

PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales · Charity number 1035667

Details

Status Registered

Legal form Other

Registered 2014-08-19

Register [View on the Charity Commission register](#)

Contact

Address Partridge Green Village Hall
Partridge Green
West Sussex
RH13 8HX

Phone 07880744240

Email info@partridgegreenpreschool.org.uk

Website www.partridgegreenpreschool.co.uk

Activities

Objects: 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

Activities: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL-AGE BY PARENTS AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** IN PRACTICE PARTRIDGE GREEN
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£140,328	£111,972	-	-
2024-05-31	£119,384	£99,478	-	-
2023-05-31	£92,946	£85,288	-	-
2022-05-31	£55,406	£77,610	-	-
2021-05-31	£80,014	£78,597	-	-

Trustees

Name	Role	Appointed
Suzanne Pheasant	Chair	2021-09-01
Becky Ann White		2017-06-24
Caroline Skinner		2023-06-26
Hayley Wood		2024-07-02
Ruth Garman		2024-07-02
Terri Genner		2022-07-05

PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1035667

Accounts



Partridge Green Pre-School
Village Hall, Partridge Green, West Sussex, RH13 8HX
Reg. Charity no. 1035667
Pre School Mobile: 07880 744240

PGPS Annual General Meeting

Tuesday 1st July 2025 at 7.30pm, at PG Village Hall

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kelly Wright (KW), Tina Stratton (TS), Caroline Skinner (CS), Yvonne Greenwood (YG), Ruth Garman (RG), Serena Mephram (SM), Hazel Tickner, Annette Huntley, Charlene Moulds (CM), Hayley Tarry (HT), Olivia Gregg (OG), Aimee Weston (AW), Vicky Wellgreen (VW)

Apologies: Hayley Wood (HW), Sarah McLaren (SML), James McLaren (JM), Terri Genner (TG)

Minutes

<u>Item</u>	<u>Notes</u>	<u>Action</u>
1) Welcome and Introductions	SP opened the meeting by welcoming all and asking everyone to introduce themselves.	-
	Conflicts of interest – None noted for the contents of this meeting as per agenda.	-
2) Apologies	SP advised of the apologies received prior to the meeting.	-
3) Review of AGM Minutes from 2024	SP asked for approval of the previous minutes of AGM held in 2024, all present agreed and no actions outstanding.	-
4) Chair's Report	<p>SP read aloud her report – A heartfelt report, reflecting on a rewarding but demanding year for the preschool. SP expressed deep gratitude to the entire team for their hard work, commitment, and care, particularly in supporting children with complex additional needs.</p> <p>Acknowledgements</p> <ul style="list-style-type: none"> • Staff: SP praised the professionalism and dedication of all staff, with special recognition for Becky White and Kelly Wright for their leadership and day-to-day commitment. • Committee & Fundraising Team: Thanks were extended to the committee members and fundraisers for their ongoing efforts, as well as to the Partridge Green School Association (JSA) for their contributions. • Special Mention: SP gave heartfelt thanks to Tina Stratton, who is stepping down after 2 years on the committee. Tina's calm and constructive approach has been invaluable. 	-

	<p>Fundraising Achievements</p> <ul style="list-style-type: none"> • Total raised: £4,953.63 over the year. • Key events: <i>Big Gig (Sept)</i> – £1,039 raised. <i>Bingo Nights</i> – £853 collectively. • Donations: A generous £1,500 gift from Mrs. Sandra Bankes, which was used to purchase new educational materials and learning resources. <p>SP emphasised that these funds had made a direct impact on the children’s daily learning and experiences. Closing Remarks concluded with heartfelt thanks to all involved for contributing to another successful year at preschool.</p>	
5) Manager’s Report	<p>BW read aloud the report –</p> <p>Enrolment & Projections</p> <ul style="list-style-type: none"> • Current roll: 32 children (steady across the year; target was 34). Leavers: 11 children transition to school in Sept 2025. Intake outlook: Waiting list suggests starting next year in the low 20s. • Risk flag: Sept 2026 could see the first dip in years (up to 15 leavers; projection ~11 starters). Active marketing in progress (open day invites, leaflets at Munchkins and village fete, online promotion). <p>Funding, Ratios & Staffing</p> <ul style="list-style-type: none"> • Two-year funding: Positive for access and numbers but raises staffing ratio requirements. • Recruitment: Recent attempts unsuccessful, which may cap roll next year given ratio constraints. • Operational impact: Staff have increased hours and provided cover to maintain quality and inclusion. <p>Curriculum & Learning Themes</p> <ul style="list-style-type: none"> • Autumn walk, Spring/Winter festivals, <i>The Gruffalo</i>, Chinese New Year, Pancake Day, Valentine’s, Springtime, People Who Help Us. <p>Enrichment, Visits & Community Links</p> <ul style="list-style-type: none"> • Trips: Local fire station and Washbrooks Farm. • Guest speakers: A Nurse, community support officer and dental nurse. • Transitions: Links with Henfield, Jolesfield, and Wisborough Green schools to support handovers. <p>Engagement & Pipeline</p> <ul style="list-style-type: none"> • Open morning: This Saturday—welcoming current and prospective families. • Toddler group: Run by Shala; a strong referral funnel with families moving from group to enquiries/enrolment. <p>Acknowledgements</p> <ul style="list-style-type: none"> • Toddler group: Thanks to Shala for another successful year and consistent signposting. Volunteers: Ella, Hazel, and Jen. Staff team: Stepped up with extra hours, flexibility, and new approaches to help all children thrive. Committee & fundraisers: Ongoing support and time are much appreciated. 	-

