

HORSTED KEYNES PRE-SCHOOL

England & Wales · Charity number 1029557

Details

Other names	HORSTED KEYNES PLAYGROUP, HORSTED KEYNES PRE-SCHOOL GROUP
Status	Registered
Legal form	Other
Registered	1993-12-02
Register	View on the Charity Commission register

Contact

Address Horsted Keynes Pre School
The Green
Horsted Keynes
Haywards Heath
RH17 7AP

Phone 01825790989

Email admin@horstedkeynespreschool.org.uk

Website www.horstedkeynespreschool.org.uk

Activities

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 AND BY; (A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OF ABILITY;(B) ENCOURAGING THE STUDY OF SUCH NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: The charity is a pre-school which operates in the small rural Sussex village of Horsted Keynes. We offer affordable childcare weekday mornings and three afternoons for children in the age range 2 to 5 years. Our objectives are to enhance the development of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Classification

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

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£78,613	£72,406	-	-
2023-08-31	£48,717	£62,071	-	-
2022-08-31	£65,706	£71,591	-	-
2021-08-31	£65,736	£63,136	-	-
2020-08-31	£60,779	£52,091	-	-

Trustees

Name	Role	Appointed
Katharine Grevitt		2024-11-22
Louisa Staples		2025-11-13
Rebecca Jean Barnard		2019-02-25
Samuel Hill		2023-11-09
Sonja Graham		2020-11-11
Thomas Spencer		2024-11-22

HORSTED KEYNES PRE-SCHOOL

England & Wales - Charity number 1029557

Accounts

HORSTED KEYNES PRE-SCHOOL

Registered Charity No: 1029557

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2024

HORSTED KEYNES PRE-SCHOOL

INDEX

Page

- 4 Report of the Trustees**
- 10 Independent Examiner's Report**
- 11 Receipts and Payments Account**
- 12 Statement of Assets and Liabilities**
- 13 Note to the accounts**

HORSTED KEYNES PRE-SCHOOL

TRUSTEES

Chair

Ms Sonja Graham

Treasurer

Mr Samuel Hill

Secretary

Mrs Rebecca Barnard

Committee

Mrs Emma Newton

Mrs Hattie Le Bus

Mr Mark Simmons

Mr Mark Wallwork

PRINCIPAL ADDRESS

The Village Hall

The Green

Horsted Keynes

West Sussex

RH17 7AP

INDEPENDENT EXAMINER

Mrs Helen Hord

Oaksview

Lewes Road

Horsted Keynes

West Sussex

HORSTED KEYNES PRE-SCHOOL

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 31st August 2024. The accounts have been prepared in accordance with the Charity's trust deed and applicable law, except for the accounts being prepared and signed after the deadline of 30th June 2025. This was primarily due to a change in trustees during the year, specifically the appointment of a new volunteer Treasurer who initially focused on critical operational changes to ensure the preschool's viability. With the operating model now stable, financial oversight has been strengthened, and the trustees are confident that accounts will be prepared and submitted on time going forward.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Horsted Keynes Pre-School is governed by the Pre-School Learning Alliance Model Constitution as adopted at the General Meeting on 23rd November 2006. The Pre-School has been registered with the Charity Commission since the 2nd of December 1993 and its registration number is 1029557.

Our Trustee board is made up of volunteers who often have children at the Pre-School. Trustees are appointed annually at either an Extraordinary General Meeting or the Annual General Meeting, which is ordinarily held in November of each year.

PRINCIPAL OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objectives of the Pre-School are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities. Pre-School is also committed to instigating, adhering to, and furthering the aims of the Pre-School Learning Alliance. The Pre-School aims to offer a public benefit by offering affordable childcare to families in the local area. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Pre-School operations went well during the 2023-24 academic year in terms of delivering our objectives, albeit with a reduction in attendance numbers from the previous financial year.

The quality of the teaching team, administration and management of the setting has continued. We are confident that standards are being maintained to uphold our Outstanding OFSTED rating. Our qualified Pre-School Manager is a valuable asset to the Pre-School and a strong leader of the team. She has continued to improve the planning and implementation of the Early Years initiatives, and this has been reflected in our renewed OFSTED rating. We fully support the ongoing training needs of staff, however as the basic training costs of staff are no longer covered by the council, the Pre-School funds the cost of all training courses. The staff can continue to attend workshops to continue their professional development and enhance their skills.

FINANCIAL REVIEW

Receipts

Total Income 2023/24 = £78,613

Total Income 2022/23 = £48,716

Difference = £29,894 (61.4% yr. on yr.)

Fees: WSCC (£47,533 vs £21,815) vs Parents (£14,575 vs £17,858)

The increase in WSCC funding was in part due to a bigger number of children with us and for longer hours, funding rate increase and the increased number of children eligible for funded hours from April 23 (also responsible for the drop off in parent fees). More detail as follows:

- **Number of children:** Across the first term 17 children were in attendance, up from 13 the year prior. This was split between 6 three–four year olds and 11 two-year olds. By the end of the summer term our cohort increased to 19 children, comprised of 15 three-four year olds and 4 two year olds.
- **Opening hours:** The setting continued its schedule of Mon, Wed & Thurs morning & afternoons and Tues & Fri being mornings only but increased opening hours from 22.5 to 26 through an earlier start (9am instead of 9.15) and a later finish (3pm rather than 2.45pm) to align better to school hours.
- **Funding rates:** Funded WSCC Fees increased on the previous year eventually rising from £4.72 to £5.82 for three plus year olds and £5.47 to £8.27 for under threes.
- **Funded hour eligibility:** The government's decision to extend funded hours to all two-year-olds in April 2024 marked a significant development, with 35% of children utilising funded hours in the Autumn 2023 term vs 84% in the summer 2024 term.
- **Non-funded hour fees:** Parent fees for non-funded and extended sessions remained at £6.00 an hour for three-four year olds and £7.00 an hour for two year olds for the entire academic year.

Gift Aid

Due to difficulties transferring account access no request for gift aid was submitted to HMRC. The value of gift aid for the financial year 23-24 equates to £562.39 and will be recovered in the financial year 24-25. This remains an important way of raising funds for the preschool and will hopefully increase with the implementation of voluntary donations for those utilising funded hours.

Fundraising Income and Donations – Target £5,000-£6,000

Once again, we have achieved a fantastic level of fundraising and general donations, generating a net position of £5,454, this is an increase of 13.8% on FY22-23.

This could not be achieved without the immense work of all those involved and the kind support and generosity from the local community. To break this down by our key events:

100 Club: £1,000 vs £1,528

We raised £1,800 and paid out winnings of £800 as we had some very kind winners who donated all or part of their winnings back to the Preschool. Income was down on the previous year despite an additional 15 members being signed up because fewer members donated back their winnings vs the previous year.

Advent Raffle: £1,862 vs £1,426

The continuing generosity of local businesses, individuals, and members of our committee has meant we had an incredibly successful Advent Raffle.

Cricket: £1,956 vs £1,318

This event performed exceptionally in our former Chairman and Treasurer's final year. A new game format with the inclusion of multiple juniors, plus wider activities for families made for a wonderful village fundraising event and in addition much of the food and a significant proportion of the drink were donated.

HROTG: £1,503 vs £772

Fantastic return for the hard work put in on the day by our volunteer grillers, bakers, and front of house. Takings nearly topped the record breaking 2022 Jubilee weekend.

Other: £293 vs £579

The principal contribution this year was £184 from easy fundraising, largely comprised of donations from 3 individuals. Where possible we should look to increase adoption of easy fundraising by parents and the local community for the preschool.

Voluntary Donation Scheme: £4,011 vs £1,170

The voluntary donation scheme for parents using funded hours was crucial last year, helping to bridge the operational cost-income gap of around £2 for any funded hour used. Participation averaged at around 30% across the year against our target of 70%.

As shown with the reduction in our fee-based revenue, fundraising and donations (net basis) forms a material 7% of our revenue stream therefore it is important as both a committee and a setting, that collectively we continue to focus on our core fundraising efforts.

Payments

Total Payments 2023/24 = £72,406

Total Payments 2022/23 = £62,071

Difference = £10,286 (16.7%) increase year on year

Wages, Taxes & Pension: £52,796 vs £47,380

Up £5,416 (11.4%) year on year, principally driven by an increase in minimum wage in April 2023 of £9.50 to £10.42 and increase in staffing hours as per new schedule of 26 rather than 22.5h per week.

Rent: £10,509 vs £7,567

Rent increased by £2,943 this year – a combination of the hourly rate increasing from £8/h to £9/h and increasing our rental hours to 31h (26h + 30mins setup and 30mins pack away daily) adding notable additional cost p.a. This was mitigated by a one-off grant from the parish council of £3,200.

