

ALPHABETS PRESCHOOL BOTLEY

England & Wales · Charity number 1036169

Details

Other names BOTLEY PLAYGROUP

Status Registered

Legal form Other

Registered 1994-04-12

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

Contact

Address The Scout Hall
Recreation Ground
Botley
Southampton
Hampshire
SO30 2ES

Phone 07867542988

Email contact@alphabets.org.uk

Website www.alphabets.org.uk

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Providing play and learning in a safe and secure environment for children aged 2 years to school age

Classification

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

Geography

- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£116,017	£124,695	-	-
2024-08-31	£109,088	£121,047	-	-
2023-08-31	£118,191	£123,504	-	-
2022-08-31	£100,485	£115,522	-	-
2021-08-31	£112,854	£114,151	-	-
2020-08-31	£103,914	£101,886	-	-

Trustees

Name	Role	Appointed
Becky Morgan-Walsh		2017-11-01
Carley Glasper-Hassell		2025-05-16
Kate Mckillen		2014-09-01
Wendy Whitfield		2025-03-17

ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

Alphabets Pre-School
Botley

(September 2024 - August 2025)
ANNUAL REPORT

Annual General Meeting
Monday 16th March 2026, 7.30pm.

Staffing

Pre-school Manager -	Mandy Searle
Pre-school Deputy Manager/Senco -	Helen Hall
Practitioner -	Sarah Fisher
Practitioner -	Emma Jewell
Practitioner -	Amanda Hunt

Alphabets Management Committee

These were the volunteers who made up the committee, helping the staff team to run Alphabets for the year September 2024- August 2025. Alex and Heather resigned at the end of the year as their children left to start school. We are currently looking for new volunteers to help us and need to recruit a Chairperson and secretary.

Chairperson -	Laura Harvey
Secretary -	Carley Glasper-Hassell
Treasurer -	Kate Mckillen
Member -	Becky Morgan-Walsh
Member -	Wendy Whitfield

Manager's report

We have had another busy and successful year at Alphabets Pre-school.

Numbers at the start of September 2024 were average for the start of the year, Numbers then built up steadily over the course of the year and reached full capacity by the end of the summer term on most of the days Alphabets is open.

Christmas craft activities and singing – parents were invited in to see the children singing and then had lots of Christmas craft activities to do. We held a raffle to raise some funds for the pre-school and made over £250.

Graduation – this was held at the end of the summer term with the group of children leaving us to go to school in September. Parents/carers were invited in so see their children 'graduate'.

During the spring term Alphabets used EYPP money to purchase wooden round tables and chairs to help create a more natural and calming environment for the children and to help encourage and support communication and social interactions. Alphabets also purchased two water activity centres for the garden – one was a coloured water wall and the other was a wooden water tray which the children loved playing with during the summer months.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the pre-school.

Amanda Searle,
Pre-school Manager.

Finance report

Alphabets finished the financial year with a balance of £5,507. This was made up of £14,183 brought forward from the previous year and a loss of £8,676 from this year.

Our total income was £115,912. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £124,588. This was mainly spent on staff wages, rent, insurance and equipment.

We made a loss this year as we had increases to rent, wages, pension contributions and the cost of living increases.

We raised £885 through our fundraising events this year and a grant of £200 from Eastleigh Borough Council. This money all goes to improving equipment and facilities for the children.

We continue to fund the training and development of our staff to ensure we have an experienced and well qualified team providing good quality care and education for the children attending Alphabets.

Overall, we are in a good financial position but as costs continue to increase, we will be monitoring the situation on a regular basis to ensure that Alphabets remains in a safe and secure financial position.

Kate Mckillen
Committee Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2025



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2025

The managing committee present the report for the year ended 31 August 2025.

The members of the managing committee who acted as trustees of the charity during the year were:-

Becky Morgan-Walsh
Kate McKillen
Wendy Whitfied
Philippa Tanaka
Carley Gласper-Hassell

The managing committee members are elected or appointed on an annual basis with the officers being elected from the membership of the managing committee. The Annual General Meeting is held during March.

The charity was established on 1st March 1994 and is registered with the Charity Commission, No. 1036169. The Charity's address is 15, Sovereign Drive, Botley, Southampton, SO30 2SR.

Objects, Organisation and Activities.

The charity is established for the provision of safe and satisfying group play for the promotion of the education of pre-school children.