	<p>Key Actions Going Forward</p> <ul style="list-style-type: none"> • Marketing push for 2025/26 and especially 2026/27 to offset projected dip. • Staffing plan: Renewed recruitment and/or scheduling strategy to meet increased ratio demands. 																																
<p>6) Treasurer's Report</p>	<p>RG shared an updated financial summary up to 31.05.24 –</p> <ul style="list-style-type: none"> • Funded income: Increased by £35,587 following the government's expansion of 2-year-old funding. • Non-funded income: Decreased by £1,665, reflecting more children qualifying for free places. Overall, this balanced positively. • Munchkins: Operating at a £271 loss (bank charges and low attendance) but continues to provide value by supporting recruitment into preschool. • Fundraising costs: Rose slightly due to inflation but did not significantly impact overall net income. <p>Expenditure & Staffing</p> <ul style="list-style-type: none"> • Staff salaries: Increased by £10,103, in line with national living wage rises. • Major purchases: A new laptop recorded as a one-off IT expense. • Savings: £486 saved on internet services. <p>Systems & Efficiencies</p> <ul style="list-style-type: none"> • Transition to Xero cloud-based accounting has: Improved efficiency, reduced reliance on external accountants, lowered associated costs. <p>Overall Position</p> <ul style="list-style-type: none"> • Preschool ended the year with a profit increase of £5,737.60. Plans to increase reserve funds are in place to safeguard against redundancy or unexpected costs. Future plans include seeking local business sponsorship to support fundraising events, reduce costs, and increase profit margins. 	<p>-</p>																															
<p>7) Election of new committee and fundraising teams</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Suzanne Pheasant</td> <td>Becky White</td> <td>Hayley Tarry</td> </tr> <tr> <td>Vice Chair</td> <td>Position unfilled</td> <td>n/a</td> <td></td> </tr> <tr> <td>Treasurer</td> <td>Ruth Garman</td> <td>Hazel Tickner</td> <td>Olivia Gregg</td> </tr> <tr> <td>Secretary</td> <td>Caroline Skinner</td> <td>Tina Stratton</td> <td>Becky White</td> </tr> <tr> <td>Fundraising Officer</td> <td>Hayley Wood</td> <td>Caroline Skinner</td> <td>Ruth Garman</td> </tr> <tr> <td>Ofsted responsible person</td> <td>Becky White</td> <td>Suzanne Peasant</td> <td>Yvonne Greenwood</td> </tr> <tr> <td>Committee Member</td> <td>Sarah or James McLaren</td> <td>Ruth Garman</td> <td>Suzanne Pheasant</td> </tr> </tbody> </table>	Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Hayley Tarry	Vice Chair	Position unfilled	n/a		Treasurer	Ruth Garman	Hazel Tickner	Olivia Gregg	Secretary	Caroline Skinner	Tina Stratton	Becky White	Fundraising Officer	Hayley Wood	Caroline Skinner	Ruth Garman	Ofsted responsible person	Becky White	Suzanne Peasant	Yvonne Greenwood	Committee Member	Sarah or James McLaren	Ruth Garman	Suzanne Pheasant
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	Committee Member	Serena Mepham	Annette Huntley	Hazel Tickner
	Committee Member	Charlene Moulds	Serena Mepham	Caroline Skinner
	Committee Member	Aimee Weston	Kelly Wright	Tina Stratton
	Committee Member	Vicky Wellgreen	Yvonne Greenwood	Kelly Wright
	Committee Member	Sarah McLaren	Hayley Tarry	Annette Huntley
	Committee is satisfied that the threshold of 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct.			SP to send documents to new members ASAP.
8) Any other business	BW update on the new community facilities – <ul style="list-style-type: none"> • Village redevelopment: The current Village Hall is due to be replaced as part of a wider community project. A purpose-built centre will be constructed on the KGV Field, incorporating the preschool, a new sports hall, and a social club. The project is fully backed by the Parish Council, the Village Hall Committee, and the Sports and Social Club. Estimated completion is five years. • Continuity of provision: The preschool will not be displaced during the construction period. It will remain in the Village Hall until the new facility is completed. • Benefits of the new facility: Improved outdoor access, child-sized toilets, a modern, purpose-built learning space designed around the needs of children. • Further information: Ongoing updates can be found via the Parish Council website. 			-
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 30th June 2026 at 7.30pm. Please advise if this date is not possible for anyone.			SP to confirm with village hall booking secretary.

The AGM was followed by a committee meeting including the newly elected members – minutes recorded separately.

Partridge Green Pre-School Playgroup

Charity Accounts

31 May 2025

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature: *becky white*

Date: 23/03/2026

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2025**

	2025	2024
	£	£
Sales	140,328	119,384
Cost of sales	1,654	939
Gross profit	<u>138,674</u>	<u>118,445</u>
Expenses		
Wages, salaries and other staff costs	92,839	81,951
Rent, rates, power and insurance costs	5,498	5,349
Repairs and renewals of property and equipment	248	-
Telephone, fax, stationery and other office costs	6,644	9,221
Advertising and business entertainment costs	96	-
Irrecoverable debts written off	145	-
Accountancy, legal and other professional fees	846	936
Depreciation and loss/(profit) on sale	880	931
Other business expenses	4,776	1,090
	<u>111,972</u>	<u>99,478</u>
Profit	<u>26,702</u>	<u>18,967</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2025**

	Notes	2025 £	2024 £
Fixed assets			
Equipment	3	3,570	4,350
Current assets			
Trade debtors		5,563	1,683
Bank/building society balances		19,095	14,792
Other current assets and prepayments		53,561	34,236
		<u>78,219</u>	<u>50,711</u>
Current liabilities			
Trade creditors		<u>1,192</u>	<u>1,166</u>
Net current assets		77,027	49,545
Net assets		<u>80,597</u>	<u>53,895</u>
Capital account			
Balance at start of period		53,895	34,928
Net profit		26,702	18,967
		<u>80,597</u>	<u>53,895</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2025	2024
	£	£
Sales		
Fees received	17,941	29,769
Funding	112,825	78,267
Fundraising donations account	8,804	10,834
Stay & Play income	203	167
Other income	309	160
Bank deposit interest received	246	187
	<u>140,328</u>	<u>119,384</u>
Cost of sales		
Fundraising costs	<u>1,654</u>	<u>939</u>
Wages, salaries and other staff costs		
Wages and salaries	92,327	81,148
Staff training and welfare	512	803
	<u>92,839</u>	<u>81,951</u>
Rent, rates, power and insurance costs		
Rent	<u>5,498</u>	<u>5,349</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>248</u>	<u>-</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	575	1,062
Printing, postage and stationery	90	82
Fruit, biscuits	652	288
Material and equipment	1,244	4,711
Stay & Play expenses	1,722	1,451
Subscriptions	1,177	487
Insurance	1,184	1,140
	<u>6,644</u>	<u>9,221</u>
Advertising and business entertainment costs		
Advertising and PR	<u>96</u>	<u>-</u>
Irrecoverable debts written off		
Bad debts	<u>145</u>	<u>-</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>846</u>	<u>936</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025**

