



# Trustees' Annual Report for the period

Period start date  
From Day 01 Month 09 Year 2022 To Day 31 Month 08 Year 2023

## Section A

### Reference and administration details

Charity name Charfield Pre School

Other names charity is known by n/a

Registered charity number (if any) 1029832

Charity's principal address Foundation Room, Charfield Primary School, Wotton Road,  
Charfield, Wotton-Under-Edge, South Gloucestershire

Postcode GL12 8TG

### Names of the charity trustees who manage the charity

|    | Trustee name    | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|-----------------|-----------------|-----------------------------------|---|
| 1  | Darren Wills    | Chairperson     |                                   |   |
| 2  | Joe Tanner      | Treasurer       |                                   |   |
| 3  | Carolyn Howarth | Secretary       |                                   |   |
| 4  |                 |                 |                                   |   |
| 5  |                 |                 |                                   |   |
| 6  |                 |                 |                                   |   |
| 7  |                 |                 |                                   |   |
| 8  |                 |                 |                                   |   |
| 9  |                 |                 |                                   |   |
| 10 |                 |                 |                                   |   |
| 11 |                 |                 |                                   |   |
| 12 |                 |                 |                                   |   |
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| 14 |                 |                 |                                   |   |
| 15 |                 |                 |                                   |   |
| 16 |                 |                 |                                   |   |
| 17 |                 |                 |                                   |   |
| 18 |                 |                 |                                   |   |
| 19 |                 |                 |                                   |   |
| 20 |                 |                 |                                   |   |

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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document

*See attached documents*

Constitution

How the charity is constituted

*See attached documents*

Committee of Trustees

Trustee selection methods

*See attached documents*

Appointed by existing committee at AGM

### Additional governance issues (Optional information)

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

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

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

Charfield Pre-School is an Ofsted registered non-profit making pre-school managed by a parent committee. Operating from the Foundation Room in the grounds of Charfield Primary School, we are open 5 days a week and can accommodate up to 30 children per session.

The learning environment is based on individual learning through play. We are committed to meet the requirements of the EYFS - the standards set for learning, development and care for children up to 5 years of age by the Department for Education and Skills.

All our staff are qualified to a minimum NVQ Level 2 standard and you will always experience a very warm and friendly atmosphere.

Our Vision:

\*To provide an outstanding childcare facility for the surrounding community

\*To offer children and parents the opportunity to make relationships and feel valued

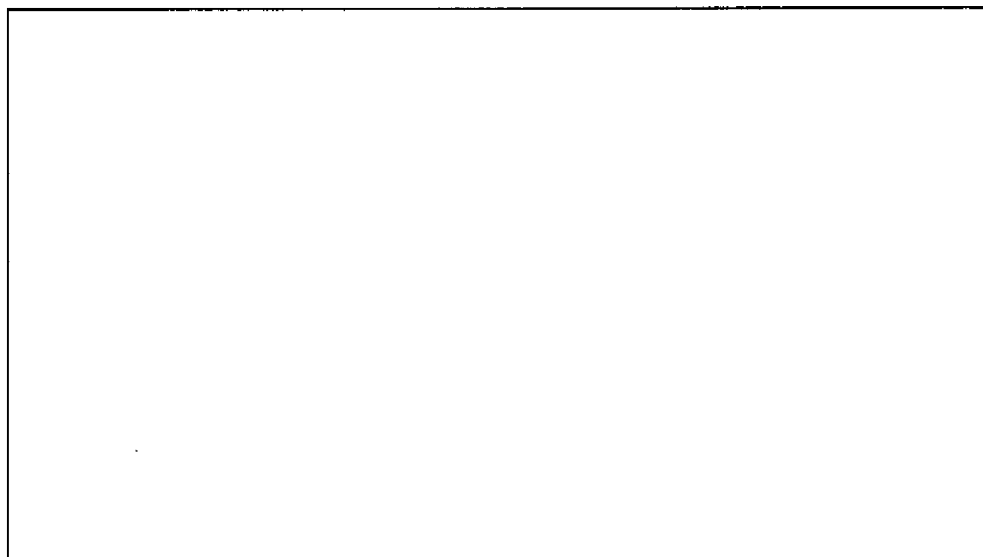
\*To meet the needs of the families

\*To strive to always look forward and maintain continuous improvement

**Additional details of objectives and activities (Optional information)**

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

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



## Section C Objectives and activities

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

The aims of the Pre-school are 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 or ability;
- (b) encouraging the study of the 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.

Further details of our policies can be found on our website  
[www.charfieldpreschool.org.uk/](http://www.charfieldpreschool.org.uk/)

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- 2022-23 was a good year. The effects of Covid are behind us.
- Income remains positive as a result of an increased uptake and extended opening hours. At an operational level we managed to achieve a surplus.. There are however significant cost pressures due to meeting minimum wage requirements which are not met by corresponding increases in the Government Education Grant payments.
- From previous years funds the pre-school installed an extension to the existing cabin increasing overall capacity by 20%. The Primary school have allowed us to use some of their space to accommodate the extension and further play space which required a new security fencing to be installed .
- We had another good year for fund raising (£4958) the majority of which was spent on new activities and toys and equipment for the children.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There is a reserve fund in place of £20,000 maintained at the end of each financial year. This is kept in order to fund staff redundancies etc. should the facility have to fold.