The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee

.....
Kate Mckillen
Management Trustee

Date

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2025, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2025

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

Alphabets Pre-school

Receipts and Payments Account for the year ended 31 August 2025

	2025	2024
	£	£
Receipts		
Fees	114551	108074
Fund raising	885	627
Uniform	157	87
Grants/donations	200	0
Food voucher grant	0	150
Deposits	0	150
Sundries	119	0
	115912	109088
Payments		
Direct costs		
Uniform	100	656
Activities	302	382
Refreshments	237	288
Cleaning	58	55
Post & stationery	22	52
Printing/photocopying	22	0
Rewards for volunteers	25	25
Staff incentive scheme	225	620
Food vouchers	0	150
Sundries	8	19
	999	2247
Overheads		
Wages	100575	94776
Insurance/rent	10700	10437
Fundraising	20	20
Equipment/resources	5844	6552
Telephone/internet	792	761
Sundries	58	433
Training	342	1198
Accountant	936	893
Pension	4250	3663
Bank charges	72	67
	123589	118800
Year Profit/Loss	-£8,676	-£11,959

**Alphabets Pre-school
Statement of Assets and Liabilities
As at 31st August 2025**

	31.8.25	31.8.24
Bank Account HSBC	£5,507	£14,183
Plus cash left in petty cash	£0	£0
Total	£5,507	£14,183
REPRESENTED BY:		
Balance brought forward	£14,183	£26,142
Year Loss/profit	-£8,676	-£11,959
Balance carried forward	£5,507	£14,183

On behalf of Alphabets Management Committee

.....

Kate Mckillen - Treasurer

.....

Laura Harvey - Chair

Alphabets Pre-School
Botley

(September 2024 - August 2025)
ANNUAL REPORT

Annual General Meeting
Monday 16th March 2026, 7.30pm.

Staffing

Pre-school Manager -	Mandy Searle
Pre-school Deputy Manager/Senco -	Helen Hall
Practitioner -	Sarah Fisher
Practitioner -	Emma Jewell
Practitioner -	Amanda Hunt

Alphabets Management Committee

These were the volunteers who made up the committee, helping the staff team to run Alphabets for the year September 2024- August 2025. Alex and Heather resigned at the end of the year as their children left to start school. We are currently looking for new volunteers to help us and need to recruit a Chairperson and secretary.

Chairperson -	Laura Harvey
Secretary -	Carley Glasper-Hassell
Treasurer -	Kate Mckillen
Member -	Becky Morgan-Walsh
Member -	Wendy Whitfield

Manager's report

We have had another busy and successful year at Alphabets Pre-school.

Numbers at the start of September 2024 were average for the start of the year, Numbers then built up steadily over the course of the year and reached full capacity by the end of the summer term on most of the days Alphabets is open.

Christmas craft activities and singing – parents were invited in to see the children singing and then had lots of Christmas craft activities to do. We held a raffle to raise some funds for the pre-school and made over £250.

Graduation – this was held at the end of the summer term with the group of children leaving us to go to school in September. Parents/carers were invited in so see their children 'graduate'.

During the spring term Alphabets used EYPP money to purchase wooden round tables and chairs to help create a more natural and calming environment for the children and to help encourage and support communication and social interactions. Alphabets also purchased two water activity centres for the garden – one was a coloured water wall and the other was a wooden water tray which the children loved playing with during the summer months.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the pre-school.

Amanda Searle,
Pre-school Manager.

Finance report

Alphabets finished the financial year with a balance of £5,507. This was made up of £14,183 brought forward from the previous year and a loss of £8,676 from this year.

Our total income was £115,912. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £124,588. This was mainly spent on staff wages, rent, insurance and equipment.

We made a loss this year as we had increases to rent, wages, pension contributions and the cost of living increases.

We raised £885 through our fundraising events this year and a grant of £200 from Eastleigh Borough Council. This money all goes to improving equipment and facilities for the children.

We continue to fund the training and development of our staff to ensure we have an experienced and well qualified team providing good quality care and education for the children attending Alphabets.

Overall, we are in a good financial position but as costs continue to increase, we will be monitoring the situation on a regular basis to ensure that Alphabets remains in a safe and secure financial position.

Kate Mckillen
Committee Treasurer

Alphabets Pre-school

Receipts and Payments Account for the year ended 31 August 2025

	2025		2024
	£		£
RECEIPTS			
Fees	114551		108074
Fund raising	885		627
Uniform	157		87
Grants/donations	200		0
Food voucher grant	0		150
Deposits	0		150
Sundries	119		0
	115912		109088
LESS PAYMENTS			
Direct costs			
Uniform	100		656
Activities	302		382
Refreshments	237		288
Cleaning	58		55
Post & stationery	22		52
Printing/photocopying	22		0
Rewards for volunteers	25		25
Staff incentive scheme	225		620
Food vouchers	0		150
Sundries	8		19
		999	2247
Overheads			
Wages	100575		94776
Insurance/rent	10700		10437
Fundraising	20		20
Equipment/resources	5844		6552
Telephone/internet	792		761
Sundries	58		433
Training	342		1198
Accountant	936		893
Pension	4250		3663
Bank charges	72		67
		123589	118800
YEAR PROFIT/LOSS	£-8676		£-11959

**Alphabets Pre-school
Statement of Assets and Liabilities
As at 31st August 2025**

	31.8.25	31.8.24
Bank Account HSBC	£ 5507	£14183
Plus cash left in petty cash	£ 0	£ 0
<u>TOTAL</u>	£ 5506	£14183

REPRESENTED BY:

Balance brought forward	£14183	£26142
Year Loss/profit	<u>- £ 8677</u>	<u>- £11959</u>
6		
Balance carried forward	£5507	£14,183

On behalf of Alphabets Management Committee

.....
- Kate Mckillen - Treasurer

.....
Laura Harvey - Chair

ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

Alphabets Pre-School
Botley

(September 2023 - August 2024)
ANNUAL REPORT

Annual General Meeting
Monday 17th March 2025, 8pm.