Depreciation and loss/(profit) on sale		
Depreciation	<u>880</u>	<u>931</u>
Other business expenses		
Software	1,501	1,090
Sundry expenses	<u>3,275</u>	<u>-</u>
	<u>4,776</u>	<u>1,090</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2025**

3 Equipment

	Plant and machinery £
Cost	
At 1 June 2024	7,146
Additions	<u>100</u>
At 31 May 2025	<u>7,246</u>
Depreciation	
At 1 June 2024	2,796
Charge for the year	<u>880</u>
At 31 May 2025	<u>3,676</u>
Net book value	
At 31 May 2025	<u>3,570</u>
At 31 May 2024	<u>4,350</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2025

I report on the accounts of the trust for the year ended 31 May 2025 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. 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 view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2026

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2025

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a strong surplus for the year following an increase in WSCC funding received by the Charity compared to the prior year.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £80,597 compared with £53,895 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2026

PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1035667

Accounts



Partridge Green Pre-School
Village Hall, Partridge Green, West Sussex, RH13 8HX
Reg. Charity no. 1035667
Pre School Mobile: 07880 744240

PGPS Annual General Meeting

Tuesday 2nd July 2024 at 7.30pm, at PG Village Hall

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kirsty Barrell (KB), Kelly Wright (KW), Tina Stratton (TS), Terri Genner (TG), Clare Waller (CW), Caroline Skinner (CS), Yvonne Greenwood (YG), Hayley Wood (HW), Ruth Garman (RG), Serena Mephram (SM)

Apologies: Hazel Tickner, Annette Huntley, Kirsty Lowe

Minutes

<u>Item</u>	<u>Notes</u>	<u>Action</u>
1) Welcome and Introductions	SP opened the meeting by welcoming all and asking everyone to introduce themselves.	-
	Conflicts of interest – None noted for the contents of this meeting as per agenda.	-
2) Apologies	SP advised of the apologies received prior to the meeting.	-
3) Review of AGM Minutes from 2023	SP asked for approval of the previous minutes of AGM held in 2023, all present agreed and no actions outstanding.	-
4) Chair's Report	SP read aloud her report – copy attached. SP felt it had been a positive year at the Preschool, starting out with a more satisfying experience with OFSTED, who finally gave a "Good" rating. She also thanked Becky and Kelly for everything they do, often unpaid, and the team who were rewarded with vouchers for their hard work. SP confirmed that we would be saying goodbye to Kirsty L and wished her all the best. We had 2 committee members stepping down this year, Kirsty and Clare who were thanked for their time and knowledge over the last few years. A new member of staff was welcomed, Serena Mephram, we hope to recruit more members soon. Fundraising efforts so far this year have been very successful at around £1718 with many events including our Summer Concert, Big Gig, Halloween, Bingo and Christmas events still to come! A massive thank you to everyone involved.	-

<p>5) Manager's Report</p>	<p>BW read aloud the report – copy attached. BW confirmed 32 children on roll with a steady number throughout the year. 13 children start school in September, with a list in the low twenties ready to start. (final numbers and prospective children continuing to register). A further 10 children are waiting to turn two throughout the year, so BW estimated 34 on roll by Summer 25.</p> <p>BW discussed the GOOD Ofsted visit and felt the experience was a more collaborative experience compared to last year. Serena joined the team in spring and was a welcome addition to the Pre School. The team are saddened to lose Kirsty but are currently looking for new staff. BW thanked the team for picking up a lot of extra hours this term. The recent garden tidy up day was very successful and was a big hit during our open morning.</p> <p>BW thanked Shala for all her hard work at toddler group this year, many parents who have sent enquiries in this year have been a result of attending the group. Her last thanks were to the committee and fundraising team for all their support this year.</p>	<p>-</p>																											
<p>6) Treasurer's Report</p>	<p>KB shared an updated financial summary up to 31.05.24 – KB shared that it had been a positive end to the year, with accounts still in credit. Fund raising profit of £1693.33, bingo had been very popular with still more events to come.</p> <p>The reserve account had just under £15000, but £21000 was needed in case of redundancies. With a profit of £8000, KB advised moving £4000 into the reserve fund bringing it closer to the £21000. The rest of the funds could be used to purchase more equipment once the new academic year had begun, and child numbers and wages can be confirmed.</p>	<p>-</p>																											
<p>7) Election of new committee and fundraising teams</p>	<table border="1"> <thead> <tr> <th>Position</th> <th>Name</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Suzanne Pheasant</td> <td>Becky White</td> <td>Yvonne Greenwood</td> </tr> <tr> <td>Vice Chair</td> <td>Position unfilled</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Treasurer</td> <td>Ruth Garman</td> <td>Suzanne Pheasant</td> <td>Tina Stratton</td> </tr> <tr> <td>Secretary</td> <td>Caroline Skinner</td> <td>Clare Waller</td> <td>Terri Genner</td> </tr> <tr> <td>Fundraising Officer</td> <td>Hayley Wood</td> <td>Tina Stratton</td> <td>Suzanne Pheasant</td> </tr> <tr> <td>Ofsted responsible person</td> <td>Becky White</td> <td>Ruth Garman</td> <td>Caroline Skinner</td> </tr> </tbody> </table>	Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Yvonne Greenwood	Vice Chair	Position unfilled	n/a	n/a	Treasurer	Ruth Garman	Suzanne Pheasant	Tina Stratton	Secretary	Caroline Skinner	Clare Waller	Terri Genner	Fundraising Officer	Hayley Wood	Tina Stratton	Suzanne Pheasant	Ofsted responsible person	Becky White	Ruth Garman	Caroline Skinner
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	Committee Member	Terri Genner	Kelly Wright	Kirsty Barrell
	Committee Member	Tina Stratton	Hayley Wood	Serena Mepham
	Committee Member			
	Committee is satisfied that the threshold of 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct.			SP to send documents to new members ASAP.
8) Any other business	None raised.			-
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 1st July 2025 at 7.30pm. Please advise if this date is not possible for anyone.			SP to confirm with village hall booking secretary.

