



Trustees' Annual Report for the period

From

Period start date
1 April 2021

To

Period end date
31 March 2022

Section A Reference and administration details

Charity name

Sonning Common Preschool

Other names charity is known by

N/A

Registered charity number (if any)

1028702

Charity's principal address

Grove Road

Sonning Common

Postcode

RG4 9RH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Merlin Meyer	Acting Chair		
2	Naomi Moore	Acting vice chair	Appointed 01/06/2022	
3	Katy Tucker			
4	Martin Tucker	Treasurer		
5	Joanne Lawson		Appointed 22/07/2022	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Elected by 2 other committee members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To run a community preschool providing childcare for up to 30 hours per week.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Preschool open 9am – 3pm, Monday – Friday during school term time (38 weeks of the year).

Parents can claim funded hours or pay for sessions themselves until their child becomes eligible for funding.

Wrap around care offered on term time days, holiday camps in the holidays.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Preschool provision for local children aged from 2 – 5 prior to attending school.

Section E

Financial review

Brief statement of the charity's policy on reserves

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Martin Tucker

Full name(s)

Martin Tucker

Position (eg Secretary, Chair, etc)

Treasurer

Date

03/10/2023

**Sonning Common Pre-School
Charity
Reports and Accounts
31 March 2023**

**Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB**

Sonning Common Pre-School

Contents of the Financial Statements for the Year ended 31 March 2023

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Balance Sheet	5
Statement of Cash Flows	6
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Detailed Statement of Financial Activities	9

Sonning Common Pre-School

Trustees Report for the Year ended 31 March 2023

The trustees present the report and accounts for the year ended 31 March 2022.

Registered Charity number 1028702

Principal address

Grove Road
Sonning Common
Reading
RG4 9RJ

Principal activities

The charity's principal activity during the year is a pre school for children.

Trustees

Merlin Meyer
Naomi Moore
Martin Tucker
Katy Tucker
Joanne Lawson

Acting Chair
Acting Vice Chair - Appointed 01/06/2022
Treasurer
Trustee
Trustee - Appointed 22/07/22

Independent examiner

Kim Swain
Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document - Constitution adopted 9 June 1993 and amended 1 November 1993 as amended 12 January 2009.

Charities Status

This report has been prepared in accordance with the Charities Act 2011.

Sonning Common Pre-School

Trustees Annual Report (continued) for the Year ended 31 March 2023

OBJECTIVES AND ACTIVITIES

To run a community preschool providing childcare for up to 30 hours per week.

Preschool open 9am - 3pm, Monday - Friday during school term time (38 weeks of the year.)

Parents can claim funded hours or pay for sessions themselves until their child becomes eligible for funding.

Wrap around care offered on term time days and holiday camps in the holidays.

ACHIEVEMENT AND PERFORMANCE

Preschool provision for local children aged 2 - 5 prior to attending school.

FINANCIAL REVIEW

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Approved by order of the board of Trustees on 16th October 2023 and signed on its behalf by:



.....
Martin Tucker - Treasurer

Sonning Common Pre-School

Independent Examiner's Report to the Trustees of Sonning Common Pre-School

I report on the accounts of the pre-school for the year to 31 March 2023, which are set out on pages four to eight.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- Examine the accounts (under section 145 of the Charities Act);
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- To state whether particular matters have come to my attention.

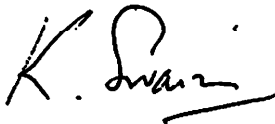
Basis of independent examiner's report

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 gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Kim Swain MA (Oxon) FCA
Radford & Sergeant Ltd
1 Prospect Street
Caversham
Reading
RG4 8JB

16th October 2023

Sonning Common Pre-School

Statement of Financial Activities for the Year ended 31 March 2023

	Note	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Income		120,613	135,069
Cost of Income		(8,285)	(12,259)
Gross Profit		<u>112,328</u>	<u>122,810</u>
Administrative expenses		(138,666)	(132,338)
Operating Surplus/ (Deficit)	2	<u>(26,338)</u>	<u>(9,528)</u>
Reserves brought forward		85,382	94,910
Reserves carried forward	2	<u><u>59,044</u></u>	<u><u>85,382</u></u>