Other Costs: £9,052 vs £7,124

This year, we experienced increased costs in our fundraising activities, mainly due to fewer 100 club winners returning their winnings and rising event fees, adding approximately £1,200 in expenses. Additionally, larger child cohort sizes and higher costs for arts, and crafts led to an extra expenditure of around £800 on consumables. However, we made strides in cost optimisation, achieving savings in several areas: training costs were reduced by £542, insurance by £135, setting expenses by £200, and administrative costs by £520.

Reserves Policy

At year end we had £7,888 in our current account.

At year end we had £30,094 in our savings account of which £25,000 is ringfenced as per our reserves policy to cover redundancy and close-down costs.

Total of £37,982 versus £31,755 the year prior. This represents an increase of £6,207

The funds carried forward of £37,982 on 31st August 2024 represent the unrestricted and reserves of the Pre-School arising from past operating results. The unrestricted funds represent the free reserves of the Pre-School and in the Trustees' opinion they need to be maintained at a level equivalent to approximately one terms expenditure (ca £25,000) to adequately cover the current level of operating expenditure.

The Committee's historical decision to create a designated fund with long term aim of finding our own premises is still ongoing, and with a reverse in the previous year's losses and trajectory towards that ambition. However, in light of rising operating costs, the Committee will undertake a review of this ambition and the reserves policy in the coming year to ensure it remains adequate and appropriately aligned with the Charity's current and anticipated expenditure.

The reserve of £25,000, which we are required to hold to cover a minimum of 1 terms expenditure, remains sufficient. This should continue to be reviewed each term and adjusted accordingly if necessary.

At year end we had £12,982 in our designated reserves which marks a positive £6.2k increase year on year, however this would not safeguard us against another deficit as seen in 2022-23. We will remain prudent with these funds as a reserve towards operating capital and any future cost headwinds, for example a new minimum wage increase announced in the October 2024 budget, effective in April 2025.

Prior to this year we realised a heavy financial loss of -£13.4k that significantly impacted on our reserves and required a very strict control on costs this year to ensure the **Preschool's survival**. Despite continued financial hurdles this year, **we are pleased** with the positive outcomes following tough decisions made by the committee and supported by parents and staff, which resulted in a £6.2k surplus this year.

It's crucial to note that if we had staffed at levels we consider **sustainable**¹ - estimated to cost an additional **£10k**, and had we not received the one-off parish **council grant** negotiated by the committee of £3,200 - we would be facing a **-£7k deficit** instead, which would have taken our reserves below policy level and resulted in the closure of the preschool. We would like to thank the Manager and her staff team for their efforts in providing excellent early years care against these pressures – testament to their dedication to the children and the setting. We would also like to extend our thanks formally to the Parish Council for their support in helping to keep our valuable preschool running.

Our analysis this year highlighted that government funded hours fall **1-2 short** (dependent of age of child) of the equivalent operational costs for every funded hour used². The expansion of government funded hours to 2 year olds in April 24 added to the difficulties faced by ours and other settings across the country this year.

¹ always having 3 team members at minimum and increasing pay inline with cost of living increases

² As calculated against what we believe to be a sustainable rather than bare-minimum cost model that provides competitive staff wages, more comfortable staffing ratios, the renewal and repair of equipment, a desirable level of additional staff training.

Next Financial Year

We start the 2024-25 year with a good cohort of 17 children in the setting.

The committee has made several decisions effective from the Autumn term to make Pre-school as accessible as possible to all, and to further stabilise its financial position.

- Hours have been extended across each day to align ever closer to the school and afterschool club timings (0900 to 1300 or 0900 to 1600), with Wednesday afternoon session across the year, increasing total hours to 29 per week.
- Funded hours will continue to be available for use in any session
- Voluntary donations for those parents utilising funded hours will continue (to be assessed at the end of the autumn term subject to adoption) with the ask reduced to the equivalent of £1.50/funded hour used. This minimises the impact of the shortfall in funding vs. actual cost and is also subject to gift aid
- Increase in non-funded hourly fees from £7 to £8.80 for 2year olds's and £7.80 for 3–4-year olds's to align with increases in costs
- Continuation of fundraising efforts via events: 100 Club, Advent Raffle, Horse Racing on the Green, and Cricket.
- The addition of a new event to increase fundraising potential income and make up for any unexpected shortfalls in the income of our annual fundraising efforts as seen in 24-25 from the 100 club

In the first two months of the new school year, we have seen a third of parents adopt the donation scheme. This is below what we need as a committee to be able to increase staffing in line with our sustainable staffing ambitions. We must continue to push for voluntary donations and will review its uptake at the end of the Autumn term before taking any further action.

It is important that the setting is prudent and sensible with the management of its assets whilst looking towards opportunities to increase its income stream, notably in the continued adoption of parent voluntary donations and fundraising.

Our efforts this year have primarily focused on rebuilding reserves to a sufficient level, and we must remain focused looking ahead on establishing a model that delivers long-term sustainability for our setting, enabling us to invest in upgrades to equipment, facilities and implement sustainable staffing levels.

RISK MANAGEMENT

The trustees have completed a risk assessment review which is fully documented in line with Ofsted requirements. The purpose of the review is to identify and highlight the major risks to which the Pre-School is exposed and to put in place procedures to mitigate these risks. The Risk Assessment is reviewed and updated on an annual and ongoing basis.

TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the new incoming or outgoing resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare financial statements on the going concern basis unless inappropriate to assume the charity will continue operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES 2023-2024

Trustee resignations during the 2023-2024 year:

Mr George Holloway	Chair	(Resigned 9 th Nov, 23)
Mr Robert Spetch	Treasurer	(Resigned 9 th Nov, 23)
Mrs Jessica Waite-Leslie	Committee	(Resigned 9 th Nov, 23)

Trustees at the end of the 2023-2024 financial period:

Ms Sonja Graham	Chair	(Appointed Secretary 4 th Nov 20, Chair 9 th Nov 23)
Mr Samuel Hill	Treasurer	(Appointed as Trustee and Treasurer on 9 th Nov 23)
Mrs Rebecca Barnard	Secretary	(Appointed as Trustee on 19 th Feb 19 and Secretary on 9 th Nov 23)
Mrs Emma Newton	Committee	(Appointed as Trustee on 9 th Nov 23)
Mrs Hattie Le Bus	Committee	(Appointed as Trustee on 9 th Nov 23)
Mr Mark Simmons	Committee	(Appointed as Trustee on 9 th Nov 23)
Mr Mark Wallwork	Committee	(Appointed as Trustee on 9 th Nov 23)

The Trustees are also the officers and Committee members of the charity.

At submission of the 2023-2024 accounts.

Resignations prior to signing the accounts:

Mrs Emma Newton	Committee	(Appointed as Trustee on 9 th Nov 23, Resigned 6 th Dec 24)
Mr Mark Simmons	Committee	(Appointed as Trustee on 9 th Nov 23, Resigned 4 th Mar 25)
Mrs Hattie Le Bus	Committee	(Appointed as Trustee on 9 th Nov 23, Resigned 13 th Nov 25)
Mr Mark Wallwork	Committee	(Appointed as Trustee on 9 th Nov 23, Resigned 13 th Nov 25)
Mr Samuel Hill	Treasurer	(Appointed as Trustee and Treasurer on 9 th Nov 23, Resigned 13 th Nov 25)

The standing trustees as follows:

Mrs Katherine Nash	Chair	(Appointed Trustee on 13 th Nov 25 and Chair on 14 th Jan 26)
Mr Thomas Spencer	Treasurer	(Appointed Trustee on 13 th Nov 25 and Treasurer on 13 th Nov 25)
Mrs Rebecca Barnard	Secretary	(Appointed Trustee on 19 th Feb 19 and Secretary on 13 th Nov 25)
Ms Sonja Graham	Committee	(Appointed Chair on 13 th Nov 25 and Committee on 14 th Jan 26)
Mrs Lousia Staples	Committee	(Appointed Trustee on 13 th Nov 25 and Committee on 13 th Nov 25)

Signed on behalf of the Trustees.

Ms Sonja Graham

HORSTED KEYNES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSTED KEYNES PRE-SCHOOL

I report to the trustees on my examination of the accounts of the charity Horsted Keynes Pre-School for the year ended 31st August 2024 with are set out on pages 10 - 12.