The AGM was followed by a committee meeting including the newly elected members – minutes recorded separately.

Partridge Green Pre-School Playgroup

Accounts

31 May 2024

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

B White

Becky White

Signature:

24/03/2025

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2024**

	2024	2023
	£	£
Sales	119,384	92,946
Cost of sales	939	575
Gross profit	<u>118,445</u>	<u>92,371</u>
Expenses		
Wages, salaries and other staff costs	81,951	68,407
Car, van and travel expenses	-	29
Rent, rates, power and insurance costs	5,349	5,846
Telephone, fax, stationery and other office costs	9,221	6,037
Advertising and business entertainment costs	-	707
Accountancy, legal and other professional fees	936	2,450
Depreciation and loss/(profit) on sale	931	841
Other business expenses	1,090	971
	<u>99,478</u>	<u>85,288</u>
Profit	<u>18,967</u>	<u>7,083</u>

Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2024

	Notes	2024 £	2023 £
Fixed assets			
Equipment, machinery and motor vehicles	3	4,350	3,363
Current assets			
Trade debtors	1,683	-	
Bank/building society balances	14,792	10,663	
Other current assets and prepayments	34,236	22,070	
	<u>50,711</u>	<u>32,733</u>	
Current liabilities			
Trade creditors	<u>1,166</u>	<u>1,168</u>	
Net current assets		49,545	31,565
Net assets		<u>53,895</u>	<u>34,928</u>
Capital account			
Balance at start of period		34,928	27,845
Net profit		18,967	7,083
		<u>53,895</u>	<u>34,928</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2024	2023
	£	£
Sales		
Fees received	29,769	28,408
Funding	78,267	55,214
Fundraising donations account	10,834	9,061
Stay & Play income	167	40
Other income	160	149
Bank deposit interest received	187	74
	<u>119,384</u>	<u>92,946</u>
Cost of sales		
Fundraising costs	<u>939</u>	<u>575</u>
Wages, salaries and other staff costs		
Wages and salaries	81,148	68,375
Staff training and welfare	803	32
	<u>81,951</u>	<u>68,407</u>
Car, van and travel expenses		
Travel and subsistence	<u>-</u>	<u>29</u>
Rent, rates, power and insurance costs		
Rent	<u>5,349</u>	<u>5,846</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	1,062	907
Printing, postage and stationery	82	573
Fruit, biscuits	288	909
Childrens entertainment	-	750
Material and equipment	4,711	1,433
Stay & Play expenses	1,451	-
Subscriptions	487	480
Insurance	1,140	985
	<u>9,221</u>	<u>6,037</u>
Advertising and business entertainment costs		
Advertising and PR	<u>-</u>	<u>707</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>936</u>	<u>2,450</u>
Depreciation and loss/(profit) on sale		
Depreciation	931	841

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024

Other business expenses

Software

	<u> </u>	<u> </u>
	1,090	971

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2023	5,228
Additions	<u>1,918</u>
At 31 May 2024	<u>7,146</u>
Depreciation	
At 1 June 2023	1,865
Charge for the year	<u>931</u>
At 31 May 2024	<u>2,796</u>
Net book value	
At 31 May 2024	<u>4,350</u>
At 31 May 2023	<u>3,363</u>



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Author Oren Teichmann (info@dctaccounts.co.uk)

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Name [Becky White](#)

Email treasurer.pgpreschool14@gmail.com

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Document History

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Partridge Green Pre-School Playgroup

Accounts

31 May 2024

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

B White

Becky White

Signature:

24/03/2025

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2024**

	2024	2023
	£	£
Sales	119,384	92,946
Cost of sales	939	575
Gross profit	<u>118,445</u>	<u>92,371</u>
Expenses		
Wages, salaries and other staff costs	81,951	68,407
Car, van and travel expenses	-	29
Rent, rates, power and insurance costs	5,349	5,846
Telephone, fax, stationery and other office costs	9,221	6,037
Advertising and business entertainment costs	-	707
Accountancy, legal and other professional fees	936	2,450
Depreciation and loss/(profit) on sale	931	841
Other business expenses	1,090	971
	<u>99,478</u>	<u>85,288</u>
Profit	<u>18,967</u>	<u>7,083</u>

Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2024

	Notes	2024 £	2023 £
Fixed assets			
Equipment, machinery and motor vehicles	3	4,350	3,363
Current assets			
Trade debtors	1,683	-	
Bank/building society balances	14,792	10,663	
Other current assets and prepayments	34,236	22,070	
	<u>50,711</u>	<u>32,733</u>	
Current liabilities			
Trade creditors	<u>1,166</u>	<u>1,168</u>	
Net current assets		49,545	31,565
Net assets		<u>53,895</u>	<u>34,928</u>
Capital account			
Balance at start of period		34,928	27,845
Net profit		18,967	7,083
		<u>53,895</u>	<u>34,928</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2024	2023
	£	£
Sales		
Fees received	29,769	28,408
Funding	78,267	55,214
Fundraising donations account	10,834	9,061
Stay & Play income	167	40
Other income	160	149
Bank deposit interest received	187	74
	<u>119,384</u>	<u>92,946</u>
Cost of sales		
Fundraising costs	<u>939</u>	<u>575</u>
Wages, salaries and other staff costs		
Wages and salaries	81,148	68,375
Staff training and welfare	803	32
	<u>81,951</u>	<u>68,407</u>
Car, van and travel expenses		
Travel and subsistence	<u>-</u>	<u>29</u>
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Depreciation	931	841

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024

Other business expenses

Software

	<u> </u>	<u> </u>
	1,090	971

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2024**

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Name [Becky White](#)

Email treasurer.pgpreschool14@gmail.com

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PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1035667

Accounts



Partridge Green Pre-School
Village Hall, Partridge Green, West Sussex, RH13 8HX
Reg. Charity no. 1035667
Pre School Mobile: 07880 744240

PGPS Annual General Meeting

Monday 26th June at 7.30pm, at PG Village Hall.