The notes form part of these financial statements

Sonning Common Pre-School

Balance Sheet 31 March 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible Assets	4	5,827	6,863
Current Assets			
Debtors		-	-
Bank and cash balances		54,374	81,531
		<u>54,374</u>	<u>81,531</u>
Creditors			
Amounts falling due within one year	6	(940)	(2,796)
		<u>(940)</u>	<u>(2,796)</u>
Net Current Assets		<u>53,434</u>	<u>78,735</u>
NET ASSETS		<u>59,261</u>	<u>85,598</u>
Capital and reserves			
Income and expenditure account	7	59,044	85,382
		<u>59,044</u>	<u>85,382</u>
TOTAL FUNDS		<u>59,044</u>	<u>85,382</u>

The financial statements were approved by the Board of Trustees on 16th October 2023 and were signed on its behalf by



.....
Martin Tucker - Treasurer

The notes form part of these financial statements

Sonning Common Pre-School

Statement of Cash Flows for the Year ended 31 March 2023

	2023	2022
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Cash flows from operating activities		
Net incoming/ (outgoing) per SOFA	(26,338)	(9,528)
Less expenditure on fixed assets	-	-
Add back depreciation of fixed assets	1,036	1,036
Decrease / (Increase) in debtors	-	-
(Decrease) / Increase in creditors	(1,856)	1,058
Total Incoming Resources	(27,158)	(7,434)
Total cash as at 1 April 2022	81,532	88,966
Total cash as at 31 March 2023	54,374	81,532

The notes form part of these financial statements

Sonning Common Pre-School

Notes to the Financial Statements for the Year ended 31 March 2023

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts and with the Regulations' "true and fair view" provisions and the Charities SORP(FRS102).

1.2 Income recognition

Pre school fees are recognised when they are paid and income from fundraising activities is recognised when received

1.3 Expenditure recognition

Expenditure is accounted for on an accruals basis. Bank interest is accounted for when received.

Stocks

The Preschool holds no stock

Pensions

The charity has an auto-enrolment pension scheme

Tangible fixed assets

These are capitalised if they can be used for more than one year and cost at least £100. Assets are recorded at initial cost and depreciation is provided at the following annual rates in order to write off each asset over its

Property improvements	15 years
Computer Equipment	4 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees. To date the pre school has not received any restricted funds and all funds are used purely for the day to day running of the pre school

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	2023 £	2022 £
2 Operating Profit		
This is stated after charging:		
Depreciation of owned fixed assets	<u>1,036</u>	<u>1,036</u>
	<u>1,036</u>	<u>1,036</u>
3 Staff Costs		
Wages and Salaries	<u>107,800</u>	<u>107,900</u>
	<u>107,800</u>	<u>107,900</u>
The average monthly number of employees during the year was as follows:		
Pre School Staff	<u>10</u>	<u>10</u>

No employee received emoluments in excess of £60,000.

Sonning Common Pre-School

Notes to the Financial Statements - continued for the Year ended 31 March 2023

4 Tangible Fixed Assets

	Computer Equipment £	Property Improvements £	Total Fixed Assets £
Cost			
At 1 April 2022	1,240	10,891	12,131
Additions	-	-	-
At 31 March 2023	<u>1,240</u>	<u>10,891</u>	<u>12,131</u>
Depreciation			
At 1 April 2022	712	4,557	5,268
Charge for the year	310	726	1,036
At 31 March 2023	<u>1,022</u>	<u>5,283</u>	<u>6,305</u>
Net Book Value			
At 31 March 2023	<u>218</u>	<u>5,608</u>	<u>5,827</u>
At 31 March 2022	<u>528</u>	<u>6,334</u>	<u>6,863</u>