Responsibilities and basis of report

As the charity trustees of the Horsted Keynes Pre-school 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 Horsted Keynes Pre-school'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Horsted Keynes Pre-school as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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: 30th January 2026

Mrs Helen Hord
Oakview,
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31ST AUG 2024**

	Unrestricted Funds FY23/24	Unrestricted Funds FY22/23	Yr. on Yr. Fav / (Unfav)
Receipts:			
Fees - WSCC	£47,533	£21,815	£25,718
Fees - Parents	£14,597	£17,858	(£3,261)
Fundraising	£5,736	£3,761	£1,975
Donations	£5,118	£2,124	£2,994
Gift Aid	£0	£794	(£794)
Grants	£3,200	£0	£3,200
Interest	£568	£313	£256
100 Club	£1,800	£1,928	(£128)
Refunds	£0	£56	(£56)
Other Receipts	£61	£69	(£8)
Total Receipts	£78,613	£48,716	£29,895
Payments:			
Wages, Taxes & Pension	£52,796	£47,380	(£5,416)
Rent	£10,509	£7,567	(£2,943)
Insurance	£843	£978	£135
Memberships	£53	£89	£36
Catering	£1,267	£1,268	£1
Consumables (Arts & Craft)	£1,090	£710	(£379)
Consumables (Children's Enrichment)	£787	£450	(£337)
Consumables (Setting)	£208	£408	£200
Equipment	£1,060	£102	(£959)
Fundraising	£1,312	£498	(£814)
Administration	£482	£1,002	£520
Miscellaneous Expenses	£649	£215	(£435)
Gifts	£137	£170	£33
Training	£292	£834	£542
Uniform	£120	£0	(£120)
100 Club Payout	£800	£400	(£400)
Total Payments	£72,406	£62,071	£10,335
Net of Receipts / (Payments)	£6,207	(£13,354)	£19,561

HORSTED KEYNES PRE-SCHOOL**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2024**

	FY23/24	FY22/23	Fav / (Unfav)
<i>Cash Funds</i>			
Current Account	£7,888	£1,024	£6,864
Savings Account	£30,094	£30,751	(£657)
Total Funds	£37,982	£31,775	£6,207
Reserve Fund	£25,000	£25,000	£0
Designated Funds	£12,982	£6,775	£6,207
Total Unrestricted Funds	£37,982	£31,775	£6,207

Signed on behalf of the Trustees.

Ms Sonja Graham
Trustee, Committee

Date: 26th January 2026

HORSTED KEYNES PRE-SCHOOL**NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST AUGUST 2024****1. ACCOUNTING POLICIES BASIS OF PREPARATION**

The accounts have been prepared on the receipts and payment basis.

2. TRUSTEES RENUMERATION

One trustee, Mrs Rebecca Barnard, received remuneration during the year in respect of her role as administrator. For the year ended 2024, this amounted to £3,461.01 (2023: £3,134.43).

No other trustees, nor any persons connected with them, received remuneration during the year.

3. EMPLOYEES

The number of employees at the year-end was:

	AUG-24 Number	AUG-23 Number
Pre-school staff	7	6

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

4. VILLAGE HALL FEES

Fees are paid in arrears, however there are no outstanding amounts carried forward into the next financial year.

HORSTED KEYNES PRE-SCHOOL

England & Wales - Charity number 1029557

Accounts

HORSTED KEYNES PRE-SCHOOL

Registered Charity No: 1029557

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2023

INDEX

Page

- 4 Report of the Trustees**
- 8 Independent Examiner's Report**
- 9 Receipts and Payments Account**
- 10 Statement of Assets and Liabilities**
- 11 Note to the accounts**

HORSTED KEYNES PRE-SCHOOL

TRUSTEES

Chair

Mr George Holloway

Treasurer

Mr Rob Spetch

Secretary

Ms Sonja Graham

Committee

Mrs Olivia Hustler

Mrs Rebecca Barnard
(Administrator)

Mrs Jessica Waite-Leslie

PRINCIPAL ADDRESS

The Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP

INDEPENDENT EXAMINER

Mrs Helen Hord
Oakview
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 31st August 2023. The accounts have been prepared in accordance with the Charity's trust deed and applicable law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Horsted Keynes Pre-School is governed by the Pre-School Learning Alliance Model Constitution as adopted at the General Meeting on 23rd November 2006. The Pre-School has been registered with the Charity Commission since the 2nd December 1993 and its registration number is 1029557.

Our Trustee board is made up of volunteers who often have children at the Pre-School. Trustees are appointed annually at either an Extraordinary General Meeting or the Annual General Meeting, which is ordinarily held in November of each year.

PRINCIPAL OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objectives of the Pre-School are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate pay, education and care facilities. Pre-School is also committed to instigating, adhering to, and furthering the aims of the Pre-School Learning Alliance. The Pre-School aims to offer a public benefit by offering affordable childcare to families in the local area. Our charges for children under three years of age are competitive and children over three pay no top up fee to the government funding allowance. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Pre-School operations went well during the 2022-23 academic year in terms of delivering our objectives, albeit with a reduction in attendance numbers from the previous financial year.

The quality of the teaching team, administration and management of the setting has continued, resulting in us maintaining our Outstanding OFSTED rating during the 2023 Spring Term. Our qualified Pre-School Manager is a valuable asset to the Pre-School and a strong leader of the team. She has continued to improve the planning and implementation of the Early Years initiatives, and this has been reflected in our renewed OFSTED rating. We fully support the ongoing training needs of staff, however as the basic training costs of staff are no longer covered by the council the Pre-School funds the cost of all training courses. The staff can continue to attend workshops to continue their professional development and enhance their skills.

FINANCIAL REVIEW

Receipts

Total Income 2022/23 = £48,717

Total Income 2021/22 = £65,705

Difference = -£16,989 (-25.9% yr. on yr.)

Fees – WSCC (£21,815 vs £36,106) vs Parents (£17,858 vs £21,472)

Both WSCC & Parent Fees declined substantial from the previous academic year, largely driven by a significant decrease in the number of children attending the setting. WSCC fees decreased 39.6% and Parent Fees 16.8% year on year.

Parent fees for non-funded and extended sessions remained at £6.00 an hour for three plus year olds and £7.00 an hour for under threes for the entire academic year

Funded WSCC Fees remained flat to the previous year at £4.72 for three plus year olds and £5.47 for under threes

Autumn 2022: 14 departures from Summer 2022 resulted in 13 children in attendance during the term, a split between 10 three plus year olds and 3 two-year olds. Of the 10 children in the three plus age group, 3 didn't utilise funded hours with none of the two-year-olds eligible for funding.

Spring 2023: A two leavers and five new starters throughout the term brought our numbers to 16 for this term split between 10 in the three plus age group and 6 two-year olds. Funded hours increased for two-year old utilising funding to 2, however remained flat for three plus year olds against the Autumn term.

Summer 2023: The summer term remains flat to the spring term with 16 attending the setting, however with 11 three-year old plus and 5 two-year-olds.

Gift Aid

We recovered £794 in Gift Aid this year a 100% increase on the previous year where no request was submitted to HMRC. This remains an important way of raising funds for the preschool and will hopefully increase with the implementation of voluntary donations for those utilising funded hours.

Fundraising Income and Donations – Target £5,000-£6,000

Once again, we have achieved a fantastic level of fundraising and donations, generating a net position of £6,914, ca 10% increase on FY21-22, with a continued focus on the five main events:

100 Club: £1,648 vs £938

- We raised £2,048 and paid out winnings of £400 as we had some very kind winners who donated all or part of their winnings back to the Preschool, resulting in an improvement of £710 year on year (+76%).

Advent Raffle: £1,426 vs £1,203

- The continuing generosity of local businesses, individuals, and members of our committee has meant we had yet another financially successful Advent raffle, resulting in a year on year increase of £223 (+19%).

Cricket: £1,318 vs £1,760

- A slight change to the playing format made for a refreshed cricketing experience, another excellent fundraising day and proving the Pre-school to not only be a feeder for St Giles Primary School, but also Horsted Keynes Cricket Club, however due to an increase in costs and reduced footfall there was a reduction of £442 year on year (-25%)

HROTG: £772 vs £1,571

- The previous year was a particularly lucrative HROTG as it fell on the Jubilee weekend, with this year being more reflective of a standard year and therefore an expected decline year on year of £798 (-51%)

Other: £580 vs £520

- The principal contribution this year was a £500 gift from the parish council from the Kings Coronation

Donations: £1,171 vs £295

- Due to the decline in fee revenue a decision was made during the summer term to trial voluntary donations for those parents utilising funded hours proved to be successful, with £867 being raised which is also eligible for gift aid.

As shown with the reduction in our fee-based revenue, fundraising and donations (net basis) forms a material 15% of our revenue stream therefore it is important as both a committee and a Setting, that collectively we continue to focus on our core fundraising efforts.

Payments

Total Payments 2022/23 = £62,071

Total Payments 2021/22 = £71,591

Difference = -£9,521 (- 13.3% yr. on yr.)

Wages, Taxes & Pension: £47,380 vs £55,117

- Down £7,736 (14%) year on year, principally driven by a reduction in staffing hour demand due to smaller number of children in the setting throughout the year.

