



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

## Section A Reference and administration details

**Charity name**

Rudgwick Preschool

**Other names charity is known by**

**Registered charity number (if any)**

1033175

The Scout Hut

Church Street

Rudgwick

**Postcode**

RH12 3HJ

### 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	William Baldwin	Chair		
2	Francesca Baldwin	Secretary		
3	Anna Arnell	Treasurer		
4	Ari Knight	Finance Officer		
5	Amanda Forehead	Premises		
6	Niky Napper	Policies		
7	Louise Smith			
8	Sam Weller			
9	Ruth Binns			
10	Lucy Goundry			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected Annually by Members

### Additional governance issues (Optional information)

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

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

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## Section C Objectives and activities

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

To 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.

**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)**

To encourage parents/carers to become involved in the pre-school at a level to which they are able to commit. We do this through the committee, fundraising and social events, newsletters and the notice board and with key workers and general communications.

To follow a full and comprehensive two-year plan covering all areas of the early year's curriculum and meeting the wide range of children's specific needs in all areas.

To provide a happy, safe and secure environment where children learn through play, to become more independent and flourish as individuals. The children are provided with a range of activities appropriate for their age and stage of development.

**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.

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

This year the Pre-school continues to develop the excellent provision of services provided.

The Coronavirus pandemic provided continued significant challenges to the year with a mitigation framework of control measures with full risk assessments in place. Although Government guidance did not dictate the closure of pre-school settings the committee decided we would close for with all other primary+ education settings from Jan to March 2021. We used the furlough programme to offset lost income and continue to pay staff.

We have ensured that all children have access to a full range of material and activities to follow the EYFS.

As ever, staff have attended a number of training courses to embed knowledge and gain further ideas of how to increase the support and offering they are able to provide the children and their families. We maintain good links with the Primary School.

Continued updates to communications from website to newsletters and the parish magazine ensure that the presence of the preschool is promoted to those in the local area.

Events and fundraising have been curtailed but for those that do take place we use the money received to replenish toy stock and improve the facilities available to the children and staff.

## Section E

## Financial review

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

We retain a financial reserve available that is sufficient for the worst-case scenario of winding up the Pre-school. This would cover redundancy costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

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

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

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

William Baldwin

Position (eg Secretary, Chair, etc)

Chair

Date

20/06/2022

**Rudgwick Pre School**  
**Income & Expenditure Account**  
**For the 12 Months Ending 31st August 2021**

	2021 12 months	2020 12 months
<b>Statistics</b>		
Average No of Children	22	24
Opening No of sessions	85	103
Closing Sessions per week	139	132
Average Income per Child £'s	3,181	3,638
Cost of Staff per Child £'s	3,098	2,547
Average income per week	1,842	2,298
Average staff cost per week	1,793	1,609
Salary/Funding %	97%	70%

Notes

**INCOME**

Fees - Private	£9,484	£17,862
Fees - Funded	£48,224	£60,806
Fees - Lunch Club	£0	£0
2Yr Pilot Scheme	£5,979	£5,038
Inclusion Funding	£1,920	£3,616
Furlough Claim (HMRC)	£4,377	£0
	<b>£69,985</b>	<b>£87,321</b>

Fundraising	£1,756	£624
Uniforms	£176	£181
Donations	£2,749	£2,973
Miscellaneous Income	£1,546	£681
Deposits	£440	£320
	<b>£76,652</b>	<b>£92,100</b>

**EXPENDITURE**

Salaries	£68,145	£61,137
Equipment & Materials	£3,134	£2,457
Toy Replenishment	£1,988	£1,569
Kitchen & Food Supplies	£67	£267
Activities/Trips	£327	£926
Milk	£0	£0
Fundraising Expenses	£0	£61
Uniforms	£684	£180
Rental of Scout Hall	£5,094	£4,011
Telephone, Internet & Website	£1,571	£1,430
Rubbish Collection	£256	£273
Postage & Stationery	£278	£340
Advertising	£155	£155
Cleaning Materials	£2	£109
Maintenance & Repairs	£885	£1,509

Insurance , PSLA Membership	£535	£522
Staff Training	£245	£888
Professional Fees & Subscriptions	£321	£33
Ofsted	£100	£0
Provision for Debts	£0	£0
Recovered Income	£0	£0
Miscellaneous Expenses*	£1,616	£4,145
	<b>£85,403</b>	<b>£80,013</b>
Net Surplus for the Period	<b>(£8,751)</b>	<b>£12,087</b>

<b>Notes</b>		<b>2021</b>	<b>2020</b>
1 Milk	Refund	£0	£0
	Cost	£0	£0
		£0	£0
2 Fundraising			
	Halloween	£0	£25
	Xmas Raffle	£400	£521
	Xmas Cards - Cauliflower Cards	£45	£0
	Easter Fayre	£0	£0
	Apple Day	£0	£0
	Easy Fundraising	£18	£43
	Tea Towel	£444	£0
	Teddy Bears Picnic	£849	£0
	May Day	£0	£0
	Mothers & Fathers Day	£0	£35
	Total *	£1,756	£624
3 Sweatshirts/Uniforms		£176	£181
(Includes deposit income)			

**2019**  
**12 months**

**19**  
**69**  
**117**  
**3,201**  
**3,208**  
**1,600**  
**1,604**  
**86%**

£19,360  
£42,789  
£0  
£9,007  
£0  
£0  

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**£71,156**

£1,882  
£78  
£921  
£1,074  
£460  

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**£75,571**

£60,954  
£3,176  
£581  
£487  
£1,424  
£0  
£66  
£804  
£4,474  
£1,395  
£140  
£292  
£149  
£0  
£512



£520
£327
£611
£0
£0
£0
£3,099
<b>£79,010</b>
<b>(£3,439)</b>
<b>2019</b>
£0
£0
£0
£20
£448
£0
£72
£0
£173
£0
£988
£0
£130
£1,830
£78





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
RUDGWICK PRE-SCHOOL

On accounts for the year  
ended

31<sup>st</sup> AUGUST 2021

Charity no  
(if any)

1033175

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

17/06/2022

Name:

PAUL FLOWERDAY

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

FFA FIPA

Address:

29 FOXHOLES, RUDGWICK, WEST SUSSEX, RH12 3DX



Only complete if the examiner needs to highlight 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.

N/A