Staffing

During this financial year we said goodbye to Shelley, Hazel, Helen W and Michelle as they moved on to new ventures.

Pre-school Manager - Mandy Searle

Pre-school Deputy Manager/Senco - Helen Hall

Practitioner - Sarah Fisher

Practitioner - Emma Jewell

Practitioner - Amanda Hunt

Alphabets Management Committee

These were the volunteers who made up the committee, helping the staff team to run Alphabets for the year September 2023- August 2024. Alex and Heather resigned at the end of the year as their children left to start school. We are currently looking for new volunteers to help us and need to recruit a Chairperson and secretary.

Chairperson - Vacancy

Secretary - Vacancy

Treasurer - Kate Mckillen

Member - Becky Morgan-Walsh

Member - Philippa Tanaka

Member - Vacancy

Manager's report

We have had another busy and successful year at Alphabets Pre-school.

Staff changes are -

Shelley left in May 2024

Hazel left in March 2024

Helen W left in July 2024

Michelle left July 2024

We have had 3 new members of staff –

Emma started Alphabets in September 2024

Amanda H started Alphabets in September 2024

Georgina started Alphabets in September 2024

Numbers at the start of September 2023 were low, this improved steadily over the course of the year and did reach full capacity by the end of the summer term on all our days Alphabets is open.

In March 2024, Alphabets had Ofsted visit to do the full inspection – Ofsted looked at Alphabets Curriculum, planning, provision, children's development / learning and Senco provision. The outcome in all areas was Good this is a very positive result.

We had two recommendations. –

“support staff to consistently help children to understand the expectations for their behaviour and the impact of this on others.”

“sharpen arrangements for monitoring staff practice, to enable more-focused support on enhancing their teaching skills further.”

All the team are working hard to continually work towards the recommendations as outlined by Ofsted.

During the spring term Alphabets used EYPP money to purchase wooden round tables and chairs to help create a more natural and calming environment for the children and to help encourage and support communication and social interactions. Alphabets also purchased two water activity centres for the garden – one was a coloured water wall and the other was a wooden water tray which the children loved playing with during the summer months.

During the Summer Term Alphabets children and staff had a sponsored walk around the recreation area which all the children really enjoyed. The money raised, along with other fundraising, was used to buy an inside sand tray.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the pre-school.

Amanda Searle, Pre-school Manager.

Finance report

Alphabets finished the financial year with a balance of £14,183. This was made up of £26,142 brought forward from the previous year and a loss of £11,959 from this year.

Our total income was £109,088. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £121,047. This was mainly spent on staff wages, rent, insurance and equipment.

We made a loss this year as we had increases to rent, wages, pension contributions and the cost of living increases.

We raised £600 through our fundraising events this year. This money all goes to improving equipment and facilities for the children.

We continue to fund the training and development of our staff to ensure we have an experienced and well qualified team providing good quality care and education for the children attending Alphabets.

Overall, we are in a good financial position but as costs continue to increase, we will be monitoring the situation on a regular basis to ensure that Alphabets remains in a safe and secure financial position.

Kate Mckillen
Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2024

The managing committee present the report for the year ended 31 August 2024.

The members of the managing committee who acted as trustees of the charity during the year were:

Becky Morgan-Walsh
Kate McKillen
Sarah Grove
Philippa Tanaka

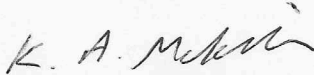
The managing committee members are elected or appointed on an annual basis with the officers being elected from the membership of the managing committee. The Annual General Meeting is held during March.

The charity was established on 1st March 1994 and is registered with the Charity Commission, No. 1036169. The Charity's address is 15, Sovereign Drive, Botley, Southampton, SO30 2SR.

Objects, Organisation and Activities.

The charity is established for the provision of safe and satisfying group play for the promotion of the education of pre-school children.
The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee



.....
Kate McKillen
Management Trustee

Date 4/11/2024

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2024, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2024

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

Receipts and Payments Account for the year ended 31 August 2024

	2024	2023
	£	£
RECEIPTS		
Fees	108,074	103,464
Fund raising	627	1515
Uniform	87	80
Grants/donations	0	12,619
Food voucher grant	150	150
Deposits	150	275
Sundries	0	89
	109,088	118,192
LESS PAYMENTS		
Direct costs		
Uniform	656	523
Activities	382	475
Refreshments	288	317
Cleaning	55	124
Post & stationery	52	44
Printing/photocopying	0	59
Rewards for volunteers	25	45
Staff incentive scheme	620	594
Food vouchers	150	150
Sundries	19	0
	2,247	2,331
Overheads		
Wages	94,776	92,346
Insurance/rent	10,437	9,820
Fundraising	20	46
Equipment/resources	6,552	12,522
Telephone/internet	761	749
Sundries	433	502
Training	1,198	853
Accountant	893	840
Pension	3,663	3,422
Bank charges	67	74
	118,800	121,174
YEAR PROFIT/LOSS	-11,959	-5,313

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities As at 31st August 2024

	31.8.24	31.8.23
Bank Account HSBC	£14,183	£26,142
Plus cash left in petty cash	£0	£0
<u>TOTAL</u>	£14,183	£26,142

REPRESENTED BY:

Balance brought forward	£26,142	£31,455
Year Loss/profit	-£11,959	-£5,313
Balance carried forward	£14,183	£26,142

On behalf of Alphabets Management Committee


.....