Equipment: £102 vs £1,085

- Minimal investment in equipment this year driven by no critical requirements and the need to minimise discretionary spend due to financial challenges

Children's Enrichment: £450 vs £1,200

- Reduction of £750 (62.5%) to last year as no children's yoga classes

Training: £759 vs £206

- Increase in training expenditure year on year of £553 (268%) due to the need for all 6 pax undertaking level 3 paediatric first aid (re)-qualification and the financial impact of the previous and current year renewal of NoodleNow online learning hitting this year (£150 pa)

Reserves Policy

At Year End we had £1,024 in our current account

At year end we had £30,751 in our savings account

Total of £31,775 versus £45,128 – a decrease of £13,353 from the previous year.

The funds carried forward of £31,775 on 31st August 2023 represent the unrestricted and reserves of the Pre-School arising from past operating results. The unrestricted funds represent the free reserves of the Pre-School and in the Trustees' opinion they need to be maintained at a level equivalent to approximately one terms expenditure (ca £25,000) to adequately cover the current level of operating expenditure.

This was a challenging year financially for the setting, driven primarily by the reduction in fees and our high fixed cost base; Staff costs and rent combined exceeded our total revenue by approximately £6k

The Committee's historical decision to create a designated fund with long term aim of finding our own premises is still ongoing, however with raising costs and reduced attendees at the setting, we have seen a material reduction of £13.3k this year from £20.1k to £6.8k, there may be a continuing need to use this for operating capital.

Next Financial Year

After a year where we made a financial loss of £13,353 the committee has made several decisions effective from the Autumn term to make Pre-school as accessible as possible to all, and to stabilise its financial position.

- Hours have been extended across each day to align closer to the school (0900 to 1300 or 0900 to 1500), with Wednesday now having an afternoon session, thus increasing total hours to 26 per week.
- Funded hours will now be available for use in any session
- Voluntary donations for those parents utilising funded hours (trialled summer term): this minimises the impact of the shortfall in funding vs. actual cost and is also subject to gift aid
- Increase three year old plus non funded hourly fee from £6 to £7 to align with non-funded two year olds
- Continuation of fundraising efforts via a range of events: 100 Club, Advent Raffle, Horse Racing on the Green, and Cricket Match.

With reduced numbers and cost headwinds, it is important that the setting is prudent and sensible with the management of its assets whilst also looking towards opportunities to increase its income stream to offset its expense base.

RISK MANAGEMENT

The trustees have completed a risk assessment review which is fully documented in line with Ofsted requirements. The purpose of the review is to identify and highlight the major risks to which the Pre-School is exposed and to put in place procedures to mitigate these risks. The Risk Assessment is reviewed and updated on an annual and ongoing basis.

TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the new incoming or outgoing resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They 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.

TRUSTEES

The following list includes all trustees as at the date at the end of the Financial Period:

Mr George Holloway	Chairman	(Appointed as Trustee on 8 th May 2017 and Chairman 5 th Nov 2021)
Mr Robert Spetch	Treasurer	(Appointed as Trustee on 4 th Nov 2020 and Treasurer 5 th Nov 2021)
Ms Sonja Graham	Secretary	(Appointed as Trustee and Secretary on 4 th Nov 2020)
Mrs Jessica Waite-Leslie	Committee	(Appointed as Trustee on 3 rd Nov 2022)
Mrs Rebecca Barnard	Administrator	

The Trustees are also the officers and Committee members of the charity.

Signed on behalf of the Trustees.

Mr Robert Spetch

HORSTED KEYNES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSTED KEYNES PRE-SCHOOL

I report to the trustees on my examination of the accounts of the charity Horsted Keynes Pre-School for the year ended 31st August 2023 with are set out on pages 10 - 12.

Responsibilities and basis of report

As the charity trustees of the Horsted Keynes Pre-school 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 Horsted Keynes Pre-school'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Horsted Keynes Pre-school as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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:

Mrs Helen Hord
Oaksview,
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31ST AUG 2023

	Unrestricted Funds	Unrestricted Funds	Yr. on Yr.
	FY22/23	FY21/22	Fav / (Unfav)
Receipts:			
Fees - WSCC	£21,815	£36,106	(£14,291)
Fess - Parents	£17,858	£21,472	(£3,614)
Fundraising	£3,761	£3,941	(£181)
Donations	£2,124	£1,973	£151
Gift Aid	£794	£0	£794
Grants	£0	£202	(£202)
Interest	£313	£0	£313
100 Club	£1,928	£1,538	£390
Refunds	£56	£31	£25
Other Receipts	£69	£442	(£374)
Total Receipts	£48,717	£65,705	(£16,989)
Payments:			
Wages, Taxes & Pension	£47,380	£55,117	£7,736
Rent	£7,567	£7,190	(£377)
Insurance	£978	£860	(£118)
Memberships	£89	£50	(£39)
Catering	£1,268	£1,281	£12
Consumables (Arts & Craft)	£710	£960	£250
Consumables (Children's Enrichment)	£450	£1,200	£750
Consumables (Setting)	£408	£0	(£408)
Equipment	£102	£1,085	£983
Fundraising	£498	£566	£68
Administration	£1,002	£659	(£343)
Miscellaneous Expenses	£215	£1,279	£1,065
Gifts	£170	£298	£128
Training	£834	£206	(£628)
Uniform	£0	£241	£241
100 Club Payout	£400	£600	£200
Total Payments	£62,071	£71,591	(£9,521)
Net of Receipts / (Payments)	(£13,353)	(£5,886)	(£7,467)

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2023

	FY22/23	FY21/22	Fav / (Unfav)
<i>Cash Funds</i>			
Current Account	£1,024	£1,990	(£966)
Savings Account	£30,751	£43,138	(£12,387)
Total Funds	£31,775	£45,128	(£13,353)
Reserve Fund	£25,000	£25,000	£0
Designated Funds	£6,775	£20,128	(£13,353)
Total Unrestricted Funds	£31,775	£45,128	(£13,353)

Signed on behalf of the Trustees.

Robert Spetch

Treasurer

Date:

HORSTED KEYNES PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2023

1. ACCOUNTING POLICIES BASIS OF PREPARATION

The accounts have been prepared on the receipts and payment basis.

2. TRUSTEES RENUMERATION

No trustees, nor any persons connected with them, have received any remuneration during the year.

3. EMPLOYEES

The number of employees at the year-end was:

	AUG-23 Number	AUG-22 Number
Pre-school staff	6	6

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

4. VILLAGE HALL FEES

Fees are paid in arrears, however there are no outstanding amounts carried forward into the next financial year.

HORSTED KEYNES PRE-SCHOOL

England & Wales - Charity number 1029557

Accounts

HORSTED KEYNES PRE-SCHOOL

Registered Charity No: 1029557

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2022

INDEX

Page

- 4 Report of the Trustees**
- 8 Independent Examiner's Report**
- 9 Receipts and Payments Account**
- 10 Statement of Assets and Liabilities**
- 11 Note to the accounts**

HORSTED KEYNES PRE-SCHOOL

TRUSTEES

Chair

Mr George
Holloway

Treasurer

Mr Rob Spetch

Secretary

Ms Sonja Graham

Committee

Mrs Olivia Hustler

Mrs Rebecca Barnard
(Administrator)

PRINCIPAL ADDRESS

The Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP

INDEPENDENT EXAMINER

Mrs Helen Hord
Oakview
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 31st August 2022. The accounts have been prepared in accordance with the Charity's trust deed and applicable law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Horsted Keynes Pre-School is governed by the Pre-School Learning Alliance Model Constitution as adopted at the General Meeting on 23rd November 2006. The Pre-School has been registered with the Charity Commission since the 2nd December 1993 and its registration number is 1029557.

Our Trustee board is made up of volunteers who often have children at the Pre-School. Trustees are appointed annually at either an Extraordinary General Meeting or the Annual General Meeting, which is ordinarily held in November of each year.

PRINCIPAL OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objectives of the Pre-School are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate pay, education and care facilities. Pre-School is also committed to instigating, adhering to, and furthering the aims of the Pre-School Learning Alliance. The Pre-School aims to offer a public benefit by offering affordable childcare to families in the local area. Our charges for children under three years of age are competitive and children over three pay no top up fee to the government funding allowance. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Pre-School operations went well during the 2021-22 academic year in terms of delivering our objectives and with the predicted increase in attendance numbers.

The quality of the teaching team continued to be very high, and we are confident that standards are being maintained to uphold our Outstanding OFSTED rating. Our qualified Pre-School Manager is a valuable asset to the Pre-School and a strong leader of the team. She has continued to improve the planning and implementation of the Early Years initiatives, and this has been reflected in our OFSTED rating. We fully support the ongoing training needs of staff. Unfortunately, the basic training costs of staff are no longer covered by the council and the Pre-School must now fund the cost of all training courses. The staff can continue to attend workshops to continue their professional development and enhance their skills.

