



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2021		Day 31	Month 08	Year 2022

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			

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.

*** Late Submission of the 2021-22 Accounts***

Unfortunately, the 2021-22 Accounts were not submitted on time to the Charity Commission. This was due to two factors:

- 1) Laptop failure which meant the accounts had to be reconstructed
- 2) An earlier than expected maternity leave for the finance officer

It is with regret that we were unable to post the accounts on time, but hope that this helps to contextualise the reasons. As can be seen, the preschool remains in good financial health.

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, Tapestry and through allocated 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 to early years children in the village of Rudgwick.

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 begun to get back to 'normal' post-Covid. Those that do take place we use the money received to replenish toy stock and improve the facilities available to the children and staff.

We have benefitted from donations from the Rotary club and The Coop for which we are extremely grateful.

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

16-01-2024

Rudgwick Pre School
Income & Expenditure Account
For the 12 Months Ending 31st August 2022

	2022 12 months	2021 12 months
Statistics		
Average No of Children	22	22
Opening No of sessions	94	85
Closing Sessions per week	125	139
Average Income per Child £'s	3,181	3,181
Cost of Staff per Child £'s	3,098	3,098
Average income per week	1,842	1,842
Average staff cost per week	1,793	1,793
Salary/Funding %	81%	97%

INCOME

Fees - Private	£21,318	£9,484
Fees - Funded	£58,884	£48,224
Fees - Lunch Club	£0	£0
2Yr Pilot Scheme	£7,500	£5,979
Inclusion Funding	£0	£1,920
Furlough Claim (HMRC)	£0	£4,377
	£87,702	£69,985

Fundraising	£888	£1,756
Uniforms	£205	£176
Donations	£2,478	£2,749
Miscellaneous Income	£1,568	£1,546
Deposits	£400	£440
	£93,241	£76,652

EXPENDITURE

Salaries	£71,318	£68,145
Equipment & Materials	£3,689	£3,134
Toy Replenishment	£803	£1,988
Kitchen & Food Supplies	£144	£67
Activities/Trips	£2,051	£327
Milk	£0	£0
Fundraising Expenses	£106	£0
Uniforms	£918	£684
Rental of Scout Hall	£5,493	£5,094
Telephone, Internet & Website	£1,720	£1,571
Rubbish Collection	£301	£256
Postage & Stationery	£175	£278
Advertising	£155	£155
Cleaning Materials	£0	£2
Maintenance & Repairs	£270	£885

Insurance , PSLA Membership	£537	£535
Staff Training	£994	£245
Professional Fees & Subscriptions	£264	£321
Ofsted	£50	£100
Miscellaneous Expenses*	£3,304	£1,616
	£92,292	£85,403
Net Surplus for the Period	£949	(£8,751)

Cashflow 2021-2022

2021-2022

	September	October	November	December	January	February
Income						
Income from fees	3,530		4,117		4,355	
Income from Free Entitlement	12,557	8,044		12,481		6,832
Income from Fundraising				307	53	18
Income from Furlough						
Uniform	105	10			50	30
Deposits	140	40	40	20	60	
Miscellaneous	75					
Donations	304		1,789			
Income Subtotal	16,711	8,094	5,945	12,808	4,518	6,880
Expenditure						
Staff Salaries	3,991	5,627	4,206	7,434	4,559	5,779
Staffing Subtotal	3,991	5,627	4,206	7,434	4,559	5,779
Rent		2,001				1,827
Tel/Internet	347	14	101	379		
Equipment & Materials	176	412	455	360	80	
Toys	120	53	126			
Maintenance & Building	210					
Fundraising				54		
Activities	75	75	195	315	235	
*Petty Cash Top Up	100	100		100	100	
*Gifts						
*Socials				350		
Uniform	420				30	
Advertising			155			
Transport/Travel/Trips						
Ofsted Registration						
Insurance				537		
Professional Fees/Subscriptions	60					
Training						
HDC Refuse	21	27	21	21	21	21
Postage & Stationary		37			76	
Kitchen & Food Supplies	16		4		9	
Cleaning Materials						
Redudency Top Up						
*Miscellaneous						
Non Staffing Subtotal	1,544	2,720	1,057	2,116	552	1,848
Expenditure Subtotal	5,535	8,347	5,263	9,551	5,112	7,628
End Balance						

March	April	May	June	July	August	Cash Flow Total
3,506		2,493		3,318		21,318
	17,245		9,226			66,385
82				428		888
						0
10						205
20	20		20	20	20	400
			304	1,189		1,568
				385		2,478
3,618	17,265	2,493	9,550	5,340	20	93,241
4,479	6,320	5,594	6,462	5,186	11,680	71,318
4,479	6,320	5,594	6,462	5,186	11,680	71,318
			1,665			5,493
406		86	387			1,720
205	430	1,178	41	194	157	3,689
			504			803
		60				270
		22		30		106
75	400	113	31	363		1,876
165			200	100		865
				155		155
				399		749
				468		918
						155
175						175
				50		50
						537
		70	134			264
44		60	52	757	80	994
21	27	22	47	28	22	301
62		21	25	67		175
17		64	18	58		144
						0
						0
		136	250	1,100	50	1,535
1,170	857	1,833	3,353	3,769	309	20,974
5,650	7,177	7,427	9,815	8,955	11,989	92,292
						949

Sept recd 1

3/7 in advance for Aut Term



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
RUDGWICK PRE-SCHOOL

On accounts for the year
ended

31st AUGUST 2022

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 / 2022**.

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:

12/01/2024

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