Attendees: Suzanne Pheasant (SP), Becky White (BW), Kirsty Barrell (KB), Natalie White (NW), Kelly Wright (KW), Hayley Tarry (HT) Terri Genner (TG), Clare Waller (CW), Caroline Skinner (CS), Imogen Smithson (IS), Yvonne Greenwood (YG), Maria Lucas (ML)

Apologies: Hazel Tickner, Annette Huntley, Kirsty Lowe

Minutes

<u>Item</u>	<u>Notes</u>	<u>Action</u>
1) Welcome and Introductions	SP opened the meeting by welcoming all and asking everyone to introduce themselves.	
	Conflicts of interest - None noted for the contents of this meeting as per agenda.	
2) Apologies	SP advised of the apologies received prior to the meeting.	
3) Review of AGM Minutes from 2022	SP asked for approval of the previous minutes of AGM held in 2022, all present agreed and no actions outstanding.	
4) Chair's Report	SP read aloud her report - copy attached. SP acknowledged the year had been slightly overshadowed by the OFSTED report, but thanked the staff for their support during this time and for the kind and positive messages from family members. SP confirmed that Michelle had left the team and Natalie would be stepping down as Secretary. Listed many events the fundraising team had helped to coordinate through the year to raise a total funding amount of £3,555.	
5) Manager's Report	BW read aloud the report - copy attached. BW confirmed 31 children on roll with a steady number all year, contributed by closure of other facilities nearby. 14 children shall start school in September and there is a list of 21 children for September. BW confirmed	

	<p>positive meetings with the EY Advisor had taken place and an action plan in place for OFSTED. The parent survey had been a good success and shall be implemented again. Michelle's departure had left a gap which the current staff had been helping to cover, and Munchkins was now being covered by parents but a new bank member of staff was being employed to run this. Thanks were expressed to the committee, fundraising team and parents.</p>																																														
6) Treasurer's Report	<p>KB shared an updated financial summary up to 31.05.23 - copy attached. KB shared highlights of the report including an increase for income with fees, WSCC funding and fundraising and donations, giving a breakdown of the fundraising for the main events. KB advised the decision to stop outsourcing payroll to an accountant had been made and was now being run by BW to make a financial saving of around £180 a month. Also there would be a saving with the EY Log system as this is reduced and invoicing would now be done through Xero accounting.</p>																																														
7) Election of new committee and fundraising teams	<table border="1"> <thead> <tr> <th data-bbox="440 1043 695 1093">Position</th> <th data-bbox="695 1043 922 1093">Name</th> <th data-bbox="922 1043 1161 1093">Proposed</th> <th data-bbox="1161 1043 1388 1093">Seconded</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1093 695 1182">Chair</td> <td data-bbox="695 1093 922 1182">Suzanne Pheasant</td> <td data-bbox="922 1093 1161 1182">Becky White</td> <td data-bbox="1161 1093 1388 1182">Hayley Tarry</td> </tr> <tr> <td data-bbox="440 1182 695 1272">Vice Chair</td> <td data-bbox="695 1182 922 1272">Position unfilled</td> <td data-bbox="922 1182 1161 1272">n/a</td> <td data-bbox="1161 1182 1388 1272">n/a</td> </tr> <tr> <td data-bbox="440 1272 695 1361">Treasurer</td> <td data-bbox="695 1272 922 1361">Kirsty Barrell</td> <td data-bbox="922 1272 1161 1361">Suzanne Pheasant</td> <td data-bbox="1161 1272 1388 1361">Clare Waller</td> </tr> <tr> <td data-bbox="440 1361 695 1451">Secretary</td> <td data-bbox="695 1361 922 1451">Caroline Skinner</td> <td data-bbox="922 1361 1161 1451">Kirsty Barrell</td> <td data-bbox="1161 1361 1388 1451">Terri Genner</td> </tr> <tr> <td data-bbox="440 1451 695 1541">Fundraising Officer</td> <td data-bbox="695 1451 922 1541">Position unfilled</td> <td data-bbox="922 1451 1161 1541">n/a</td> <td data-bbox="1161 1451 1388 1541">n/a</td> </tr> <tr> <td data-bbox="440 1541 695 1641">Ofsted responsible person</td> <td data-bbox="695 1541 922 1641">Becky White</td> <td data-bbox="922 1541 1161 1641">Suzanne Pheasant</td> <td data-bbox="1161 1541 1388 1641">Natalie White</td> </tr> <tr> <td data-bbox="440 1641 695 1731">Committee Member</td> <td data-bbox="695 1641 922 1731">Imogen Smithson</td> <td data-bbox="922 1641 1161 1731">Clare Waller</td> <td data-bbox="1161 1641 1388 1731">Becky White</td> </tr> <tr> <td data-bbox="440 1731 695 1821">Committee Member</td> <td data-bbox="695 1731 922 1821">Tina Stratton</td> <td data-bbox="922 1731 1161 1821">Natalie White</td> <td data-bbox="1161 1731 1388 1821">Kelly Wright</td> </tr> <tr> <td data-bbox="440 1821 695 1910">Committee Member</td> <td data-bbox="695 1821 922 1910">Terri Genner</td> <td data-bbox="922 1821 1161 1910">Kelly Wright</td> <td data-bbox="1161 1821 1388 1910">Suzanne Pheasant</td> </tr> <tr> <td data-bbox="440 1910 695 1980">Committee Member</td> <td data-bbox="695 1910 922 1980">Clare Waller</td> <td data-bbox="922 1910 1161 1980">Caroline Skinner</td> <td data-bbox="1161 1910 1388 1980">Kirsty Barrell</td> </tr> </tbody> </table>			Position	Name	Proposed	Seconded	Chair	Suzanne Pheasant	Becky White	Hayley Tarry	Vice Chair	Position unfilled	n/a	n/a	Treasurer	Kirsty Barrell	Suzanne Pheasant	Clare Waller	Secretary	Caroline Skinner	Kirsty Barrell	Terri Genner	Fundraising Officer	Position unfilled	n/a	n/a	Ofsted responsible person	Becky White	Suzanne Pheasant	Natalie White	Committee Member	Imogen Smithson	Clare Waller	Becky White	Committee Member	Tina Stratton	Natalie White	Kelly Wright	Committee Member	Terri Genner	Kelly Wright	Suzanne Pheasant	Committee Member	Clare Waller	Caroline Skinner	Kirsty Barrell
Position	Name	Proposed	Seconded																																												
Chair	Suzanne Pheasant	Becky White	Hayley Tarry																																												
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Treasurer	Kirsty Barrell	Suzanne Pheasant	Clare Waller																																												
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Fundraising Officer	Position unfilled	n/a	n/a																																												
Ofsted responsible person	Becky White	Suzanne Pheasant	Natalie White																																												
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Committee Member	Clare Waller	Caroline Skinner	Kirsty Barrell																																												