FINANCIAL REVIEW

Receipts

Total Income 2021/22 = £65,706

Total Income 2020/21 = £65,736

Difference = -£31 (-0.05% yr. on yr.)

Fees – WSCC (£36,106 vs £35,035) vs Parents (£21,472 vs £22,143)

Both WSCC & Parent Fees remained relatively flat year on year, with a notional increase of 3.1% for WSCC fees and Parent fees decreased 3% year on year.

Parent fees for non-funded and extended sessions remained at £6.00 an hour for 3+ yr. olds and £7.00 an hour for under 3s.

Funded WSCC Fees increased slightly during the year and are now £4.72 per hour for qualifying children and £5.47 for qualifying 2-year-olds.

Autumn 2021: We started the term with 26 children in attendance, which is an increase of 6 from the summer term of the previous year. The 26 children were split 16 over 3s and 10 under 3s. All but 1 of the over 3s utilised funded hours with only 1 under 3s receiving funding.

Spring 2022 Two leavers and three joiners brought our numbers to 27 for the term, split between 20 over 3s and 7 under 3s. Funded hours doubled for the single under 3 utilising funded hours, with 16 of the 20 over 3s utilising their funded hours.

Summer 2022 All sessions were full resulting in us finishing the year with 27 children in attendance, of which 22 were over 3s and 5 under 3s. We said goodbye to 18 children, with the majority moving onto St Giles School, and are retaining the remaining 9 for Autumn 2022

Extended Hours

As usual, numbers and hours increased throughout the year as children got older and were able to attend longer days.

September 2021 admissions are in line with this year with 20+ children confirmed for a September start.

Gift Aid

Due to delays in submitting the HMRC form, no Gift Aid was received during the financial year, however it will be recognised in the following financial year.

Fundraising Income and Donations – Target £5,000-£6,000

Once again, we have achieved a fantastic level of fundraising and donations which could not be achieved without the hard work of all those involved and the kind support and generosity from many in this village and extended families.

The total raised from all our efforts was £5,479. This is virtually the same as last year and maintaining consistent fundraising level for the last 3 financial years.

We continue to focus our efforts on our 5 main events being the 100 Club (£1,539), Annual cricket match (£300), Christmas raffle (£1,203), sponsored walk (£519) and Horse Racing on The Green in conjunction with the Horsted Caghanes society (£1,918).

Payments

Total Payments 2021/22 = £71,591

Total Payments 2020/21 = £63,136

Difference = £8,455 (+ 13.4% yr. on yr.)

We were expecting to see an increase in our staff costs as we knew throughout the year there would be a further increase in April 2021 to the minimum wage coming into force and the increase in children requiring an increase in staffing.

Staff Comp: £55,117 vs £46,010 19.8% increase year on year driven through a combination of annual minimum wage increase and additional staffing needs due to the high volumes of children in the setting, and the departure of Becky Logan during the Autumn Term where we were unable to replace with single pax.

Rent: £7,190 vs £5,993. The village hall rent had not been reviewed for a number of years and unfortunately an hourly increase from £6.50 to £8.00 took effect during the Autumn, resulting in a 19.9% year on year increase.

Children's Enrichment: £1,200 vs £0. Introduction of children's yoga (£800) and a children's entertainment at end of term (£400) has increased costs year on year.

Equipment: £1,085 vs £3,552. The previous year had a considerable investment in equipment (notably 3 x ipads) which has not continued at the same level this year. Purchase of new tables and headphones formed the core expenditure this year.

Misc & Gifts: £1,577 vs £178. Gifts of £298 (principal sum children's leaving presents) and expense reimbursement to administrator (£655) make up the majority of miscellaneous expense increase.

Reserves Policy

At Year End we had £1,990.05 in our current account

At year end we had £43,138.26 in our savings account

Total of £45,128.31 – a decrease of £5,884.84 from the previous year.

The funds carried forward of £45,128.31 on 31st August 2022 represent the unrestricted and reserves of the Pre-School arising from past operating results. The unrestricted funds represent the free reserves of the Pre-School and in the Trustees' opinion they need to be maintained at a level equivalent to approximately one terms expenditure (ca £25,000) to adequately cover the current level of operating expenditure.

The Committee's historical decision to create a designated fund with long term aim of finding our own premises is still ongoing however with raising costs, this may require further review in the forthcoming financial year.

RISK MANAGEMENT

The trustees have completed a risk assessment review which is fully documented in line with Ofsted requirements. The purpose of the review is to identify and highlight the major risks to which the Pre-School is exposed and to put in place procedures to mitigate these risks. The Risk Assessment is reviewed and updated on an annual and ongoing basis.

TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the new incoming or outgoing resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They 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.

TRUSTEES

The following list includes all trustees as at the date at the end of the Financial Period:

Mr George Holloway	Chairman	(Appointed as Trustee on 8 th May 2017 and Chairman 5 th Nov 2021)
Mr Robert Spetch	Treasurer	(Appointed as Trustee on 4 th Nov 2020 and Treasurer 5 th Nov 2021)
Ms Sonja Graham	Secretary	(Appointed as Trustee and Secretary on 4 th Nov 2020)
Mrs Olivier Hustler	Committee	(Appointed as Trustee on 5 th Nov 2021)
Mrs Rebecca Barnard	Administrator	

The Trustees are also the officers and Committee members of the charity.

Signed on behalf of the Trustees.

Mr Robert Spetch

HORSTED KEYNES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSTED KEYNES PRE-SCHOOL

I report to the trustees on my examination of the accounts of the charity Horsted Keynes Pre-School for the year ended 31st August 2022 with are set out on pages 9 - 10.

Responsibilities and basis of report

As the charity trustees of the Horsted Keynes Pre-school 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 Horsted Keynes Pre-school'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Horsted Keynes Pre-school as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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:

Mrs Helen Hord
Oakview,
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31ST AUG 2022

	Unrestricted Funds	Unrestricted Funds	Yr on Yr
	FY21/22	FY20/21	Fav / (Unfav)
Receipts:			
Fees - WSCC	£36,106	£35,035	£1,071
Fess - Parents	£21,472	£22,143	(£671)
Milk Fund	£0	£85	(£85)
Fundraising	£3,941	£3,655	£286
Restricted Income Capital Grant	£0	£0	£0
Donations	£1,973	£1,933	£40
Gift Aid	£0	£818	(£818)
Grants	£202	£0	£202
Interest	£0	£0	£0
100 Club	£1,538	£1,849	(£311)
Refunds	£31	£219	(£188)
Other Receipts	£442	£0	£442
Total Receipts	£65,706	£65,736	(£31)
Payments:			
Wages, Taxes & Pension	£55,117	£46,010	(£9,107)
Rent	£7,190	£5,993	(£1,197)
Insurance	£860	£853	(£7)
Memberships	£50	£605	£555
Catering	£1,281	£1,045	(£236)
Consumables (Arts & Craft)	£960	£772	(£188)
Consumables (Children's Enrichment)	£1,200		(£1,200)
Equipment	£1,085	£3,552	£2,467
Fundraising	£566	£400	(£166)
Administration	£659	£732	£73
Miscellaneous Expenses & Gifts	£1,577	£178	(£1,399)
Asset Purchases	£0	£0	£0
Outdoor Area	£0	£0	£0
Training	£206	£394	£188
Uniform	£241	£783	£542
100 Club Payout	£600	£800	£200
Refunds	£0	£1,019	£1,019
Total Payments	£71,591	£63,136	£8,455
Net of Receipts / (Payments)	(£5,885)	£2,600	(£8,485)

HORSTED KEYNES PRE-SCHOOL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2022

	FY21/2 2	FY20/2 1	Fav / (Unfav)
<i>Cash Funds</i>			
Current Account	£1,990	£6,013	(£4,023)
Savings Account	£43,138	£45,000	(£1,862)
Total Funds	£45,128	£51,013	(£5,885)
Reserve Fund	£25,000	£22,500	£2,500
Designated Funds	£20,128	£28,513	(£8,385)
Total Unrestricted Funds	£45,128	£51,013	(£5,885)

Signed on behalf of the Trustees.

Robert Spetch

Treasurer

Date:

HORSTED KEYNES PRE-SCHOOL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2022**

1. ACCOUNTING POLICIES BASIS OF PREPARATION

The accounts have been prepared on the receipts and payment basis.

2. TRUSTEES RENUMERATION

No trustees, nor any persons connected with them, have received any remuneration during the year.

3. EMPLOYEES

The number of employees at the year-end was:

	AUG-22 Number	AUG-21 Number
Pre-school staff	6	5

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

4. VILLAGE HALL FEES

Fees are paid in arrears, however there are no outstanding amounts carried forward into the next financial year.

