

# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

## Section A Reference and administration details

**Charity name**

West Wycombe Preschool Playgroup

**Other names charity is known by**

**Registered charity number (if any)**

1033562

**Charity's principal address**

School House

Church Lane

West Wycombe BUCKS

**Postcode**

HP143AH

### 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	Susan Chester	Chair		
2	Jacob Jull	Treasurer		
3	Louise Thomas	Secretary		
4	Pooja Anand	Secretary		
5	Camilla Holland	Fundraiser		
6				
7				
8				
9				
10				
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

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### 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 Adopted 17/9/91 Amended 16/1/2007, 2/2013, 12/2016
How the charity is constituted (eg. trust, association, company)	Voluntary Management Committee
Trustee selection methods (eg. appointed by, elected by)	Appointed by Existing Trustees

### 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 provide care and education for children between the ages of 2 and 5 years old. We follow guidelines set out by Ofsted and the Early Years Foundation Stage to ensure children achieve their full potential in Preparation for school. We offer a safe, fun, and stimulating preschool for children of all backgrounds, regardless of race, religion, culture or disabilities

**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)**

All sessions are planned in accordance with guideline set by Ofsted to ensure all areas of EYFS curriculum are covered. All activities we offer are available to all children in our setting. Each child is allocated a keyworker whom alongside the children parent/carer ensure they are achieving their full potential. Staff meet regularly to evaluate sessions and plan activities based on the needs and interests of children attending. Key workers will visit other settings of children that attend other settings. As part of the EYFS guide we also do 2-year home visits and complete a folder for each child who attends. We also liase with future reception schools to work with them for the benefit of each child. All staff are encouraged to attend training courses such as food hygiene, first aid and foundation in early years as well as SEN training.

**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 D

## Achievements and performance

## Section D

## Achievements and performance

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

We have a new manager that joined us in September 2021, Jo Brookfield has been great asset to the preschool.

In Spring 2022, we received an OUTSTANDING from OFSTED in each category, the inspector even said she had run out space to put all the positive feedback in.

We joined the School this year for a joint Fete which was such a lovely event and raised nearly £1000 for Preschool.

We have huge success fundraising with Readthons and Raffles being the most successful.

We have supported a number of children this year with Additional Needs, and preparing them for their move to school. Working with the families, outside agencies and training our staff to give them best support.

## Section E

## Financial review

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

Preschool's contingency fund is held in a separate savings account. These funds are the amount required for redundancy of staff and one terms expenditure of rent should or income drop or drastically reduce. Any excess income will continually go into contingency to top up reserves to ensure we are still within policy and ensure the village and community has a preschool for many years to come.

**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.

Our principle source of income is through local council funding of 15 and 30 hours free childcare for 2,3,4 year olds. We also receive income from those families who go beyond their government entitlement.

Our expenditure has provided the children with an outstanding setting and excellent learning opportunities by using fun equipment and having highly trained and enthusiastic staff. Staff go above and beyond with their planning to keep children engaged and show a real passion to capture children's imagination and to ensure they are learning and enjoy their time at preschool. We continue to pride ourselves on providing staff training when possible to keep them engaged with their professions and up to date with any new developments in early years education.


**Section F Other optional information**

As in previous years, the level of responsibility that parents as volunteer committees are required to assume can be onerous, especially as often there is an entirely new committee each year as children move onto different schools. We have been lucky to have some members that continue to dedicate their time and therefore provide a solid base when recruiting new members. There is a plan in place for the summer months to ensure that incoming members are well informed and ready to hit the ground come September to best support the preschool, the supervisor and staff.

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

 <b>Signature(s)</b>		
<b>Full name(s)</b>	Susan Chester	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	4 <sup>th</sup> January 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**WEST WYCOMBE PRESCHOOL PLAYGROUP**

No (if any)  
**1033562**

## Receipts and payments accounts

**CC16a**

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

### 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 £
<b>A1 Receipts</b>					
Government Funding	114,635	-	-	114,635	102,999
Fees from Parents	40,460	-	-	40,460	19,267
Donations	2,311	-	-	2,311	1,020
Fundraising	2,890	-	-	2,890	4,066
Grants received	900	-	-	900	28,862
Gift Aid received	-	-	-	-	224
Misc / Refunds	42	-	-	42	16
Interest Received	3	-	-	3	3
General training	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>161,242</b>	<b>-</b>	<b>-</b>	<b>161,242</b>	<b>156,456</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>161,242</b>	<b>-</b>	<b>-</b>	<b>161,242</b>	<b>156,456</b>
<b>A3 Payments</b>					
Salaries and associated costs	121,829	-	-	121,829	99,368
Training	525	-	-	525	486
Rent and Premises	13,408	-	-	13,408	23,962
Food and Drink	1,251	-	-	1,251	692
Equipment and Materials	3,720	-	-	3,720	1,690
Office and Admin	5,195	-	-	5,195	4,121
Fundraising Expenses	432	-	-	432	1,063
Misc	301	-	-	301	42
Employee	-	-	-	-	-
Grant Spending	-	-	-	-	10,124
	-	-	-	-	-
<b>Sub total</b>	<b>146,661</b>	<b>-</b>	<b>-</b>	<b>146,661</b>	<b>141,547</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>146,661</b>	<b>-</b>	<b>-</b>	<b>146,661</b>	<b>141,547</b>
<b>Net of receipts/(payments)</b>	<b>14,581</b>	<b>-</b>	<b>-</b>	<b>14,581</b>	<b>14,908</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>41,251</b>	<b>-</b>	<b>-</b>	<b>41,251</b>	<b>24,520</b>
<b>Cash funds this year end</b>	<b>55,832</b>	<b>-</b>	<b>-</b>	<b>55,832</b>	<b>39,428</b>

## 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 £
<b>B1 Cash funds</b>	Current Account	21,818	-	-
	Savings Account	30,002	-	-
	Fundraising	4,006	-	-
	Training	-	-	-
	Petty Cash	6	-	-
	Paypal giving fund uk - pending transfer	-	-	-
	Cash pending Banking	-	-	-
	<b>Total cash funds</b>	<b>55,832</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Debtors - Parents	2,024	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Payroll Taxes	Unrestricted	690	
	Pension contributions	Unrestricted	370	
	Suppliers	Unrestricted	-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JACOB JULL	14/09/22
CCXX R2 accounts (SS)	2	14/09/2022





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

WEST WYCOMBE PRESCHOOL PLAYGROUP

On accounts for the year  
ended

31/08/2022

Charity no  
(if any)

1033562

Set out on pages

(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:

Tania Ryan

Date:

14/9/22

Name:

TANIA RYAN

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

ACCA

Address:

14 PURBECK AVE

WATFORD

WD25 0AD

Section B

Disclosure

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.**