

St Andrews Pre-School (Charity No. 1033500)
Trustees' Annual Report for the Year Ended 31 March 2022
Structure, Governance, and Management

St Andrews Pre-School is a charitable unincorporated association governed by a constitution adopted on 5 October 1993 (as amended 22 September 2008). The charity is managed by a committee of volunteer trustees elected annually at the Annual General Meeting.

Trustees serving during the year were:

- Elizabeth Lawes – Chair
- Jennie Edwards – Secretary
- Anna Cook-Bacon – Treasurer

Objectives and Activities

The charity's object is to advance the education and development of children below statutory school age by providing safe and stimulating group play opportunities and encouraging parental involvement. During the year, the preschool operated from premises at St Andrews C of E Primary School, North Lopham, offering early years education under the EYFS framework.

Achievements and Performance

The preschool continued to provide childcare and education until February 2022, when it became clear that the setting could no longer continue without a qualified manager. Despite recruitment efforts and a membership appeal, insufficient trustees and committee volunteers came forward. At an Extraordinary General Meeting on 9 February 2022, members voted to close the preschool, in accordance with Clause 9 (Dissolution) of the constitution. The closure was confirmed by the committee on 14 February 2022.

Financial Review

Total receipts for the year were £35,480, mainly from local authority early years funding, with minor income from fees and donations. Expenditure totalled £32,389, primarily staff wages and running costs, leaving net receipts of £3,091.

At 5 April 2022, total funds stood at £8,766, represented by bank balance. Following the closure decision, remaining funds have been retained pending transfer to a similar charity in accordance with the constitution.

Plans for Future Periods

Following an Extraordinary General Meeting held on 9 February 2022, the trustees confirmed that St Andrews Preschool could no longer continue due to the inability to appoint a qualified manager and insufficient committee members to meet governance requirements. The preschool closed permanently on 14 February 2022, with staff redundancies completed by 31 March 2022 and remaining assets transferred, with Local Authority approval, to Friends of St Andrews (FOSTA).

The decision to close was made following a period during which the preschool was unable to appoint a qualified manager, despite extended recruitment efforts, and could no longer satisfy statutory or safeguarding requirements for operation. At the EGM, the committee and members acknowledged that the preschool could not continue legally or sustainably under these conditions.

A parent vote subsequently confirmed that the constitutionally required number of volunteers to form a new committee was not achieved (6 votes to remain open, 5 to close, with only 3 volunteers coming forward). In accordance with the preschool's governing document, the result triggered immediate closure.

The meeting and resolution were attended and endorsed by the existing officers—Chair, Treasurer, and Secretary—and supported by a representative from Norfolk County Council (Early Years), who confirmed that the setting could not continue without a qualified manager in place.

The trustees are completing the final reporting obligations for 2021–22 before formally applying to the Charity Commission for removal from the Register. All funds will be applied in line with Clause 9 (Dissolution) to support early years education in the local area, with approval from Norfolk County Council.

Trustees' Responsibilities

The trustees are responsible for maintaining proper accounting records and preparing accounts in accordance with the Charities Act 2011 and the Receipts and Payments regime.

Approved by the trustees on 7/11/2025

and signed on their behalf by:

Elizabeth Lawes – Chair



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**Accountants
Book-Keepers
Consultants**

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Long Stratton, NR15 2TG
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Independent Examiner's Report to the Trustees of St Andrews Pre-School

(Registered Charity No. 1033500)

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 1-6.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act") and the charity's governing document, and for satisfying themselves that the charity is eligible for independent examination.

It is my responsibility to:

- Examine the accounts under section 145 of the Act;
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Act; and
- State whether any matters have come to my attention which give reasonable cause to believe that the accounts do not comply with the accounting requirements of the Act, or to which attention should be drawn for a proper understanding of the accounts.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the general directions of the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that:

1. accounting records have not been kept in accordance with section 130 of the Charities Act 2011; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the Charities Act 2011; or
4. there is further information needed for a proper understanding of the accounts.

Emphasis of Matter – Governing Document and Retained Funds

Without qualifying my report, I draw attention to the following matters:

1. The governing document (constitution) of the charity, as filed with the Charity Commission, is largely illegible. It has therefore not been possible to confirm in full that all trustee and member



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decisions, including the resolution to close the charity, were made strictly in accordance with its provisions. The trustees have acted in good faith on the available copy, and a retyped transcript has since been prepared for reference.

2. The charity ceased operating in February 2022 but continues to hold funds of approximately £6,000 which have not yet been applied in accordance with Clause 9 (Dissolution) of the constitution. The trustees remain responsible for ensuring that these funds are applied for charitable purposes prior to the formal removal of the charity from the register.

These matters do not affect the figures presented in the accounts for the year ended 31 March 2022 but are disclosed in the interests of transparency and good governance.

Peter Bussey FFA FIPA
7 November 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

ST ANDREWS PRE SCHOOL

1033500

Receipts and payments accounts

CC16a

For the period
from

01/04/2021

To

31/03/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
NCC Funding	29,325	-	-	29,325	15,354
JRS Grants	1,612	-	-	1,612	-
Fees	4,311	-	-	4,311	3,290
Donations	231	-	-	231	719
Fundraising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	35,480	-	-	35,480	19,363
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	35,480	-	-	35,480	19,363
A3 Payments					
Wages	27,745	-	-	27,745	19,778
Cleaning	945	-	-	945	-
Equipment & Materials	285	-	-	285	692
Refreshments	10	-	-	10	-
Rent	480	-	-	480	828
Repairs & Renewals	-	-	-	-	123
Staff Training	923	-	-	923	-
Post/Stationary/Advertising	-	-	-	-	50
Insurance	405	-	-	405	445
Accountant	-	-	-	-	192
Staff Expenses Reimbursed-Equipment	1,503	-	-	1,503	-
Miscellaneous	93	-	-	93	170
Sub total	32,389	-	-	32,389	22,278
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,389	-	-	32,389	22,278
Net of receipts/(payments)	3,091	-	-	3,091	- 2,915
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,676	-	-	5,676	8,591
Cash funds this year end	8,766	-	-	8,766	5,676

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	8,766	-	-
		-	-	-
		-	-	-
	Total cash funds	8,766	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	ELawes	Elizabeth Lawes	07/11/2025	