HORSTED KEYNES PRE-SCHOOL

England & Wales - Charity number 1029557

Accounts

HORSTED KEYNES PRE-SCHOOL

**Registered Charity No:
1029557**

ACCOUNTS

FOR THE YEAR

ENDED 31ST

AUGUST 2021

HORSTED KEYNES PRE-SCHOOL

INDEX

Page

4 Report of the Trustees

8 Independent Examiner's Report

9 Receipts and Payments Account

10 Statement of Assets and Liabilities

11 Note to the accounts

HORSTED KEYNES PRE-SCHOOL

TRUSTEES

Chair

Mr Alexander Barblett

Treasurer

Mr George Holloway

Secretary

Ms Sonja Graham

Committee

Mr Rob Spetch

Mrs Sophie Grounds

Mrs Rebecca

Barnard

(Administrator)

PRINCIPAL ADDRESS

The Village
Hall The
Green
Horsted
Keynes West
Sussex RH17
7AP

INDEPENDENT EXAMINER

Mrs Helen
Hord
Oakview
Lewes Road
Horsted

Keynes West
Sussex

HORSTED KEYNES PRE-SCHOOL

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 31st August 2021. The accounts have been prepared in accordance with the Charity's trust deed and applicable law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Horsted Keynes Pre-School is governed by the Pre-School Learning Alliance Model Constitution as adopted at the General Meeting on 23rd November 2006. The Pre-School has been registered with the Charity Commission since the 2nd December 1993 and its registration number is 1029557.

Our Trustee board is made up of volunteers who often have children at the Pre-School. Trustees are appointed annually at either an Extraordinary General Meeting or the Annual General Meeting, which is ordinarily held in November of each year.

PRINCIPAL OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objectives of the Pre-School are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities. Pre-School is also committed to instigating, adhering to and furthering the aims of the Pre-School Learning Alliance. The Pre-School aims to offer a public benefit by offering affordable childcare to families in the local area. Our charges for children under three years of age are competitive and children over three pay no top up fee to the government funding allowance. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Pre-School operations went well during the 2020-21 academic year in terms of delivering our objectives and with the predicted increase in attendance numbers.

The quality of the teaching team continued to be very high and we are confident that standards are being maintained to uphold our Outstanding OFSTED rating. Our qualified Pre-School Manager is a valuable asset to the Pre-School and a strong leader of the team. She has continued to improve the planning and implementation of the Early Years initiatives and this has been reflected in our OFSTED rating. We fully support the ongoing training needs of staff.

Unfortunately the basic training costs of staff are no longer covered by the council and the Pre-School now has to fund the cost of all training courses. The staff can continue to attend workshops to continue their professional development and enhance their skills.

FINANCIAL REVIEW

Receipts

Total Income 2020/21 = £65,736

Total Income 2019/20 = £60,779

Difference = £4,739 (+7.8%)yr on yr)

Fees - WSCC (£35,035 vs £30,243) vs Parents (£22,143 vs £16,860)

WSCC fees increased 15% from the previous year as we have again increased the number of children in attendance. Parent fees increased double that figure at 30% however we didn't experience the closures this year that we did in the previous year due to Covid.

Parent fees for non-funded and extended sessions remained at £6.00 an hour for 3+ yr olds and £7.00 an hour for under 3s.

Funded WSCC Fees are £4.42 per hour for qualifying children and £5.10 for qualifying 2 year olds.

Autumn 2018: We started the term with 20 children in attendance, which was a similar number to the end of the summer term in the previous year. All but 2 of our 3+ age group used at least 9 hours of their FFE entitlement. We had 10 children aged 2 with 80% of these paying our parent fees.

Spring 2019 A few leavers and new starters brought our numbers to 21 for this term. We saw the usual increase in use of FFE hours from the older children with all but 1 (used funding elsewhere) using at least 12 of their hours.

Summer 2019 we finished the year with 22 children in attendance following a few more leavers during the summer. 16 children now over aged 3 and only 6 two year olds. We said goodbye to 8 children all of whom left us for St Giles.

Extended Hours

As usual, numbers and hours increased throughout the year as children got older and were able to attend longer days but sadly we weren't able to offer the third afternoon session of Rising 5s due to the Covid restrictions.

September 2020 admissions are in line with this year with 20+ children confirmed for a September start.

Gift Aid

Having worked hard the previous year to bring ourselves up to speed, we managed to recover a further £818 through gift aid this year and this has become an important way for us to raise funds.

Fundraising Income and Donations - Target £5,000-£6,000

Once again we have achieved a fantastic level of fundraising and donations which could not be achieved without the hard work of all those involved and the kind support and generosity from many in this village and extended families.

The total raised from all of our efforts was £5,588 - almost exactly the same figure as the previous year.

We continue to focus our efforts on our 5 main events being the 100 Club, Annual cricket match, Christmas raffle, sponsored walk and Horse Racing on The Green in conjunction with the Horsted Cahagnes society.

Payments

Total Payments 2020/21 = £63,136

Total Payments 2018/19 = £52,091

Difference = £4,455 (increase of 20%)

We were expecting to see an increase in costs as we knew throughout the year there would be a further increase in April 2020 to the minimum wage coming into force and we therefore realigned our pay structure accordingly. We also spent some more money than in previous years as we continue to update and replace old equipment.

Wages: £42,063 vs £34,888. Up 120.5% primarily due to an increase in the minimum wage that came during the year but also due to the fact we increased permanent staff from 4 to 5.

Rent: £5,993 vs £6,135. Comparable to the year before and we continue to be fully paid up during the academic year. We are expecting to experience an increase to rent in the next financial year however.

Training: £394 vs £588. A small decrease as the majority of our training courses are up to date and we also changed provider which saved money.

Equipment: £3,552 vs £2,117. In line with the previous year as we continued to replace old and broken equipment. In particular this year we replaced a lot of our playground equipment as well as investing in some new iPads.

Reserves Policy

At Year End we had £6,013.15 in our current account

At year end we had £45,000 in our savings account

Total of £51,013.15 - an increase of £3,067.71 from the previous year.

The funds carried forward of £51,013.15 at 31st August 2021 represent the unrestricted and reserves of the Pre-School arising from past operating results. The unrestricted funds represent

the free reserves of the Pre-School and in the Trustees' opinion they need to be maintained at a level equivalent to approximately one terms expenditure (between £20,000 and £25,000) to adequately cover the current level of operating expenditure.

Having discussed the level of our reserves the committee have decided with the excess capital held in reserve to create a designated fund with the long term aim of finding our own premises. This is still an ongoing situation.

RISK MANAGEMENT

The trustees have completed a risk assessment review which is fully documented in line with Ofsted requirements. The purpose of the review is to identify and highlight the major risks to which the Pre-School is exposed and to put in place procedures to mitigate these risks. The Risk Assessment is reviewed and updated on an annual and ongoing basis.

TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statement for each financial year which give a true and fair view of the state of affairs of the charity and of the new incoming or outgoing resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They 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.

TRUSTEES

The following list includes all trustees as at the date at the end of the Financial Period:

Mr Alexander Barblett	Chairman	(appointed as Trustee and Chairperson on 10/11/2016)
Mr George Holloway	Treasurer	(appointed as Trustee on 8/5/2017 and Treasurer 07/11/2018)
Mr Robert Spetch	Committee	(appointed as Trustee on 04/11/20120)
Ms Sonja Graham	Secretary	(appointed as trustee and Secretary on 04/11/2020)
Mrs Sophie Grounds	Committee Administrator	(appointed as Trustee on 04/11/2020)
Mrs Rebecca Barnard		

The Trustees are also the officers and Committee members of the charity.

Signed on behalf of the Trustees

Mr George Holloway

HORSTED KEYNES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSTED KEYNES PRE- SCHOOL

I report to the trustees on my examination of the accounts of the charity Horsted Keynes Pre-School for the year ended 31st August 2021 with are set out on pages 9 - 10.