	Committee satisfied that the threshold if 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct.	SP to send documents to new members ASAP.
8) Any other business	None raised.	
9) Date of next meeting	The date of the AGM has been scheduled for Tuesday 2nd July 2024 at 7.30pm. Please advise if this date is not possible for anyone.	SP to confirm with village hall booking secretary.

The AGM was followed by a committee meeting including the newly elected members - minutes recorded separately.

Partridge Green Pre-School Playgroup

Accounts

31 May 2023

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature:

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2023**

	2023	2022
	£	£
Sales	92,946	55,406
Cost of sales	575	494
Gross profit	<u>92,371</u>	<u>54,912</u>
Expenses		
Wages, salaries and other staff costs	68,407	64,017
Car, van and travel expenses	29	-
Rent, rates, power and insurance costs	5,846	5,598
Repairs and renewals of property and equipment	-	93
Telephone, fax, stationery and other office costs	6,037	4,796
Advertising and business entertainment costs	707	418
Accountancy, legal and other professional fees	2,450	1,800
Depreciation and loss/(profit) on sale	841	888
Other business expenses	971	-
	<u>85,288</u>	<u>77,610</u>
Profit/(loss)	<u>7,083</u>	<u>(22,698)</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2023**

	Notes	2023 £	2022 £
Fixed assets			
Equipment, machinery and motor vehicles	3	3,363	3,550
Current assets			
Trade debtors		-	136
Bank/building society balances		10,663	20,589
Other current assets and prepayments		22,070	3,570
		<u>32,733</u>	<u>24,295</u>
Current liabilities			
Trade creditors		<u>1,168</u>	<u>-</u>
Net current assets		31,565	24,295
Net assets		<u>34,928</u>	<u>27,845</u>
Capital account			
Balance at start of period		27,845	50,543
Net profit/(loss)		7,083	(22,698)
		<u>34,928</u>	<u>27,845</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2023	2022
	£	£
Sales		
Fees received	28,408	18,171
Funding	55,214	32,393
Fundraising donations account	9,061	3,728
Stay & Play income	40	494
Other income	149	614
Bank deposit interest received	74	6
	<u>92,946</u>	<u>55,406</u>
Cost of sales		
Fundraising costs	<u>575</u>	<u>494</u>
Wages, salaries and other staff costs		
Wages and salaries	68,375	62,567
Staff training and welfare	32	1,450
	<u>68,407</u>	<u>64,017</u>
Car, van and travel expenses		
Travel and subsistence	<u>29</u>	<u>-</u>
Rent, rates, power and insurance costs		
Rent	<u>5,846</u>	<u>5,598</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>-</u>	<u>93</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	907	687
Printing, postage and stationery	573	591
Fruit, biscuits	909	738
Childrens entertainment	750	-
Material and equipment	1,433	1,551
Subscriptions	480	340
Insurance	985	889
	<u>6,037</u>	<u>4,796</u>
Advertising and business entertainment costs		
Advertising and PR	<u>707</u>	<u>418</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>2,450</u>	<u>1,800</u>

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023**

Depreciation and loss/(profit) on sale

Depreciation

<u>841</u>	<u>888</u>
------------	------------

Other business expenses

Software

<u>971</u>	<u>-</u>
------------	----------

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2023**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2022	4,574
Additions	<u>654</u>
At 31 May 2023	<u>5,228</u>
Depreciation	
At 1 June 2022	1,024
Charge for the year	<u>841</u>
At 31 May 2023	<u>1,865</u>
Net book value	
At 31 May 2023	<u>3,363</u>
At 31 May 2022	<u>3,550</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2023

I report on the accounts of the trust for the year ended 31 May 2023 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. 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 view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2024

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2023

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a minor surplus for the year following an increase in WSCC funding and an increase in fees received by the Charity compared to the prior year.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £34,928 compared with £27,845 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 18 March 2024

PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1035667

Accounts



Trustees' Annual Report for the period

From **01/06/2021** To **31/05/2022**

Charity name: **Partridge Green Pre School**

Charity registration number: **1035667**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide early years education and care to children aged 2-4 years old.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We have used our fundraising money to buy new furniture this year as much of our old furniture was not fit for purpose. We have purchased storage for toys as well as a new trolley for books, all of which is benefiting the children's independence in the setting.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard for the guidance issued by the Charity Commission

Achievements and Performance

	SORP reference	
--	----------------	--

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The Pre School has achieved a great deal this year, We secured a fundraising opportunity with our local co-op which gave our fundraising money a bog boost. This enabled us to buy some extensions for our role play area as well as a new book trolley.</p> <p>We have enrolled lots more children this year as a direct result of our new purchases and also spending some money on new banners, posters and advertising.</p> <p>Our social media presence has improved drastically too.</p>
--	------------------	--

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>We have made a loss this year but it takes into account money that we felt needed to be spent as we had a lot in our reserve account since Covid 19 lockdowns.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>We hold reserves to cover redundancy payments for the staff, this will be added to at the end of the school year in July as things are recalculated.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>We currently have £10,634.90 which we would like to increase to £18,000 by July.</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>n/a</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>Money was taken from our reserve account to cover costs and any fundraising money spent on resources.</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>n/a</p>