Kate Mckillen - Treasurer


.....

Becky Morgan - Walsh

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2024



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
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The managing committee present the report for the year ended 31 August 2024.

The members of the managing committee who acted as trustees of the charity during the year were:

Becky Morgan-Walsh
Kate McKillen
Sarah Grove
Philippa Tanaka

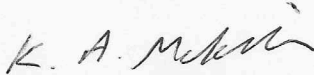
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On behalf of the managing committee



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Kate McKillen
Management Trustee

Date 4/11/2024

ALPHABETS PRE-SCHOOL

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It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
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Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

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1. Which gives me reasonable cause to believe that in any material respect the requirements
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Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2024

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

Receipts and Payments Account for the year ended 31 August 2024

	2024	2023
	£	£
RECEIPTS		
Fees	108,074	103,464
Fund raising	627	1515
Uniform	87	80
Grants/donations	0	12,619
Food voucher grant	150	150
Deposits	150	275
Sundries	0	89
	109,088	118,192
LESS PAYMENTS		
Direct costs		
Uniform	656	523
Activities	382	475
Refreshments	288	317
Cleaning	55	124
Post & stationery	52	44
Printing/photocopying	0	59
Rewards for volunteers	25	45
Staff incentive scheme	620	594
Food vouchers	150	150
Sundries	19	0
	2,247	2,331
Overheads		
Wages	94,776	92,346
Insurance/rent	10,437	9,820
Fundraising	20	46
Equipment/resources	6,552	12,522
Telephone/internet	761	749
Sundries	433	502
Training	1,198	853
Accountant	893	840
Pension	3,663	3,422
Bank charges	67	74
	118,800	121,174
YEAR PROFIT/LOSS	-11,959	-5,313

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities As at 31st August 2024

	31.8.24	31.8.23
Bank Account HSBC	£14,183	£26,142
Plus cash left in petty cash	£0	£0
<u>TOTAL</u>	£14,183	£26,142

REPRESENTED BY:

Balance brought forward	£26,142	£31,455
Year Loss/profit	-£11,959	-£5,313
Balance carried forward	£14,183	£26,142

On behalf of Alphabets Management Committee


.....

Kate Mckillen - Treasurer


.....

Becky Morgan - Walsh

ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

Alphabets Pre-School
Botley

(September 2022 - August 2023)
ANNUAL REPORT

Annual General Meeting
Thursday 21st March 2024, 9am.

Staffing

During this financial year we said goodbye to Hannah Barfoot, Mandy Titcombe and Simone Burgess as they moved on to new ventures. Hazel joined us in July 2023, then Helen in September 2023 and Michelle in November 2023. Below are the current staff team.

Pre-school Manager -	Mandy Searle
Pre-school Deputy Manager/Senco -	Helen Hall
Senior practitioner -	Shelley Wooldridge
Practitioner -	Sarah Fisher
Practitioner -	Hazel Delacourtenay
Practitioner -	Helen Watts
Practitioner -	Michelle Richards

Alphabets Management Committee

These were the volunteers who made up the committee, helping the staff team to run Alphabets for the year September 2022- August 2023. Alex and Heather resigned at the end of the year as their children left to start school. We are currently looking for new volunteers to help us and need to recruit a Chairperson and secretary.

Chairperson -	Alex Kemp
Secretary -	Heather Thomson
Treasurer -	Kate Mckillen
Member -	Becky Morgan-Walsh
Member -	Sarah Grove
Member -	Philippa Tanaka

Manager's report

We have had another busy and successful year at Alphabets Pre-school

Childrens' numbers at the start of September 2022 were low. This improved steadily over the course of the year and did reach full capacity by the summer term on all the days that Alphabets are open.

In September 2022, an Advisory team member from Hampshire County Council came out to visit and carried out a "Shared Conversation". During the visit she carried out a 'learning walk' for 45 minutes and looked at all areas of the pre-school. The outcome at this time, which we discussed and agreed together, was that if Ofsted came out to inspect Alphabets, we would be at the level of "Requires Improvement".

During the next term and a half, I worked closely with the Advisory Teacher to make improvements to Alphabets and engaged with the "County Project Programme" to improve outcomes for all the children attending. This included working on a new curriculum, practices and planning, Alphabets values and the ethos behind our vision statement.