Responsibilities and basis of report

As the charity trustees of the Horsted Keynes Pre-school 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 Horsted Keynes Pre-school'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Horsted Keynes Pre-school as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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:

Mrs Helen
Hord
Oakview,
Lewes Road
Horsted
Keynes West
Sussex

HORSTED KEYNES PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31ST AUG 2021

	Unrestricted Funds	Unrestricted Funds	Yr on Yr
	2021	2020	Fav/(Unfav)
	£	£	£
RECEIPTS			
Fees - WSOC	£35,035	£30,243	£4,792
- Parents	£22,143	£16,860	£5,283
HMRC- Furlough Scheme	£0	£4,322	-£4,322
Milk refund	£85	£75	£10
Fundraising	£3,655	£2,210	£1,445
Restricted Income Capital Grant	£0	£0	£0
Donations	£1,933	£3,360	-£1,427
Gift Aid	£818	£1,139	-£321
Grants	£0	£0	£0
Interest	£0	£0	£0
100 Club	£1,849	£2,570	-£721
Refunds	£219		
Total receipts	£65,736	£60,779	£4,739
PAYMENTS			
Wages	£42,063	£34,888	£7,175
Taxes	£3,148	£3,093	£55
Premises/Village Hall	£5,993	£6,135	-£142
Insurance	£853	£1,062	-£209
Memberships	£605	£493	£112
Catering	£1,045	£508	£537
Consumables (Art and Craft)	£772	£325	£447
Equipment	£3,552	£1,792	£1,760
Fundraising	£400	£466	-£66
Administration	£732	£335	£397
Miscellaneous expenses & Gifts	£178	£183	-£5
Asset purchases	£0	£0	£0
Outdoor Area	£0	£130	-£130
Training	£394	£558	-£164
Uniform	£783	£0	£783
Pension	£799	£832	-£33
100 club payout	£800	£1,100	-£300
Refunds	£1,019		
Total payments	£63,136	£52,091	£10,217
Net of receipts / (payments)	£2,600	£8,688	-£5,478

HORSTED KEYNES PRE-SCHOOL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2021

HORSTED KEYNES PRE-SCHOOL			
STATEMENT OF ASSETS AND LIABILITIES AT 31 AUGUST 2020			
	UNRESTRICTED FUNDS		UNRESTRICTED FUNDS
	2020		2019
	£		£
CASH FUNDS			
CURRENT ACCOUNT	6,013.15		5,44.44
SAVINGS ACCOUNT	45,000		42,500
			47,945.44
Reserve Funds	22,500		20,000.00
Designated Funds	28,513.15		27,495.44
Total Unrestricted Funds	51,013.15		47,485.44

Signed on behalf of the Trustees

George Holloway

Treasurer

Date:

HORSTED KEYNES PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2021

1. ACCOUNTING POLICIES BASIS OF PREPARATION

The accounts have been prepared on the receipts and payment basis.

2. TRUSTEES RENUMERATION

No trustees, nor any persons connected with them, have received any remuneration during the year.

3. EMPLOYEES

The number of employees at the year end was:

	AUG- 21 Numb er	AUG- 20 Numb er
Pre-school staff	5	4

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

4. VILLAGE HALL FEES

Fees are paid in arrears however there are no outstanding amounts carried forward into the next financial year.

HORSTED KEYNES PRE-SCHOOL

England & Wales - Charity number 1029557

Accounts

HORSTED KEYNES PRE-SCHOOL

Registered Charity No: 1029557

ACCOUNTS

FOR THE YEAR ENDED

31ST AUGUST 2020

HORSTED KEYNES PRE-SCHOOL

INDEX

Page

- 4 Report of the Trustees**
- 8 Independent Examiner's Report**
- 9 Receipts and Payments Account**
- 10 Statement of Assets and Liabilities**
- 11 Note to the accounts**

HORSTED KEYNES PRE-SCHOOL

TRUSTEES

Co-Chair

Mr Alexander Barblett

Mrs Claire Speakman

Treasurer

Mr George Holloway

Secretary

Mrs Emma Freeman

Committee

Mrs Sophie Grounds

Mrs Natasha Long

Mrs Katie Spetch

Mrs Rebecca Barnard

(Administrator)

PRINCIPAL ADDRESS

The Village Hall

The Green

Horsted Keynes

West Sussex

RH17 7AP

INDEPENDENT EXAMINER .

Mrs Helen Hord

Oaksview

Lewes Road

Horsted Keynes

West Sussex

HORSTED KEYNES PRE-SCHOOL

REPORT OF THE TRUSTEES

The trustees present their report and the financial statements for the year ended 31st August 2020. The accounts have been prepared in accordance with the Charity's trust deed and applicable law.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Horsted Keynes Pre-School is governed by the Pre-School Learning Alliance Model Constitution as adopted at the General Meeting on 23rd November 2006. The Pre-School has been registered with the Charity Commission since the 2nd December 1993 and its registration number is 1029557.

Our Trustee board is made up of volunteers who often have children at the Pre-School. Trustees are appointed annually at either an Extraordinary General Meeting or the Annual General Meeting which is ordinarily held in November of each year.

PRINCIPAL OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objectives of the Pre-School are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate pay, education and care facilities. Pre-School is also committed to instigating, adhering to and furthering the aims of the Pre-School Learning Alliance. The Pre-School aims to offer a public benefit by offering affordable childcare to families in the local area. Our charges for children under three years of age are competitive and children over three pay no top up fee to the government funding allowance. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Pre-School operations started well during the 2019-20 academic year in terms of delivering our objectives and with the predicted increase in attendance numbers. Unfortunately, this was the year that the Covid Pandemic spread across the World and forced us to close our doors part of the way through the year. We followed Government advice and closed in March 2020 and made the difficult decision not to reopen during the summer term and to focus on being ready to re-open for the new academic year in September 2020 with the support of our staff and parents.

The quality of the teaching team continued to be very high and we are confident that standards are being maintained to uphold our Outstanding OFSTED rating. Our qualified Pre-School Manager is a valuable asset to the Pre-School and a strong leader of the team. She has continued to improve the planning and implementation of the Early Years initiatives and this has been reflected in our OFSTED rating. We fully support the ongoing training needs of staff. Unfortunately the basic training costs of staff are no longer covered by the council and the Pre-School now has to fund the cost of all training courses. The staff can continue to attend workshops to continue their professional development and enhance their skills.

FINANCIAL REVIEW

Receipts

Total Income 2019/20 = £60,779

Total Income 2018/19 = £49,432

Difference = £11,348 (+23% yr on yr)

Fees – WSCC (£30,243 vs £21,509) vs Parents (£16,860 vs £14,701)

WSCC fees increased 40% from the previous year as we have significantly more children in attendance. Parent fees increased slightly however, would have been much higher as the above figure only takes into consideration the first two terms as we were closed for the summer term and didn't charge any parent fees.

Parent fees for non-funded and extended sessions remained at £6.00 an hour for 3+ yr olds and £7.00 an hour for under 3s.

Funded WSCC Fees are £4.42 per hour for qualifying children and £5.12 for qualifying 2 year olds.

Autumn 2019: We started the term with 19 children in attendance, which was more than we had finished the previous term with. 10 children were entitled to 3+ FFE and of those, 7 used at least 12 of their 15 hours allowance. 9 children were aged under 3 but most only attended a couple of sessions a week.

Spring 2020 Half a dozen new starters brought us to 26 on the books with 13 using the 3+ FFE and we were at capacity for 3 of the 5 morning sessions offered.

Summer 2020 Numbers looked to be the same as for the spring term however we made the difficult decision not to re-open for the second half of term following the government advice that it was safe to do so and instead concentrated on being ready for a September return.

Extended Hours

As usual, numbers and hours increased throughout the year as children got older and were able to attend longer days but sadly, we weren't able to offer the third afternoon session of Rising 5s due to the Covid restrictions.

September 2020 admissions are in line with this year with 20 children confirmed for a September start.

Gift Aid

Having worked hard the previous year to bring ourselves up to speed, we managed to recover a further £1,139 through gift aid this year and this has become an important way for us to raise funds.

Fundraising Income and Donations – Target £5,000-£6,000

Once again we have achieved a fantastic level of fundraising and donations which could not be achieved without the hard work of all those involved and the kind support and generosity from many in this village and extended families.

The total raised from all of our efforts was £5,570 - a near 50% decrease on the previous year as sadly some of our big events such as Horse Racing on the Green and the Village Walk were cancelled due to the pandemic.

We continue to focus our efforts on our 5 main events being the 100 Club, Annual cricket match, Christmas raffle, sponsored walk and Horse Racing on The Green in conjunction with the Horsted Cahagnes society. We had one new (resurrected) event in December 2019, which was 'The Girls Night In'. It was a very well organised event and a fantastic success.

Payments

Total Payments 20119/20 = £52,091

Total Payments 2018/19 = £47,635

Difference = £4,455 (increase of 9%)

On the face of it, a 9% increase in costs doesn't look great however with so many more children in attendance our costs were always going to increase with wages, tax/NI and training being the main contributors to this. A further increase in April 2020 to the minimum wage came into force and we therefore realigned our pay structure accordingly.

Wages: £34,888 vs £31,512. Up 10.72% primarily due to an increase in the minimum wage that came during the year but also due to the fact we increased permanent staff from 3 to 4.

Rent: £6,135 vs £6,932.11. As we were closed for the summer term 2020 there was no rent to pay for the term, therefore we are now fully paid up and no longer carry forward the summer term into the following financial year.

Training: £558 vs £610. As expected we had to renew some courses this year hence the increase in costs from last year.

Equipment: £2,117 vs £2,338. In line with the previous year as we continued to replace old and broken equipment. We also stocked up on PPE equipment over the summer in preparation for re-opening in September.

