know if you require any further information.

Yours sincerely,


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**Signed on behalf of the Board of Trustees:**

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**Name:**

**Position:** Chair of Trustees

**Signature:** 

**Date:** 15.08.25.

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**MANOR FARM PRE-SCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

# MANOR FARM PRE-SCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Amy Ashton  
Catherine Bowles  
Grace Haymes  
Martin Woodbridge  
Charlotte Matthams  
Samantha Philpin  
Sian Barnes

### Charity number

1026943

### Independent examiner

Mr S Winterborne

### Bankers

Barclays Bank  
16 High St,  
High Wycombe  
HP11 2BG

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# MANOR FARM PRE-SCHOOL

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# **MANOR FARM PRE-SCHOOL**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 AUGUST 2024***

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The Trustees present the following report and financial statements for the year ended 31 August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in the note to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

### **Objectives and aims**

As trustees, our role is to oversee and govern the pre-school and be involved in and support its current and future position. Our aim is to provide stability and support for the pre-school so that it can function without extra financial stresses and be supported as and when needed. This involves regular meetings where we discuss fundraising opportunities and the current outlook of the pre-school. Furthermore, we use the results of these meetings to then aid any further actions that arise.

### **Achievements and performance**

Manor Farm Pre-school continues to flourish in its achievements and performance. The pre-school receives positive reports from parents of children at the school and are still recognised as an 'outstanding' childcare provider by Ofsted.

It is clear to see that the staff and management work hard to keep the standards and quality that were recognised by Ofsted as they themselves, trustees, parents and pupils are delighted and proud to be a part of the Manor Farm Pre-school community.

The pre-school continues to have a great reputation in the local area for their outstanding practice which is reflected by the pre-school being at full capacity and has a waiting list of more children wanting to attend. As well as their outstanding quality of provision, MFPS also provide brilliant support for children with specific needs and provide distinctive opportunities, such as forest school and planting in their garden.

### **Principal Funding source**

The charity receives no government funding except Gift Aid. It therefore is dependent on voluntary donations by parents and members of the local community through various fundraising projects. Because of this, the income varies significantly from period to period. It is used to assist in both operational requirements and to facilitate the needs of capital expenditure.

### **Investment Policy**

There is no restriction upon the charity's investment policy and the strategy is determined by the Trustees. The present strategy continues to be distribution of available funds into a deposit account.



# MANOR FARM PRE-SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2024**

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### **Risk Assessment**

The Trustees have assessed the risks that the pre-school may face but are content that the pre-school is still in an adequate financial position.

As a nation, we have been faced with increases in prices for general living and the pre-school are not an exception to this which has affected the expenditure. We are still faced with a period of unpredictability in terms of finances but the pre-school are doing what they can in the way of making cuts and incorporating more fundraising opportunities to try and counteract the effects of the cost of living.

Our financial situation is better than last, and it is encouraging to see that the pre-school is on a positive trajectory to being in a good financial state. With finding ways to cut costs and plans for more fundraising, we are hopeful that we will see a more positive outlook moving forwards.

### **Future Plans and Going Concern**

The trustees are currently reviewing the future operations of the charity. During the year, discussions have taken place regarding the potential transfer of the charity's activities and responsibilities to Manor Farm Infant School, which occupies the adjoining premises. At the date of approval of this report, no formal agreement has been made, but the trustees recognise that such a transition may have significant implications for the charity's future governance, operations, and structure.

The trustees will continue to assess the charity's financial and operational position in light of this potential change and will ensure that any decisions taken are in the best interests of the beneficiaries and consistent with the charity's objectives.

### **Financial review**

The final net surplus figure for the year 2023-2024 a surplus of £23,730 showing a significant difference from the previous year where there was a deficit of £10,866. There was a considerable increase in the cost of the premises (from £14,205 to £23,963) and due to less people on the payroll a decrease in staff wages (from £150,298 to 146,609).

There was an increase to the education grant received since the previous year (from £132,588 to £156,982).

In other areas, such as costs of training, seminars and grants there has been a slight increase from the previous year (from £874 to £1,449) and admin costs (from £3,369 to 4,072), whereas consumables decreased (from £2,148 to £2,122). There was also a considerable increase in the interest of our early bird offer this year (from £12,445 to 23,591).

On the other hand donations went down (from £1,870 to £1,359).

The factors where our surplus have increased are those in which we can mostly control (such as fundraising). The factors where our surplus have decreased are those over which we have less control. The committee is pleased with the overall improvement of the financial position of the pre-school since the previous year 2022-23.