When the Advisory Teacher came out again in Spring 2023, I'm pleased to share that she could see the improvement and expressed that if Ofsted had come out then and had experienced staff practice at that time, then there was a strong possibility we would have received a good grading.

Our new curriculum is working well, all staff have had training during staff meetings to help support their understanding and ensuring that staff are implementing the curriculum goals alongside their planning or incorporating the goals into individual planning for each of their key children.

During the Summer term, teachers from local schools were able to visit our setting and speak to the children and staff face to face which was really lovely for the school leavers. Children were able to attend face to face play sessions in school too.

Our Pre-school graduation was held in two small groups this year. We decided to have two smaller graduations to support the needs of our children that were leaving to go to school. This was a lovely event for all staff and children as staff were able to say a proper goodbye to our school leavers.

In the October half term, the garden was cleared and new astro turf was fitted with a new sand pit constructed so that the children can sit inside it to explore this area. This was made possible by receiving a grant from The Co-op and also fundraising by the committee and staff.

We have continued to be a happy , stable team who are very dedicated and committed to building secure relationships with all the children, parents and families.
All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the Pre-school.

Mandy Searle
Pre-school Manager.

Finance report

Alphabets finished the financial year with a balance of £26,142. This was made up of £31,455 brought forward from the previous year and a loss of £5,315 from this year.

Our total income was £118,192. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £123,505. This was mainly spent on staff wages, rent, insurance and equipment.

We made a loss this year as we had increases to rent, wages, pension contributions and the cost of living increases.

We raised £1,469 through our fundraising events this year. This money all goes to improving equipment and facilities for the children.

We continue to fund the training and development of our staff to ensure we have an experienced and well qualified team providing good quality care and education for the children attending Alphabets.

Overall, we are in a good financial position but as costs continue to increase, we will be monitoring the situation on a regular basis to ensure that Alphabets remains in a safe and secure financial position.

Kate Mckillen
Treasurer

Alphabets Pre-school

Receipts and Payments Account for the year ended 31 August 2023

	2023		2022
	£		£
RECEIPTS			
Fees	103464		93018
Fund raising	1515		1785
Uniform	80		108
Grants/donations	12619		4068
Food voucher grant	150		655
Deposits	275		325
Sundries	89		295
HMRC SSP grant	0		231
	118,192		100,485
LESS PAYMENTS			
Direct costs			
Uniform	523		421
Activities	475		308
Refreshments	317		634
Cleaning	124		54
Post & stationery	44		45
Printing/photocopying	59		130
Rewards for volunteers	45		25
Staff incentive scheme	594		567
Food vouchers	150		565
		2331	2749
Overheads			
Wages	92346		93837
Insurance/rent	9820		9787
Fundraising	46		119
Equipment/resources	12522		3220
Telephone/internet	749		565
Sundries	502		443
Training	853		243
Accountant	840		792
Pension	3422		3716
Bank charges	74		51
		121174	112773
YEAR PROFIT/LOSS	£-5313	£-15037	112773

**Alphabets Pre-school
Statement of Assets and Liabilities
As at 31st August 2023**

	31.8.23	31.8.22
Bank Account HSBC	£26142	£31455
Plus cash left in petty cash	<u>£ 0</u>	<u>£ 0</u>
<u>TOTAL</u>	£26,142	£31,455

REPRESENTED BY:

Balance brought forward	£31,455	£46,492
Year Loss/profit	<u>- £5,313</u>	<u>- £15,037</u>

Balance carried forward	£26,142	£31,455
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On behalf of Alphabets Management Committee

.....

- Alex Kemp - Chairperson

.....

Kate Mckillen - Treasurer

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.


Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....

Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts

For the Year Ended 31 August 2023

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

ALPHABETS PRE-SCHOOL
Botley

September 2021 - August 2022

ANNUAL REPORT

Annual General Meeting
Tuesday 28th March 2023
9.30am

Alphabets staff

Pre-school manager -	Amanda Searle
Deputy manager -	Helen Hall
Senior practitioner -	Shelley Wooldridge
SENCO/practitioner -	Mandy Titcombe
Practitioner -	Sarah Fisher
Practitioner -	Simone Burgess

Alphabets Management Committee

Chairperson	Alex Kemp
Secretary	Heather Thomson
Treasurer	Kate Mckillen
Member	Becky Morgan-Walsh
Member	Sarah Grove
Member	Philippa Tanaka

CHAIRPERSONS REPORT

Staffing

At the beginning of the financial year, our staffing team continued to be led by Hannah Barfoot our Pre-school Manager, and Amanda Searle our Deputy Pre-school Manager. Our practitioner team members at the beginning of September 2021 were Mandy Titchcombe (SENCO and BECo), Sophie Cheyne (Senior Practitioner), Carla Rowland (Senior Practitioner), Sarah Fisher (Practitioner) and Simone Burgess (Practitioner), which remained the same as in the previous financial year.