Structure, Governance and Management

<p>Description of charity's trusts:</p>		
<p>Type of governing document (trust deed, royal charter)</p>	<p>Para 1.25</p>	<p>Constitution adopted 1994</p>
<p>How is the charity constituted? (e.g unincorporated)</p>	<p>Para 1.25</p>	<p>Unincorporated association</p>

association, CIO)		
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	We elect trustees annually at our AGM and all members can vote as a first or second electee of the new member. New members are agreed by the whole committee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We ensure that new committee members know what their job role is. We have job descriptions for the chair, treasurer and secretary. All new members are supported to complete their DBS check and EY2 check for Ofsted. These must be completed before they see any confidential committee documents.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We have a chair, secretary and treasurer, plus up to 5 other committee members including the current Pre-School manager.
Relationship with any related parties	Para 1.51	n/a
Other		n/a

Reference and Administrative details

Charity name	Partridge Green Pre School
Other name the charity uses	n/a
Registered charity number	1035667
Charity's principal address	The Village Hall Village Hall Lane, High Street Partridge Green West Sussex RH13 8HX

Position	Name	Proposed	Seconded
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Chair	Suzanne Pheasant	BW	YG
Vice Chair	<i>Position not filled</i>		
Treasurer	Kirsty Barrell	HT	CW
Secretary	Natalie White	KB	MF
Fundraising officer	<i>Position not filled</i>		
Ofsted responsible person	Becky White	SP	KW
Committee Member	Claire Waller	KW	BW
Committee Member	Terri Genner	MF	KB
Committee Member			
Committee Member			
Committee Member			
Committee Member			

(min 5, max 12)

Committee satisfied that the threshold of 60% of elected members being current parents/carers of enrolled children has now been met. All members updated their contact details and signed copies of Trustee Code of Conduct¹

Exemptions from disclosure

Reason for non-disclosure of key personnel details


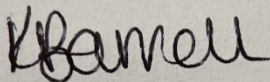
n/a

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Suzanne Pheasant	Kirsty Barrell
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**Position (eg
Secretary, Chair, etc)**

Chair	Treasurer
-------	-----------

Date

29/03/2023

Partridge Green Pre-School Playgroup

Accounts

31 May 2022

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature:

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2022**

	2022	2021
	£	£
Sales	55,406	80,328
Cost of sales	494	314
Gross profit	<u>54,912</u>	<u>80,014</u>
Expenses		
Wages, salaries and other staff costs	64,017	67,742
Rent, rates, power and insurance costs	5,598	4,126
Repairs and renewals of property and equipment	93	-
Telephone, fax, stationery and other office costs	4,796	4,516
Advertising and business entertainment costs	418	118
Accountancy, legal and other professional fees	1,800	2,034
Depreciation and loss/(profit) on sale	888	61
	<u>77,610</u>	<u>78,597</u>
(Loss)/profit	<u>(22,698)</u>	<u>1,417</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2022**

	Notes	2022 £	2021 £
Fixed assets			
Equipment, machinery and motor vehicles	3	3,550	242
Current assets			
Trade debtors		136	-
Bank/building society balances		20,589	32,626
Cash in hand		-	15
Other current assets and prepayments		3,570	18,408
		<u>24,295</u>	<u>51,049</u>
Current liabilities			
Other liabilities and accruals		<u>-</u>	<u>748</u>
Net current assets		24,295	50,301
Net assets		<u>27,845</u>	<u>50,543</u>
Capital account			
Balance at start of period		50,543	49,126
Net (loss)/profit		(22,698)	1,417
		<u>27,845</u>	<u>50,543</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2022	2021
	£	£
Sales		
Fees received	18,171	12,205
Funding	32,393	64,176
Fundraising donations account	3,728	3,872
Stay & Play income	494	-
Other income	614	73
Bank deposit interest received	6	2
	<u>55,406</u>	<u>80,328</u>
Cost of sales		
Fundraising costs	<u>494</u>	<u>314</u>
Wages, salaries and other staff costs		
Wages and salaries	62,567	67,243
Staff training and welfare	1,450	499
	<u>64,017</u>	<u>67,742</u>
Rent, rates, power and insurance costs		
Rent	5,598	4,013
Stay & Play rent	-	113
	<u>5,598</u>	<u>4,126</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>93</u>	<u>-</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	687	733
Printing, postage and stationery	591	491
Fruit, biscuits	738	483
Material and equipment	1,551	1,692
Subscriptions	340	318
Insurance	889	799
	<u>4,796</u>	<u>4,516</u>
Advertising and business entertainment costs		
Advertising and PR	<u>418</u>	<u>118</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>1,800</u>	<u>2,034</u>
Depreciation and loss/(profit) on sale		
Depreciation	888	61

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022**

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2022**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2021	379
Additions	4,195
At 31 May 2022	<u>4,574</u>
Depreciation	
At 1 June 2021	137
Charge for the year	887
At 31 May 2022	<u>1,024</u>
Net book value	
At 31 May 2022	<u>3,550</u>
At 31 May 2021	<u>242</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2022

I report on the accounts of the trust for the year ended 31 May 2022 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the bases of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. 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 view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 13 March 2023

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2022

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a substantial loss for the year due primarily to a cut in WSCC funding to the Charity compared to the prior year, as well as investment in equipment for the use in the running of the charity.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £27,845 compared with £50,543 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 13 March 2023

PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP

England & Wales - Charity number 1035667

Accounts

Partridge Green Preschool
Treasurers Report 2020 2021

	2020/2021	2019/2020
Income		
Fees	£14267.75	£ 10552.90
WSCC Funding	£65837.32	£ 77192.41
Registration Fees/starter packs	£120	£ 210.70
Milk Refund	£72.65	£ 160.42
Fund raising	£2399.99	£ 4241.07
T-shirts	£47.50	£ 151.10
Bank interest & other income inc donations & sponsorship	£498	£301.08
Easyfundraising	£37.43	£102.35
Stay & Play /PG Munchkins	??	£ 489.46
Total	£83,488.13	£ 93,402.12
Expenses		
Employee costs	£57910.70	£ 61,372.02
Rent	4544.25	£ 5154.5
General Administration Expenses		
Repairs & Maintenance		
Telephone	£159.43	£ 147.46
Internet	£395.89	£399.36
Printing costs Stationary & Post	£169.44	£ 490.95 (new office package)
Petty Cash	£623.18	£ 420
Staff Uniform & Book Bags & T.shirts	£765.11	£ 402.40
Fund raising Expenditure	£195.97	£ 1168.77
Helpers gratuities		
Subscriptions & Memberships Fees	£215	£ 112
Insurance	£798.52	£699.80
Equipment	£683.90	£3319.05
Materials & Consumables	£177.30	£1480.57
Training	£75	£254.40
Advertising Promotion & Entertainment	£117.86	£353.25
Floats	£120	£120
Legal & Professional cost	£2034	£1446
Bank Charges		
Other Expenses	287.80	906.71
AGM Hall Hire & refreshments		£5.50
Fee Reimbursements	£652.68	£265.20

Total	£70,255.97	£ 78,398.57
Surplus	£ 13,232.16	£15,003.55

(+£20,000 moved into the reserve account)

Partridge Green Pre-School Playgroup

Accounts

31 May 2021

Partridge Green Pre-School Playgroup

Approval statement

I approve the accounts which comprise of the Profit and Loss Account, the Balance Sheet and the related notes. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing DCT Accounting Ltd with all information and explanations necessary for their compilation.

Signature:

Date:

**Partridge Green Pre-School Playgroup
Profit and Loss Account
for the year ended 31 May 2021**

	2021	2020
	£	£
Sales	80,328	85,892
Cost of sales	314	1,177
Gross profit	<u>80,014</u>	<u>84,715</u>
Expenses		
Wages, salaries and other staff costs	67,742	63,174
Rent, rates, power and insurance costs	4,126	5,155
Repairs and renewals of property and equipment	-	130
Telephone, fax, stationery and other office costs	4,516	7,000
Advertising and business entertainment costs	118	440
Accountancy, legal and other professional fees	2,034	1,446
Depreciation and loss/(profit) on sale	61	76
	<u>78,597</u>	<u>77,421</u>
Profit	<u>1,417</u>	<u>7,294</u>

**Partridge Green Pre-School Playgroup
Balance Sheet
as at 31 May 2021**

	Notes	2021 £	2020 £
Fixed assets			
Equipment, machinery and motor vehicles	3	242	303
Current assets			
Trade debtors		-	472
Bank/building society balances		32,626	12,624
Cash in hand		15	22
Other current assets and prepayments		18,408	35,705
		<u>51,049</u>	<u>48,823</u>
Current liabilities			
Other liabilities and accruals		<u>748</u>	<u>-</u>
Net current assets		50,301	48,823
Net assets		<u>50,543</u>	<u>49,126</u>
Capital account			
Balance at start of period		49,126	41,832
Net profit		1,417	7,294
		<u>50,543</u>	<u>49,126</u>

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2021

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2021	2020
	£	£
Sales		
Fees received	12,205	10,709
Funding	64,176	70,169
Fundraising donations account	3,872	4,034
Stay & Play income	-	239
Other income	73	712
Bank deposit interest received	2	29
	<u>80,328</u>	<u>85,892</u>
Cost of sales		
Fundraising costs	<u>314</u>	<u>1,177</u>
Wages, salaries and other staff costs		
Wages and salaries	67,243	62,197
Staff training and welfare	499	977
	<u>67,742</u>	<u>63,174</u>
Rent, rates, power and insurance costs		
Rent	4,013	4,499
Stay & Play rent	113	656
	<u>4,126</u>	<u>5,155</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>-</u>	<u>130</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	733	511
Printing, postage and stationery	491	602
Milk	-	149
Fruit, biscuits	483	213
Material and equipment	1,692	4,713
Subscriptions	318	112
Insurance	799	700
	<u>4,516</u>	<u>7,000</u>
Advertising and business entertainment costs		
Advertising and PR	<u>118</u>	<u>440</u>
Accountancy, legal and other professional fees		
Accountancy and payroll	<u>2,034</u>	<u>1,446</u>
Depreciation and loss/(profit) on sale		

Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2021

Depreciation

61

76

**Partridge Green Pre-School Playgroup
Notes to the Accounts
for the year ended 31 May 2021**

3 Plant, machinery and motor vehicles

	Plant and machinery £
Cost	
At 1 June 2020	379
At 31 May 2021	<u>379</u>
Depreciation	
At 1 June 2020	76
Charge for the year	61
At 31 May 2021	<u>137</u>
Net book value	
At 31 May 2021	<u>242</u>
At 31 May 2020	<u>303</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP**

Accounts for the Year Ended 31 May 2021

I report on the accounts of the trust for the year ended 31 May 2021 which are set out on pages 2 to 6.

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Direction given by the Charity Commissioner under section 43(7)(b) of the act, whether particular matters have come to my attention.

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanation from you as Trustee concerning any such matters. 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 view given by the accounts.

In connection with my examinations no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements set below have not been met:

- a) To keep accounting records in accordance with section 41 of the Act; and
- b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 19th October 2021

TO THE MEMBERS AND TRUSTEES OF
PARTRIDGE GREEN PRE-SCHOOL PLAYGROUP COMMITTEE

ACCOUNTS FOR THE YEAR ENDED 31ST MAY 2021

We have examined the financial statements in connection with the books, records and other information supplied.

The statement of income & expenditure stands at a small profit for the year due to a cut in WSCC funding to the Charity compared to the prior year. COVID-19 affected most of the year, but the financial effects were not as pronounced as they could have been.

Following the approval of the Accounts at the Annual General Meeting the Accounts will be represented in a format required by the Charity Commission together with a full report from our office.

The General Revenue Reserve Fund stands at £50,543 compared with £49,126 for the preceding year.

B Teichmann, FFA, ICPA, FFTA

For DCT Accounting Ltd
7 Wilton Close
Partridge Green
Sussex
RH13 8RX

Date: 19th October 2021