

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2023		Day 31	Month 08	Year 2024

## Section A Reference and administration details

<b>Charity name</b>	West Wycombe Preschool Playgroup
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1033562
<b>Charity's principal address</b>	School House Church Lane West Wycombe, Bucks <b>Postcode</b> HP14 3AH

### 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	Kate Diston	Secretary		
4	Alessandra Frigerio	Trustee		
5	Hannah Jacques	Trustee		
6	Jodie Lewis	Trustee		
7	Jon Hale	Trustee		
8	Katherine Baynard	Trustee		
9	Melanie Hastings	Trustee	Left 1 <sup>st</sup> January 2024	
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

### 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.

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

We have invested in new video intercom for the site, which has had great safeguarding benefits. Our new front garden has been enjoyed by the children, with fundraising underway for new play equipment. We have already received donations from community and John Lewis to create a new Buggy shelter for 2024/25 which has a dual purpose with bookshelves for books swap and space for our community food share as well allowing parents who walk to preschool somewhere to leave their buggies.

We have noticed that fundraising is getting harder, struggle to find volunteers to help as many of our families are working full time. Cost of living is hard for our families. We are looking at trying to find new ways to fundraise for the future. Our trustees are always looking for grants to help support us. Treasurer is very good at ensuring we stay within budgets. Our clothing bin on the driveway has given us a steady income with zero cost to our families.

We did two big community events this year which helped with our fundraising. We took part in the Festive Fayre in December, where our Basket of Booze raffle and Mulled Wine were great success. Our joint Summer Fete with the School was the best one by far. These events are not just great fundraisers but also great at advertising the Preschool.

We finished our year with a week of activities to celebrate our 50<sup>th</sup> Birthday including a garden party. We welcome our current, future and past families, community and our founding staff to join us for a beautiful sunny afternoon.

Talks are underway for the renewal of our lease from October 2024. We hoping with the new lease will give us longer security at our site in Old School House. This site has been wonderful for our Preschool Families. Huge improvement from the old pack way setting we were in the Village Hall prior to 2017.

## 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

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Susan Chester	
Chair	
1 <sup>st</sup> September 2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
WEST WYCOMBE PRESCHOOL PLAYGROUP	1033562

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2023		31/08/2024

### 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	131,615	-	-	131,615	129,598
Fees from Parents	60,733	-	-	60,733	41,179
Donations	7,677	-	-	7,677	3,702
Fundraising	5,956	-	-	5,956	3,315
Grants received	-	-	-	-	2,654
Gift Aid received	250	-	-	250	659
Misc / Refunds	-	-	-	-	42
Interest Received	753	-	-	753	378
General training	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>206,984</b>	<b>-</b>	<b>-</b>	<b>206,984</b>	<b>181,443</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>206,984</b>	<b>-</b>	<b>-</b>	<b>206,984</b>	<b>181,443</b>
<b>A3 Payments</b>					
Salaries and associated costs	152,184	-	-	152,184	136,062
Training	1,192	-	-	1,192	2,064
Rent and Premises	29,270	-	-	29,270	20,491
Food and Drink	1,126	-	-	1,126	1,099
Equipment and Materials	4,018	-	-	4,018	3,454
Office and Admin	4,103	-	-	4,103	3,867
Fundraising Expenses	785	-	-	785	857
Misc	1,283	-	-	1,283	558
Employee	-	-	-	-	-
Grant Spending	-	-	-	-	-
<b>Sub total</b>	<b>193,961</b>	<b>-</b>	<b>-</b>	<b>193,961</b>	<b>168,452</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>193,961</b>	<b>-</b>	<b>-</b>	<b>193,961</b>	<b>168,452</b>
<b>Net of receipts/(payments)</b>	<b>13,023</b>	<b>-</b>	<b>-</b>	<b>13,023</b>	<b>12,991</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>68,823</b>	<b>-</b>	<b>-</b>	<b>68,823</b>	<b>55,832</b>
<b>Cash funds this year end</b>	<b>81,847</b>	<b>-</b>	<b>-</b>	<b>81,847</b>	<b>68,823</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	22,484	-	-
	Savings Account	55,818	-	-
	Fundraising	1,795	-	-
	Training	-	-	-
	Petty Cash	7	-	-
	Paypal giving fund uk - pending transfer	1,742	-	-
	Cash pending Banking	-	-	-
	<b>Total cash funds</b>	<b>81,847</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK OK OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
	Debtors - Parents	525	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Payroll Taxes	Unrestricted	1,894	
	Pension contributions	Unrestricted	483	
	Suppliers	Unrestricted	194	
	Deposits	Unrestricted	1,400	
			-	

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

Signature

Print Name

Date of approval

*Jacob Jull*

JACOB JULL

22/11/2023



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
WEST WYCOMBE PRESCHOOL PLAYGROUP

On accounts for the year  
ended

31/08/2024

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:

5/9/24

Name:

Tania Ryan

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

ACCA

Address:

4 Purbrock 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.