Reserves Policy

At Year End we had £5,445.44 in our current account

At year end we had £42,500 in our savings account

Total of £47,945.44 – an increase of £8,97.26 from the previous year.

The funds carried forward of £47,945.44 at 31st August 2020 represent the unrestricted and reserves of the Pre-School arising from past operating results. The unrestricted funds represent the free reserves of the Pre-School and in the Trustees' opinion they need to be maintained at a level equivalent to approximately one terms expenditure (between £15,000 and £20,000) to adequately cover the current level of operating expenditure.

Having discussed the level of our reserves the committee have decided with the excess capital held in reserve to create a designated fund with the long-term aim of finding our own premises. This is still an ongoing situation.

COVID-19

Clearly the major challenge to us, and everyone worldwide, this year has been Covid19. Being forced to close in late March 2020 was a blow but fortunately, through careful management over the last few years we were in a position where it would not be too damaging financially. We were able to make use of the governments furlough scheme which helped keep costs down whilst we were closed.

RISK MANAGEMENT

The trustees have completed a risk assessment review which is fully documented in line with Ofsted requirements. The purpose of the review is to identify and highlight the major risks to which the Pre-School is exposed and to put in place procedures to mitigate these risks. The Risk Assessment is reviewed and updated on an annual and ongoing basis.

TRUSTEES' RESPONSIBILITIES

Charity law requires the trustees to prepare financial statement for each financial year which give a true and fair view of the state of affairs of the charity and of the new incoming or outgoing resources of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They 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.

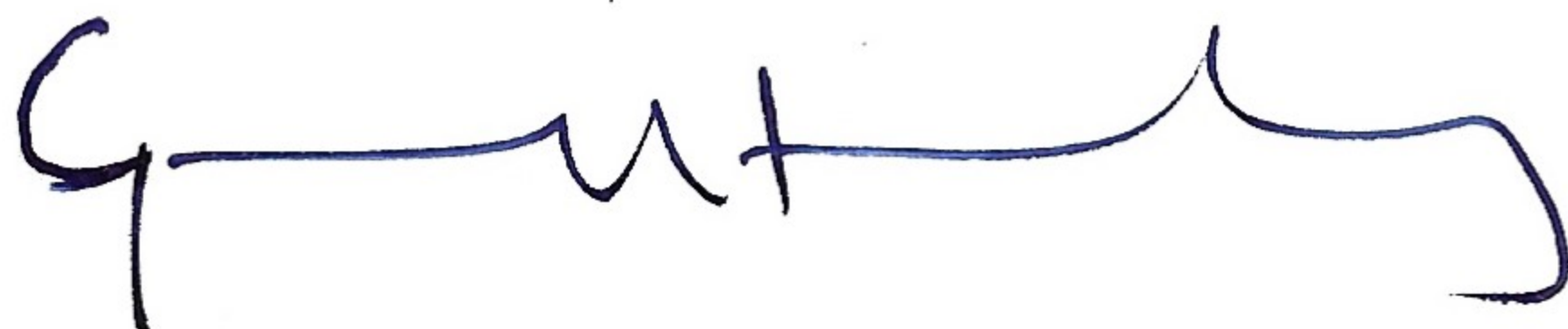
TRUSTEES

The following list includes all trustees as at the date at the end of the Financial Period:

Mr Alexander Barblett	Co- Chairperson	(appointed as Trustee and Chairperson on 10/11/2016)
Mrs Claire Speakman	Co-Chairperson	(appointed as Trustee and Chairperson on 10/11/2016)
Mr George Holloway	Treasurer	(appointed as Trustee on 8/5/2017 and Treasurer 07/11/2018)
Mrs Katie Spetch	Committee	(appointed as Trustee on 07/11/2019)
Mrs Emma Freeman	Secretary	(appointed as trustee (07/11/2018) and Secretary on 07/11/2019)
Mrs Xanthe Holloway	Marketing and PR	(appointed as Trustee on 8/5/2017)
Mrs Natasha Long	Fundraising	(appointed as Trustee on 07/11/2018)
Mrs Rebecca Barnard	Administrator	

The Trustees are also the officers and Committee members of the charity.

Signed on behalf of the Trustees



Mr George Holloway

HORSTED KEYNES PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HORSTED KEYNES PRE-SCHOOL

I report to the trustees on my examination of the accounts of the charity Horsted Keynes Pre-School for the year ended 31st August 2019 with are set out on pages 9 - 10.

Responsibilities and basis of report

As the charity trustees of the Horsted Keynes Pre-school 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 Horsted Keynes Pre-school'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.

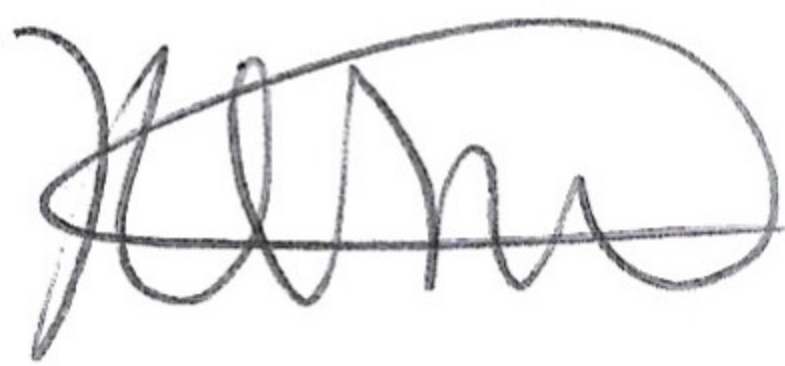
Independent Examiner's statement

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

1. accounting records were not kept in respect of the Horsted Keynes Pre-school as required by section 130 of the Act; or 2. the accounts do not accord with those records.

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:

17.6.21

Mrs Helen Hord
Oakview,
Lewes Road
Horsted Keynes
West Sussex

HORSTED KEYNES PRE-SCHOOL

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDING 31ST AUG 2020

	Unrestricted Funds	Unrestricted Funds	Yr on Yr
	2020	2019	Fav/(Unfav)
	£	£	£
RECEIPTS			
Fees - WSCC	£30,243	£21,509	£11,204
- Parents	£16,860	£14,701	£2,159
HMRC - Furlough Scheme	£4,322		£4,322
Milk refund	£75	£83	£-8
Fundraising	£2,210	£2,073	£138
Restricted Income Capital Grant	£0	£0	£0
Donations	£3,360	£5,929	£-2,569
Gift Aid	£1,139	£2,740	£-1,601
Grants	£0	£0	£0
Interest	£0	£193	£-193
100 Club	£2,570	£2,204	£366
Total receipts	£60,779	£49,431	£11,348
PAYMENTS			
Wages	£34,888	£31,513	£3,375
Taxes	£3,093	£2,190	£903
Premises/Village Hall	£6,135	£6,932	£-797
Insurance	£1,062	£838	£224
Memberships	£493	£838	£-345
Catering	£508	£639	£-131
Consumables (Art and Craft)	£325	£434	£-109
Equipment	£1,792	£1,904	£-112
Fundraising	£466	£0	£466
Administration	£335	£34	£301
Miscellaneous expenses & Gifts	£183	£285	£-102
Asset purchases	£0	£0	£0
Outdoor Area	£130	£239	£-109
Training	£558	£182	£376
End of Term Parties		£160	£-160
Uniform	£0	£53	£-53
Manager Pension	£832	£519	£313
100 club payout	£1,100	£876	£224
Total payments	£52,091	£47,635	£4,455
Net of receipts / (payments)	£8,688	£1,796	£6,892

HORSTED KEYNES PRE-SCHOOL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2020

HORSTED KEYNES PRE-SCHOOL		
STATEMENT OF ASSETS AND LIABILITIES AT 31 AUGUST 2020		
	UNRESTRICTED	UNRESTRICTED
	FUNDS	FUNDS
	2020	2019
	£	£
CASH FUNDS		
CURRENT ACCOUNT	5,445.44	5,612.27
SAVINGS ACCOUNT	42,500	33,425.91
	47,945.44	39,038.18
Reserve Funds	20,000	20,000.00
Designated Funds	27,495.44	19,038.18
Total Unrestricted Funds	47,485.44	39,038.18

Signed on behalf of the Trustees



George Holloway

Treasurer

25/05/2021

Date:

HORSTED KEYNES PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES BASIS OF PREPARATION

The accounts have been prepared on the receipts and payment basis.

2. TRUSTEES REMUNERATION

No trustees, nor any persons connected with them, have received any remuneration during the year.

3. EMPLOYEES

The number of employees at the year end was:

	AUG-20 Number	AUG-19 Number
Pre-school staff (part time)	5	4

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

4. VILLAGE HALL FEES

Fees are paid in arrears however due to there being no rent due for the summer term 2020 we are now fully paid up and no longer carry forward this term into the next financial period..