### Details of any funds materially in deficit

n/a

### Further financial review details (Optional information)

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

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

## Section F

## Other optional information


## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Darren Wills

Joe Tanner

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

25 - June 2024.

## Profit and Loss

Charfield Pre School

For the year ended 31 August 2023

| Account                                     | 2023               |
|---|--------------------|
| <b>Turnover</b>                             |                    |
| consumable fees                             | 3,203.00           |
| Early Years Education Grant - 2 Year Olds   | 16,689.72          |
| Early Years Education Grant - 3&4 Year Olds | 59,337.63          |
| Early Years Pupil Premium                   | 2,958.18           |
| Interest Income                             | 375.35             |
| Other Revenue                               | 600.00             |
| School Uniform Sales                        | 172.50             |
| Three & Four Year Old Fees                  | 28,815.82          |
| Two Year Old Fees                           | 8,669.90           |
| <b>Total Turnover</b>                       | <b>120,822.10</b>  |
| <b>Gross Profit</b>                         | <b>120,822.10</b>  |
| <b>Administrative Costs</b>                 |                    |
| Audit & Accountancy fees                    | 403.20             |
| Cleaning                                    | 1,967.54           |
| Craft and Activity Supplies                 | 6,941.05           |
| Entertainment-100% business                 | 58.60              |
| EYPP projects                               | (673.27)           |
| Food Purchases for Snack                    | 1,750.32           |
| General Expenses                            | 442.30             |
| IT Software and Consumables                 | 2,053.45           |
| Light, Power, Heating                       | 583.64             |
| lottery prizes                              | 282.50             |
| other consumables                           | (0.50)             |
| Postage, Freight & Courier                  | 42.15              |
| Printing & Stationery                       | 315.89             |
| Rent  | 6,095.67           |
| Repairs & Maintenance                       | 1,284.46           |
| Salaries                                    | 86,406.95          |
| school uniforms                             | 643.72             |
| Staff Training                              | 569.00             |
| Subscriptions                               | 650.16             |
| Telephone & Internet                        | 793.91             |
| <b>Total Administrative Costs</b>           | <b>110,610.74</b>  |
| <b>Operating Profit</b>                     | <b>10,211.36</b>   |
| <b>Other Income</b>                         |                    |
| fund raising                                | 4,958.41           |
| <b>Total Other Income</b>                   | <b>4,958.41</b>    |
| <b>Profit on Operational Activities</b>     | <b>15,169.77</b>   |
| projects using current year fund raising    | (5.00)             |
| projects using prior year reserves          | 46,052.93          |
| <b>total exceptional items</b>              | <b>46,047.93</b>   |
| <b>net surplus</b>                          | <b>(30,878.16)</b> |

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## Balance Sheet

Charfield Pre School

As at 31 August 2023

|                                   | Account                                      | 31 Aug 2023      |
|-----------------------------------|--|------------------|
| <b>Current Assets</b>             |  |                  |
|                                   | <b>Cash at bank and in hand</b>              |                  |
|                                   | Bus Bank Instant                             | 52,338.18        |
|                                   | Charfield Pre School                         | 12,462.85        |
|                                   | Treasurers Account                           | 358.97           |
|                                   | <b>Total Cash at bank and in hand</b>        | <b>65,160.00</b> |
|                                   | Accounts Receivable                          | 774.46           |
| <b>Total Current Assets</b>       |  | <b>65,934.46</b> |
|                                   | <b>Net Current Assets (Liabilities)</b>      | <b>65,934.46</b> |
|                                   | <b>Total Assets less Current Liabilities</b> | <b>65,934.46</b> |
|                                   | <b>Net Assets</b>                            | <b>65,934.46</b> |
| <b>Capital and Reserves</b>       |  |                  |
|                                   | Current Year Earnings                        | (30,868.16)      |
|                                   | Retained Earnings                            | 96,802.62        |
| <b>Total Capital and Reserves</b> |  | <b>65,934.46</b> |

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| <b>Capital and Reserves</b>                  |  |                  |
| Current Year Earnings                        |  | (30,868.16)      |
| Retained Earnings                            |  | 96,802.62        |
| <b>Total Capital and Reserves</b>            |  | <b>65,934.46</b> |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charfield Pre School

On accounts for the year  
ended

August 2023

Charity no  
(if any) 1029832

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 24/06/2024

Name:

Heather Stoakes

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

CIMA

Address:

40A Wotton Road, Charfield, Wotton-Under-Edge, South Glos, GL12 8TG

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**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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