However, during this year, we saw some significant changes to staffing. In the Autumn term we said goodbye to Senior Practitioners, Carla Rowland and Sophie Cheyne. Then at the end of the Summer term, we said goodbye to Hannah Barfoot, the Pre-school Manager. All three were much loved at Alphabets and although it was sad to see them leave, we wished them the very best in their new and exciting roles.

Alphabets then welcomed Helen Mansbridge (Senior Practitioner) and Shelley Wooldridge (Practitioner) to the team. During August 2022, following Hannah Barfoot's resignation, Amanda Searle was promoted from Deputy to Pre-school Manager. Helen was then also promoted to Deputy and Shelley to Senior Practitioner. All three have settled in brilliantly to their new roles.

In May 2022, Mandy Titchcombe, our Special Educational Needs Coordinator and Behaviour Coordinator successfully passed the Hampshire CACHE Level 3 course and received her certificate. Mandy works incredibly hard to ensure Alphabets is meeting the needs of every child in our setting.

On behalf of the committee, children and their parents and carers, I wish to thank the staff for their continued commitment in ensuring the high standard of care at Alphabets. Thank you so much everybody, we really appreciate all you do!

The Impact of Covid-19 on Alphabets Preschool

The coronavirus pandemic that began early in 2020 continued to affect the way Alphabets Pre-school needed to operate. Alphabets followed the

government advice/guidance for early years settings during this time. The committee worked with the staff to adapt the policies and procedures for limiting Covid-19 infection risk at the setting, whilst adapting to the 'new normal'.

As children began to return to the setting following the end of lockdown (March 2021) particular care was made to ensure children were coping well with their return to the setting. Careful observation was also made to identify any problems with children's mental or physical health as a result of lockdown. Focus on the social skills and good mental health of the children was Alphabets' priority through to August 2022 and continues to be a priority.

For the staff, the pandemic took its toll. They worked incredibly hard throughout this financial year to manage the increased workload and the ongoing changes to policy and procedures. This year was a balancing act in trying to return to life pre-covid whilst managing the safety and wellbeing of staff and children.

During this year, we began to welcome parents back into the setting, which was fantastic to see. The children also had a Christmas Party, which was a success and marked a return of the events and activities that were part of the running of Alphabet's before the pandemic. The future was looking brighter!

Committee

Alphabets is a Registered Charity group and in order to operate we are legally required to be managed by a committee of volunteers. We are always looking to welcome new members to our friendly group. Thank you to everyone on the committee for their time, help and dedication, ensuring that Alphabets is able to continue running.

Typical ways in which committee members can help include:

- Raising funds for equipment by organising and running events
- Helping at events such as the Christmas performance, Summer fair etc.
- Helping support the organisation of Alphabets
- Carrying out reviews of policies and procedures, e.g. Health & Safety etc
- Advising on employment matters

Fundraising

£1785.15 was raised by parents, families, staff and friends of Alphabets over the course of this financial year. This money enables us to buy essential supplies such as paint, paper and craft materials and to keep the pre-school's toys and equipment up-to-date and in good condition.

During this financial year, we organised a Christmas raffle and a sponsored Easter Trail to help raise funds for the Alphabets garden. As social distancing relaxed, we decided to organise a summer fair which was great fun and a brilliant chance to be back in the community with the parents and carers of the children at Alphabets. Alphabets also received a substantial grant from the Co-Op for the garden and we continue to raise money from Amazon Smile.

Friends of Alphabets, led by our wonderful treasurer Kate McKillen, supported the Revels on the Rec event in Botley to celebrate the Queen's Jubilee. It was a great success and we hope to be getting involved in the forthcoming Coronation Event.

Thank you to everyone who has supported the pre-school with our fundraising this year. We hope you continue to support us in the coming year.

If you have some spare time and would like to join the committee, we meet once every half-term to plan events and discuss issues relating to supporting staff, running the business and fundraising, amongst other things. Please speak to Amanda Searle, myself or any other committee member - we would be happy to answer any questions you may have.

A special thank you to Becky Morgan-Walsh who resigned as Chair during this period. She worked tirelessly for the Pre-school and helped guide the Pre-school through the Pandemic and support the staff during this difficult time.

Alphabets Values

We have recently reviewed Alphabets Values. These will guide us in all that we do at Alphabets and will hopefully give others an insight into our setting.

A- Achieve. Through exploring children's own interests, we will ensure all children achieve their best outcome from their time at preschool.

L- Love. At Alphabets we will make sure all children feel valued and included so that all our Alphabets feel loved by their peers, and proud of their individuality.

P- Play. Alphabets will provide a variety of indoor and outdoor play opportunities and will support child-led ideas for play.

H - Happy Alphabets prides itself on being a fun and happy place for children, where they can learn through play.

A - Aspire. We will promote children's self-confidence and perseverance and celebrate personal achievements.

B - Be kind. We will ensure all children know the importance of being kind and thoughtful towards others, and how to look after our world.

E - Education. At Alphabets we follow the EYFS, and track the progress of each individual, to ensure they are given opportunities to build their skills and make progress in each area of learning.

