



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2022	To	31 08 2023

Section A Reference and administration details

Charity name RUDGWICK PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1033175

Charity's principal address THE SCOUT HUT, CHURCH STREET

RUDGWICK, WEST SUSSEX

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	Lesley Barnett	Vice Chair		
3	Lauren Kern	Secretary		
4	Kirsten Jackson	Treasurer		
5	Fabia Westwood			
6	Amanda Forehead			
7	Niky Napper			
8	Ruth Binns			
9	Emma Landsdale			
10				
11				
12				
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 by members annually

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, 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

During this year the staff team has embraced Makaton singing to support many children with speech and language difficulties, all staff attended Makaton level 1, with three going on to do Makaton level 2. This is to become embedded into daily practice.

Once again we were in receipt of the Co-op community grant to improve our outside resources.

We introduced an open Facebook page to promote and advertise the Pre-school, this has added to the presence of the preschool is promoted to those in the local area.

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)

LAURA THORNBUR (nee Best)

Position (eg Secretary, Chair, etc)

CHAIR

Date

21/11/2024

Rudgwick Pre School
Income & Expenditure Account
For the 12 Months Ending 31st August 2023

	2023 12 months	2022 12 months
Statistics		
Average No of Children	18	22
Opening No of sessions	71	94
Closing Sessions per week	111	125
Average Income per Child £'s	4,664	4,003
Cost of Staff per Child £'s	4,798	3,241
Average income per week	2,209	2,318
Average staff cost per week	2,273	1,876
Salary/Funding %	103%	81%
	Notes	
INCOME		
Fees - Private	£16,583	£21,700
Fees - Funded	£57,633	£58,884
Fees - Lunch Club	£0	£0
2Yr Pilot Scheme	£7,974	£7,500
Inclusion Funding	£1,800	£0
Furlough Claim (HMRC)	£0	£0
	£83,989	£88,084
Fundraising	£1,486	£888
Uniforms	£110	£205
Donations	£955	£2,478
Miscellaneous Income	£1,082	£1,568
Deposits	£560	£400
	£88,182	£93,623
EXPENDITURE		
Salaries	£86,377	£71,318
Equipment & Materials	£1,709	£3,969
Toy Replenishment	£928	£679
Kitchen & Food Supplies	£0	£121
Activities/Trips	£1,909	£1,976
Milk	£0	£0
Fundraising Expenses	£318	£84
Uniforms	£340	£918
Rental of Scout Hall	£2,576	£5,493
Telephone, Internet & Website	£1,950	£1,720
Rubbish Collection	£258	£301
Postage & Stationery	£26	£125
Advertising	£163	£155
Cleaning Materials	£0	£0
Maintenance & Repairs	£265	£570
Insurance , PSLA Membership	£563	£537
Staff Training	£1,545	£994
Professional Fees & Subscriptions	£140	£264
Ofsted	£50	£50
Provision for Debts	£0	£0
Recovered Income	£0	£0
Miscellaneous Expenses*	£3,126	£2,976
	£102,243	£92,250
Net Surplus for the Period	(£14,061)	£1,373
Notes	2023	2022
1 Milk	Refund	£0
	Cost	£0
	£0	£0
2 Fundraising		
Halloween	£0	£0
Xmas Raffle	£445	£302
Xmas Cards - Cauliflower Cards	£65	£53
Easter	£52	£0
Apple Day	£0	£0
Easy Fundraising	£0	£18
Tea Towel	£290	£0
Teddy Bears Picnic	£500	£365
May Day	£0	£0
Mothers & Fathers Day	£60	£82
Total	£1,412	£820
3 Sweatshirts/Uniforms (Includes deposit income)	£110	£205



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 2023

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 **31/08/2023**.

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:

20/08/2024

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