

TOLLESHUNT KNIGHTS PRESCHOOL

CHARITY REGISTRATION NUMBER: 1029105

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2023

S J COPELAND FCCA
COPELAND EVE - Certified Accountants
Elmdale Peldon Road
Little Wigborough
Colchester
CO5 7RB

TOLLESHUNT KNIGHTS PRESCHOOL

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2023

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TOLLESHUNT KNIGHTS PRESCHOOL

ANNUAL REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 APRIL 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Tolleshunt Knights Preschool
Charity Registered Number	1029105
Address of Principal Office	Tolleshunt Knights Village Hall, Top Road, Tolleshunt Knights, Maldon, Essex CM9 8EU

Trustees

The Trustees who served during the year and to the date of this report were as follows:

Justine Davies	May 2020 - Present
Kate Tracey (Axtell) - Chair	May 2020 - Present
Sara Ridgwell	May 2022 - Present
Helen Bond - Secretary	May 2020 – Present
Jessica Wyatt – Treasurer	July 2017 - Present
Kate Tracey (Axtell)	May 2019 – May 2020
Mario Debono	May 2018 - Present
Jennifer Swift	July 2017 – Present
Melissa Ford	September 2020 – Present
Katie Rogers	May 2022 - Present

Principal Officer	Kate Axtell, Chair
Bankers	Barclays Bank, 59 Newland Street, Witham, Essex CM8 2AJ
Independent Examiners	S J Copeland FCCA, Copeland Eve – Certified Accountants Elmdale, Peldon Rd, Little Wigborough, Colchester, CO5 7RB

TOLLESHUNT KNIGHTS PRESCHOOL

ANNUAL REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 30 APRIL 2023(CONTINUED)**

STRUCTURE GOVERNANCE AND MANAGEMENT

a. **Governing Document**

The Charity is governed by the constitution, adopted at our AGM on 1 May 2012.

b. **Methods adopted for recruitment and appointment of Trustees**

In line with our constitution a maximum of twelve trustees are to be appointed at any one time. Recruitment is carried out throughout the year and parents/guardians of children who attend are asked to join. Trustees are appointed at the Annual General Meeting, being proposed and seconded accordingly. However, they can also be appointed during the year at normal committee meetings by pre-elected members.

c. **Policies and Procedures adopted for the induction and training of Trustees**

A committee file is maintained with all trustee details and each trustee is approved by Ofsted, who undertake a suitability check for each trustee. Roles are allocated on the committee and trustees are informed of their obligations towards the preschool and any liabilities, which could be incurred. Training is undertaken on the job.

d. **Organisational Structure of the Charity**

There are currently nine trustees on our committee. Trustee/committee meetings are held every 6 weeks throughout the year with the Annual General Meeting being held in May. There are three main posts, Chair, Treasurer and Secretary.

Wider Network

- e. We are a preschool but we are not joined with any other preschool; however, we do hold membership of the Early Years Alliance.

f. **Related Parties**

No trustees were remunerated for their work in this role on behalf of the charity.

g. **Statement of Major Risks**

Being a preschool brings a variety of risks associated with the hiring of a village hall and working with young children. We adopt policies each year that outline our procedures to be followed in all areas and aspects of preschool life. These policies are reviewed by our management committee of elected trustees and our staff each year and are put forward to the parents/guardians of children who attend for their approval. These policies cover all the risk areas such as Health and Safety, Fire Risk and Intruder Procedures. If a problem occurs at preschool, the risk is reassessed and steps are undertaken to keep the risk at a low level. We do have risk assessments on aspects of the hall, regularly carry out fire drills with the children and ensure that staff who have contact with the children are vetted and DBS checked accordingly. The policies are an evolving document and are updated accordingly.

OBJECTIVES AND ACTIVITIES

The aims of the Tolleshunt Knights Preschool are:

1. To provide high quality care and education for children primarily below statutory school age
2. To work in partnership with parents to help children learn and develop
3. To add to the life and well-being of its local community
4. To offer children and their parents a service that promotes equality and values diversity

These activities are considered to be for the public benefit and in running the Charity the Trustees have regard for the Charity Commission guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE

This year has been a challenging year due to the unexpected impact of the cost of living crisis, we suffered large losses in 2020 – 2021 and worked hard to recoup these over the 2021 -2022 financial year, this in turn has allowed us to have enough funds to remain sustainable throughout 2022 – 2023 despite the crisis, without the hard work of the previous year our financial position would be far worse than stated below. The trustees have continued to focus on operational priorities for the preschool, maintaining sustainability and the continuation of full-day sessions. The student numbers increase significantly throughout the year, this is a result of working hard to promote the preschool within the local community. The trustees and staff have raised funds through a series of events, these have included end of term celebrations, Christmas production, and termly discos which have been made available to the general public. We have successfully moved over to an online learning platform Family, which parents and staff can both use simultaneously and appears to have had a positive impact. A new rebranded uniform for staff has been purchased, along with a catalogue of mandatory courses, which included Anaphylaxis and Allergy awareness for all staff employed by the preschool. Further online courses have been purchased that are required to continue effective learning. Staff supervision meetings, peer to peer observations have continued and a review has been undertaken of staff skills and training needs. We have implemented new Policies and Procedures which are reviewed yearly. New management systems were implemented by the new manager and deputy manager, which has seen a great improvement in the day to day management of the preschool. We continue to find it difficult to recruit new trustees but continue to promote the importance of this.

FINANCIAL REVIEW

The Charity's financial position is as set out in the Balance Sheet on page 7 and is considered ok.

Reserves Policy

We hold an amount of approximately £32,000 which covers us for any potential redundancy payments should the preschool be unable to remain open.

PLANS FOR FUTURE PERIODS

Our objectives for the next year are to reinvest our profits into new equipment for the children, which will improve the quality of the setting and maintain the committee composition. Due to a high increase in our rent for the Village Hall that we hire half termly, and the increase in National Minimum wage some of our profits will be used to cover the costs incurred with these price rises. We will achieve these objectives by focusing on promotion of the preschool through advertising, e-marketing, social media and attending relevant community events. Fundraising will continue throughout the year. We will re-invest monies from fundraising in the personal development of staff, and the continuation of upgrading our equipment and facilities. We will work more closely with parents to involve them with the committee and look to delegate roles and responsibilities.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. The Trustees are also responsible for safeguarding the assets of the charity and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As far as the Trustees are aware, we have taken all the steps that we ought to have taken as Trustees to ensure there is no relevant information of which the charity's independent examiners are unaware.

.....K Tracey.....

CHAIRMAN

.....27/02/2024.....

DATE

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE TOLLESHUNT KNIGHTS PRESCHOOL
FOR THE YEAR ENDED 30 APRIL 2023

I report on the accounts of the Charity for the year ended 30 April 2023, which are set out on pages 6 and 7.

Respective responsibilities of the trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to our 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 our 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S J Copeland FCCA
Copeland Eve – Certified Accountants
Elmdale Peldon Rd
Little Wigborough
Colchester
CO5 7RB

S J Copeland

TOLLESHUNT KNIGHTS PRESCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2023

	<u>Unrestricted</u> <u>Fund</u> <u>General</u> <u>Fund</u> <u>2023</u> £	<u>Unrestricted</u> <u>Fund</u> <u>General</u> <u>Fund</u> <u>2022</u> £
INCOMING RESOURCES		
Fees	18,811	27,904
Grant Funded Fees	87,635	85,542
Fund Raising	8,560	13,595
Donations	0	0
Milk Grant	151	87
Bank Interest Received	70	2
Uniform	0	0
Sundry Income	388	0
Commission	156	46
Asset Disposal	0	0
TOTAL INCOMING RESOURCES	115,771	127,176
RESOURCES EXPENDED		
Wages	95,279	85,578
Village Hall Hire	14,686	10,709
Equipment	1,682	1,839
Administration	125	125
Insurance	754	733
Stationery and Printing	222	325
Advertising	0	0
Outings	318	701
Payroll Fees	612	540
Sundry Expenses	130	75
Crafts and Snacks	867	786
Professional Fees	50	50
Telephone and Internet	76	70
Staff Training/Uniform	917	1,112
Fund Raising Expenses	1879	4,395
Christmas Entertaining	0	0
Staff Other	243	78
Covid Cleaning	0	0
TOTAL RESOURCES EXPENDED	117,840	107,116
NET INCOMING/(OUTGOING) RESOURCES BEING THE NET MOVEMENTS IN FUNDS	-2,069	20,060
FUND BALANCES BROUGHT FORWARD	61,194	41,134
FUND BALANCES CARRIED FORWARD	59,125	61,194

TOLLESHUNT KNIGHTS PRESCHOOL

BALANCE SHEET
AS AT 30 APRIL 2023

	<u>2023</u>	<u>2022</u>
	£	£
CURRENT ASSETS		
Bank Current Account	24,497	38,493
Bank Deposit Account	32,721	22,651
Cash in Hand	1907	50
NET ASSETS	<u>59,125</u>	<u>61,194</u>
FUNDS		
Unrestricted Funds:		
General Fund	<u>59,125</u>	<u>61,194</u>



)
) Sharon Nicol

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) TREASURER
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)
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October 2023
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DATE