# MANOR FARM PRE-SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2024**

---

### **Structure, governance and management**

The trustees who served during the year and up to the date of signature of the financial statements were:

Amy Ashton  
Catherine Bowles  
Grace Haymes  
Martin Woodbridge (appointed 26/09/2024)  
Charlotte Matthams (appointed 26/09/24)  
Samantha Philpin (appointed 26/09/24)  
Sian Barnes (appointed 26/09/24)  
Kirsty Burnage (appointed 26/09/24)

### **Future Liabilities**

The trustees have confirmed that they are not aware of any information or liability in which the accounts are not a true representation where the independent examiner is not aware. We are in a strong position in terms of our popularity in choice of pre-school/nursery setting (there is already a waiting list for places next year) and the feedback from parents confirms that the pre-school works above and beyond to ensure that the children are comfortable in their care and making progress in their early steps.

The trustees' report was approved by the Board of Trustees.

Mrs Amy Ashton – Chair of Trustees

Dated:



# MANOR FARM PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE MANOR FARM PRE-SCHOOL

---

I report to the trustees on my examination of the financial statements of Manor Farm Pre-School (the charity) for the year ended 31 August 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 financial statements to be reached.



Stephen Winterborne FCCA  
18 Firs View Road, Hazlemere, HP15 7TD  
Dated: 19/08/2025

# MANOR FARM PRE-SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2024**

	Notes	Unrestricted funds designated 2024 £	Unrestricted funds designated 2023 £
<b><u>Income from:</u></b>			
Donations		1,359	1,870
Investments	2	643	184
Other income	3	211,087	165,019
<b>Total incoming resources</b>		<u>213,089</u>	<u>167,073</u>
<b><u>Expenditure on:</u></b>			
Raising funds		<u>1,206</u>	<u>500</u>
Charitable activities	4	<u>188,153</u>	<u>177,439</u>
<b>Total resources expended</b>		<u>189,359</u>	<u>177,939</u>
<b>Net movement in funds</b>		23,730	(10,866)
Fund balances at 1 September 2023		<u>75,606</u>	<u>86,472</u>
<b>Fund balances at 31 August 2024</b>		<u><u>99,337</u></u>	<u><u>75,606</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# MANOR FARM PRE-SCHOOL

## BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2024

	2024		2023	
	£	£	£	£
<b>Current assets</b>				
Cash at bank and in hand	99,337		75,606	
	<u>99,337</u>		<u>75,606</u>	
Net current assets		99,337		75,606
<b>Total assets less current liabilities</b>		<u>99,337</u>		<u>75,606</u>
<b>Income funds</b>				
Unrestricted funds		99,337		75,606
		<u>99,337</u>		<u>75,606</u>

The financial statements were approved by the Trustees on  
and were signed on its behalf by:



Mrs Amy Ashton – Chair of Trustees

# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2024**

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### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

Income and expenditure has been recognised on a receipts and payments basis.

#### **1.2 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

#### **1.3 Incoming resources**

All income is included on a receipt's basis at the point at which they are paid into the cash and bank accounts

#### **1.4 Resources expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

#### **1.5 Going concern**

The financial statements have been prepared on a going concern basis. However, the trustees note that there is some uncertainty regarding the future of the charity. Discussions are ongoing regarding the potential transfer of operations to Manor Farm Infant School, which may result in the charity ceasing to operate in its current form. No formal agreement has been reached at the date of signing, but the trustees acknowledge that this represents a material uncertainty which may cast significant doubt on the charity's ability to continue as a going concern.



# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

### 2 Investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Interest receivable	643	184
	<u>643</u>	<u>184</u>

### 3 Other income

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Fees	16,510	12,115
Education grant	156,982	132,588
Milk fund	1,023	1,238
Fundraising	9,463	5,191
Early Bird	23,591	12,445
Training and Seminars	1,855	1,155
Other	1,663	287
	<u>211,087</u>	<u>165,019</u>

### 4 Charitable expenses

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Milk	1,101	1,259
Insurance	-	1,191
Wages	146,609	150,298
Training / Seminars / Grants	1,449	874
Consumables	2,122	2,148
Equipment	2,602	1,994
Administration	4,072	3,369
Premises	23,963	14,205
Banking Charges	159	123
Other	6,076	1,978
	<u>188,153</u>	<u>177,439</u>

# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

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### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 6 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	<u>7</u>	<u>8</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>146,609</u>	<u>150,298</u>

There were no employees whose annual remuneration was £60,000 or more.