T - Team. Staff will work alongside parents and carers, and as a team, we will ensure the best education and wellbeing of the children at Alphabets.

S- Safe and secure. The welfare and safeguarding of children at Alphabets is our priority. We ensure children are playing in a safe environment and will support families to enable children to achieve their best outcomes.

Childrens Activities

The children at Alphabets are encouraged to explore the resources of their own choice within the setting. This approach allows free-flow play between the inside and outside spaces, and practitioners find opportunities for children's development through in-the-moment planning. Finding the next steps for each child by building on each child's own interests at that moment (in-the-moment planning) has been shown to be a highly effective (and fun) way to promote children's social, physical, and communication (vocabulary and language) skills. Staff are also able to assess and promote development of children's mathematical skills (such as understanding of numbers and size) through this method. Some of the activities from this year include:

- Making bunting and drawing pictures to celebrate the Queen's Jubilee. The observational drawings of the Queen were sent off to Buckingham Palace and we received a reply in return which was incredibly special.
- Lots of role play! For example, setting up a Doctor's Surgery, a Fire Station, a police station and a car wash. The children love talking about and exploring the different roles in different jobs.
- Exploring our feelings through the picture book 'The Colour Monster'.

- Developing gross motor skills, for example, practising hopping by playing hopscotch and taking part in bean bag races. Children also made their own obstacle course and used a range of movements to navigate around cones, through tunnels, and along balancing on beams.
- Regularly incorporating maths into play, for example by counting steps or jumps, and talking about '1 more' or '1 less'. Children have also taken part in shape hunts around the garden, making a tally chart of the findings.
- Exploring themes such as the weather, and how rainbows are made.
- Looking at the nature in/around the Alphabets' garden, for example using binoculars to bird watch, and then discovering the names of unfamiliar birds using reference books. We watched our sunflowers grow and used tools in the garden.
- Lots of craft and art activities, including making tissue paper flowers, and exploring mark making with paints, pens and pencils.

I wonder what fantastic things the children will do next year?

Alex Kemp
Chairperson

MANAGER'S REPORT

We have had another busy and successful year at Alphabets Pre-school.

Staff changes are -

Carla left in October 2021

Sophie left in February 2022

We have had 2 new members of staff -

Helen in November 2021

Shelley in March 2022.

Numbers at the start of September 2021 were low with only a few new starters. This improved steadily over the course of the year but unfortunately, we did not reach full capacity by the end of the summer term.

In September 2021, changes were made to the EYFS framework so we changed how we added observations on tapestry as age bands were taken out and areas of learning were revised. Early Years settings needed to build a unique curriculum based on the cohort of children attending. Many settings have struggled to make these changes quickly as there has been little support and training for Early Years settings. Alphabets are now using the 'Development Matters' to support the delivery of the Statutory EYFS framework.

I have recently been on training and have worked with the staff team over the past few months to complete our unique curriculum. I have now completed our new curriculum, vision statement and Alphabets values. For each new cohort of children, a new curriculum will need to be devised and curriculum planning will now be an ongoing aspect of Early Years development.

During the Summer term, teachers were able to visit our setting and speak to the children and staff face to face which was really lovely for the children leaving that year. Children were also able to attend face to face play sessions in school too. We were also able to hold the children's graduation in one big group with parents. This was a lovely event for all staff and children as staff were able to say a proper goodbye to our school leavers.

We also had Debutots return to visit Alphabets during the Summer term to support our school leavers with workshops about what to expect when starting big school.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the pre-school.

Amanda Searle, Pre-school Manager.

FINANCE REPORT

Alphabets finished the financial year with a balance of £31,455. This was made up of £46,492 brought forward from the previous year and a loss of £15,037 from this year.

Our total income was £100,485. This was mainly made up of fees, fundraising and grants.

Our total expenditure was £115,522. This was mainly spent on wages, rent, insurance and equipment.

We made a loss this year as we had less fees coming in from a lower number of children and because of increases needing to be made due to rent, insurance, pension contributions and the minimum wage rise.

We raised £1785.15 through our fundraising events this year which was a fabulous amount.

We continue to support funding training and development for our staff to ensure we have an experienced and well qualified team providing care and education for the children attending Alphabets

Overall, we are in a stable financial position, but costs are continually increasing, and we will be monitoring the situation closely to ensure that Alphabets remains in a safe and secure position.

Kate Mckillen , Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2022

The managing committee present the report for the year ended 31 August 2022.

The members of the managing committee who acted as trustees of the charity during the year were:-

Alex Kemp	Chairperson
Heather Thomson	Secretary
Kate McKillen	Treasurer
Sarah Grove	
Heather Thomson	
Becky Morgan-Walsh	

The managing committee members are elected or appointed on an annual basis with the officers being elected from the membership of the managing committee. The Annual General Meeting is held during March.

The charity was established on 1st March 1994 and is registered with the Charity Commission, No. 1036169. The Charity's address is 15, Sovereign Drive, Botley, Southampton, SO30 2SR.

Objects, Organisation and Activities.