5 Bank and cash balances

	2023 £	2022 £
CAF Current	7,363	34,539
CAF Fund Raising	7,661	7,910
CAF Liquidity Account	39,311	39,043
Petty Cash Tin	39	39
	<u>54,374</u>	<u>81,531</u>

6 Creditors: Amounts Falling Due within one year

Other taxes and social security costs	-	918
Other creditors - book keeping and year end accounts	678	1,878
Other creditors - net wages and pension	262	
	<u>940</u>	<u>2,796</u>

7 Income and Expenditure

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Income and Expenditure	85,382	120,613	(146,951)	59,044
Total Funds	<u>85,382</u>	<u>120,613</u>	<u>(146,951)</u>	<u>59,044</u>

Sonning Common Pre-School

Detailed Income and Expenditure Account for the Year ended 31 March 2023

	2023 £	2022 £
Incoming Resources		
Income		
Basic Fees	101,818	127,102
Additional Fees	14,328	4,732
Fund Raising	4,110	2,906
Bank Interest	357	329
Furlough Income	-	-
Total Incoming resources	120,613	135,069
	120,613	135,069
Resources Expended		
Cost of Sales		
Activities and Materials	4,085	6,130
Fundraising Costs	8	798
Kids Food	4,192	5,226
Consumables	-	105
	8,285	12,259
Administrative Expenses		
Employee Costs:		
Wages and Salaries	107,800	107,900
Pensions	1,907	1,576
Staff and Recruitment (CRB)	449	636
Staff training and welfare	927	359
	111,083	110,471
Premises Costs:		
General Premises, floor and painting	3,007	3,902
Rates	4,064	1,825
Light and heat	5,605	2,806
Cleaning	740	801
	13,416	9,334
General administrative expenses:		
Telephone and fax	1,055	655
Stationery and printing and post	40	158
Small Equipment	1,071	1,476
Subscriptions (Early years and PLA)	138	270
Forest School Costs	268	80
Bank charges	144	192
Insurance	3,943	3,261
New Office Equipment/ IT	2,513	2,880
Depreciation	1,036	1,036
Sundry Expenses	1,299	856
	11,507	10,864
Legal and Professional costs		
Accountancy fees	1,616	648
Payroll fees	991	1,009
Advertising and PR	53	12
	2,660	1,669
Total Administrative Expenses	138,666	132,338
Total Resources Expended	146,951	144,597
Net Surplus/(Deficit)	(26,338)	(9,528)

**Sonning Common Pre-School
Charity
Reports and Accounts
31 March 2023**

**Radford & Sergeant Ltd
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Sonning Common Pre-School

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Treasurer
Trustee
Trustee - Appointed 22/07/22

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Sonning Common Pre-School

Trustees Annual Report (continued) for the Year ended 31 March 2023

OBJECTIVES AND ACTIVITIES

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ACHIEVEMENT AND PERFORMANCE

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FINANCIAL REVIEW

Sufficient reserves kept to cover redundancy pay, in the event of permanent preschool closure.

Approved by order of the board of Trustees on 16th October 2023 and signed on its behalf by:



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Sonning Common Pre-School

Independent Examiner's Report to the Trustees of Sonning Common Pre-School

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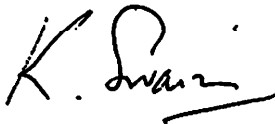
Basis of independent examiner's report

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Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
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 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
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16th October 2023

Sonning Common Pre-School

Statement of Financial Activities for the Year ended 31 March 2023

	Note	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Income		120,613	135,069
Cost of Income		(8,285)	(12,259)
Gross Profit		<u>112,328</u>	<u>122,810</u>
Administrative expenses		(138,666)	(132,338)
Operating Surplus/ (Deficit)	2	<u>(26,338)</u>	<u>(9,528)</u>
Reserves brought forward		85,382	94,910
Reserves carried forward	2	<u><u>59,044</u></u>	<u><u>85,382</u></u>