### 7 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).



**MANOR FARM PRE-SCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2024**

# MANOR FARM PRE-SCHOOL

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Sian Barnes

### Charity number

1026943

### Independent examiner

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Barclays Bank  
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# MANOR FARM PRE-SCHOOL

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# **MANOR FARM PRE-SCHOOL**

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***FOR THE YEAR ENDED 31 AUGUST 2024***

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# MANOR FARM PRE-SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2024**

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### **Risk Assessment**

The Trustees have assessed the risks that the pre-school may face but are content that the pre-school is still in an adequate financial position.

As a nation, we have been faced with increases in prices for general living and the pre-school are not an exception to this which has affected the expenditure. We are still faced with a period of unpredictability in terms of finances but the pre-school are doing what they can in the way of making cuts and incorporating more fundraising opportunities to try and counteract the effects of the cost of living.

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The final net surplus figure for the year 2023-2024 a surplus of £23,730 showing a significant difference from the previous year where there was a deficit of £10,866. There was a considerable increase in the cost of the premises (from £14,205 to £23,963) and due to less people on the payroll a decrease in staff wages (from £150,298 to 146,609).

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# MANOR FARM PRE-SCHOOL

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 AUGUST 2024**

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### **Structure, governance and management**

The trustees who served during the year and up to the date of signature of the financial statements were:

Amy Ashton  
Catherine Bowles  
Grace Haymes  
Martin Woodbridge (appointed 26/09/2024)  
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The trustees' report was approved by the Board of Trustees.

Mrs Amy Ashton – Chair of Trustees

Dated:



# MANOR FARM PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT

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- 2 the financial statements do not accord with those records; or
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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 financial statements to be reached.

Stephen Winterborne FCCA  
18 Firs View Road, Hazlemere, HP15 7TD  
Dated:

# MANOR FARM PRE-SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2024**

	Notes	Unrestricted funds designated 2024 £	Unrestricted funds designated 2023 £
<b><u>Income from:</u></b>			
Donations		1,359	1,870
Investments	2	643	184
Other income	3	211,087	165,019
<b>Total incoming resources</b>		<u>213,089</u>	<u>167,073</u>
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<b>Total resources expended</b>		<u>189,359</u>	<u>177,939</u>
<b>Net movement in funds</b>		23,730	(10,866)
Fund balances at 1 September 2023		<u>75,606</u>	<u>86,472</u>
<b>Fund balances at 31 August 2024</b>		<u><u>99,337</u></u>	<u><u>75,606</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# MANOR FARM PRE-SCHOOL

## BALANCE SHEET

FOR THE YEAR ENDED 31 AUGUST 2024

	2024		2023	
	£	£	£	£
<b>Current assets</b>				
Cash at bank and in hand	99,337		75,606	
	<u>99,337</u>		<u>75,606</u>	
Net current assets		99,337		75,606
<b>Total assets less current liabilities</b>		<u>99,337</u>		<u>75,606</u>
<b>Income funds</b>				
Unrestricted funds		99,337		75,606
		<u>99,337</u>		<u>75,606</u>

The financial statements were approved by the Trustees on  
and were signed on its behalf by:



Mrs Amy Ashton – Chair of Trustees

# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2024**

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### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

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Income and expenditure has been recognised on a receipts and payments basis.

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#### **1.3 Incoming resources**

All income is included on a receipt's basis at the point at which they are paid into the cash and bank accounts

#### **1.4 Resources expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

#### **1.5 Going concern**

The financial statements have been prepared on a going concern basis. However, the trustees note that there is some uncertainty regarding the future of the charity. Discussions are ongoing regarding the potential transfer of operations to Manor Farm Infant School, which may result in the charity ceasing to operate in its current form. No formal agreement has been reached at the date of signing, but the trustees acknowledge that this represents a material uncertainty which may cast significant doubt on the charity's ability to continue as a going concern.



# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

### 2 Investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Interest receivable	643	184
	<u>643</u>	<u>184</u>

### 3 Other income

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Fees	16,510	12,115
Education grant	156,982	132,588
Milk fund	1,023	1,238
Fundraising	9,463	5,191
Early Bird	23,591	12,445
Training and Seminars	1,855	1,155
Other	1,663	287
	<u>211,087</u>	<u>165,019</u>

### 4 Charitable expenses

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Milk	1,101	1,259
Insurance	-	1,191
Wages	146,609	150,298
Training / Seminars / Grants	1,449	874
Consumables	2,122	2,148
Equipment	2,602	1,994
Administration	4,072	3,369
Premises	23,963	14,205
Banking Charges	159	123
Other	6,076	1,978
	<u>188,153</u>	<u>177,439</u>

# MANOR FARM PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

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### 5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 6 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	<u>7</u>	<u>8</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>146,609</u>	<u>150,298</u>

There were no employees whose annual remuneration was £60,000 or more.

### 7 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).