The notes form part of these financial statements

Sonning Common Pre-School

Balance Sheet 31 March 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible Assets	4	5,827	6,863
Current Assets			
Debtors		-	-
Bank and cash balances		54,374	81,531
		<u>54,374</u>	<u>81,531</u>
Creditors			
Amounts falling due within one year	6	(940)	(2,796)
		<u>(940)</u>	<u>(2,796)</u>
Net Current Assets		<u>53,434</u>	<u>78,735</u>
NET ASSETS		<u>59,261</u>	<u>85,598</u>
Capital and reserves			
Income and expenditure account	7	59,044	85,382
		<u>59,044</u>	<u>85,382</u>
TOTAL FUNDS		<u>59,044</u>	<u>85,382</u>

The financial statements were approved by the Board of Trustees on 16th October 2023 and were signed on its behalf by


.....
Martin Tucker - Treasurer

The notes form part of these financial statements

Sonning Common Pre-School

Statement of Cash Flows for the Year ended 31 March 2023

	2023	2022
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Cash flows from operating activities		
Net incoming/ (outgoing) per SOFA	(26,338)	(9,528)
Less expenditure on fixed assets	-	-
Add back depreciation of fixed assets	1,036	1,036
Decrease / (Increase) in debtors	-	-
(Decrease) / Increase in creditors	(1,856)	1,058
Total Incoming Resources	(27,158)	(7,434)
Total cash as at 1 April 2022	81,532	88,966
Total cash as at 31 March 2023	54,374	81,532

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Sonning Common Pre-School

Notes to the Financial Statements for the Year ended 31 March 2023

1 Accounting policies

1.1 Basis of preparation

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Property improvements	15 years
Computer Equipment	4 years

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable activities at the discretion of the trustees. To date the pre school has not received any restricted funds and all funds are used purely for the day to day running of the pre school

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	2023 £	2022 £
2 Operating Profit		
This is stated after charging:		
Depreciation of owned fixed assets	<u>1,036</u>	<u>1,036</u>
	<u>1,036</u>	<u>1,036</u>
3 Staff Costs		
Wages and Salaries	<u>107,800</u>	<u>107,900</u>
	<u>107,800</u>	<u>107,900</u>
The average monthly number of employees during the year was as follows:		
Pre School Staff	<u>10</u>	<u>10</u>

No employee received emoluments in excess of £60,000.

Sonning Common Pre-School

Notes to the Financial Statements - continued for the Year ended 31 March 2023

4 Tangible Fixed Assets

	Computer Equipment £	Property Improvements £	Total Fixed Assets £
Cost			
At 1 April 2022	1,240	10,891	12,131
Additions	-	-	-
At 31 March 2023	<u>1,240</u>	<u>10,891</u>	<u>12,131</u>
Depreciation			
At 1 April 2022	712	4,557	5,268
Charge for the year	310	726	1,036
At 31 March 2023	<u>1,022</u>	<u>5,283</u>	<u>6,305</u>
Net Book Value			
At 31 March 2023	<u>218</u>	<u>5,608</u>	<u>5,827</u>
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CAF Current	7,363	34,539
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	<u>54,374</u>	<u>81,531</u>

6 Creditors: Amounts Falling Due within one year

Other taxes and social security costs	-	918
Other creditors - book keeping and year end accounts	678	1,878
Other creditors - net wages and pension	262	
	<u>940</u>	<u>2,796</u>

7 Income and Expenditure

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Income and Expenditure	85,382	120,613	(146,951)	59,044
Total Funds	<u>85,382</u>	<u>120,613</u>	<u>(146,951)</u>	<u>59,044</u>

Sonning Common Pre-School

Detailed Income and Expenditure Account for the Year ended 31 March 2023

	2023 £	2022 £
Incoming Resources		
Income		
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Additional Fees	14,328	4,732
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Staff training and welfare	927	359
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	11,507	10,864
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Payroll fees	991	1,009
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	2,660	1,669
Total Administrative Expenses	138,666	132,338
Total Resources Expended	146,951	144,597
Net Surplus/(Deficit)	(26,338)	(9,528)