The charity is established for the provision of safe and satisfying group play for the promotion of the education of pre-school children.

The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee

.....
Alex Kemp
Chairperson to the Trustees

Date

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2022, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2022

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

Receipts and Payments Account For the Year Ended 31 August 2022

	2022		2021	
	£	£	£	£
RECEIPTS				
Fees	93,018		107,579	
Fund Raising	1,785		1,939	
Uniform/Clothing	108		106	
Grants/Donations	4,068		803	
Food voucher grant	655		1,209	
Deposits	325		325	
Sundries	295		107	
HMRC SSP grant	231		786	
		100,485		112,854
LESS PAYMENTS				
Direct Costs				
Uniform/T Shirts	421		217	
Activities	308		260	
Refreshments	634		442	
Cleaning	54		79	
Post & Stationery	45		38	
Printing/photocopying	130		56	
Rewards for volunteers	25		51	
Staff incentive scheme	567		689	
Food vouchers	565		1,250	
		2,749		3,082
Overheads				
Wages	93,837		91,593	
Insurance/Rent	9,787		7,982	
Fundraising	119		20	
Toys/Equipment	3,220		6,153	
Telephone/Internet	565		514	
Sundries	443		139	
Training	243		909	
Accountant	792		792	
Pension	3,716		2,967	
Bank charges	51		0	
		112,773		111,069
YEAR LOSS		£- 15,037		£-1,297

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities

As at 31st August 2022

	<u>31.08.22</u>	Profit/(Loss) for the Year	<u>31.08.21</u>
Bank Accounts HSBC	£31,455		£46,492
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£31,455</u>	£-15,037	<u>£46,492</u>

REPRESENTED BY:

Balance brought forward	£46,492		£47,789
Year loss/profit	- £15,037		£ -1,297
Balance carried forward	<u>£31,455</u>		<u>£46,492</u>

On behalf of the Managing Committee

.....
Alex Kemp - Chairperson

.....
Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2022



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2022

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The members of the managing committee who acted as trustees of the charity during the year were:-

Alex Kemp	Chairperson
Heather Thomson	Secretary
Kate McKillen	Treasurer
Sarah Grove	
Heather Thomson	
Becky Morgan-Walsh	

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The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee

.....
Alex Kemp
Chairperson to the Trustees

Date

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2022, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

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- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

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.....
Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2022

1. Accounting policies

General

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No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

Receipts and Payments Account For the Year Ended 31 August 2022

	2022		2021	
	£	£	£	£
RECEIPTS				
Fees	93,018		107,579	
Fund Raising	1,785		1,939	
Uniform/Clothing	108		106	
Grants/Donations	4,068		803	
Food voucher grant	655		1,209	
Deposits	325		325	
Sundries	295		107	
HMRC SSP grant	231		786	
		100,485		112,854
LESS PAYMENTS				
Direct Costs				
Uniform/T Shirts	421		217	
Activities	308		260	
Refreshments	634		442	
Cleaning	54		79	
Post & Stationery	45		38	
Printing/photocopying	130		56	
Rewards for volunteers	25		51	
Staff incentive scheme	567		689	
Food vouchers	565		1,250	
		2,749		3,082
Overheads				
Wages	93,837		91,593	
Insurance/Rent	9,787		7,982	
Fundraising	119		20	
Toys/Equipment	3,220		6,153	
Telephone/Internet	565		514	
Sundries	443		139	
Training	243		909	
Accountant	792		792	
Pension	3,716		2,967	
Bank charges	51		0	
		112,773		111,069
YEAR LOSS		£- 15,037		£-1,297

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities

As at 31st August 2022

	<u>31.08.22</u>	Profit/(Loss) for the Year	<u>31.08.21</u>
Bank Accounts HSBC	£31,455		£46,492
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£31,455</u>	£-15,037	<u>£46,492</u>

REPRESENTED BY:

Balance brought forward	£46,492		£47,789
Year loss/profit	- £15,037		£ -1,297
Balance carried forward	<u>£31,455</u>		<u>£46,492</u>

On behalf of the Managing Committee

.....
Alex Kemp - Chairperson

.....
Kate McKillen - Treasurer

ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2021

The managing committee present the report for the year ended 31 August 2021.

The members of the managing committee who acted as trustees of the charity during the year were:-

Becky Morgan-Walsh	Chairperson
Alex Kemp	Secretary
Kate McKillen	Treasurer
Sarah Toghill	
Kate Roberts	
Sarah Grove	
Heather Thomson	

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On behalf of the managing committee

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Becky Morgan-Walsh
Chairperson to the Trustees

Date

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Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

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ALPHABETS PRE-SCHOOL

Receipts and Payments Account For the Year Ended 31 August 2021

	2021		2020	
	£	£	£	£
RECEIPTS				
Fees	107,579		102,864	
Fund Raising	1,939		534	
Uniform/Clothing	106		289	
Grants/Donations	803		177	
Food voucher grant	1,209		0	
Deposits	325		0	
Sundries	107		50	
HMRC SSP grant	786		0	
		112,854		103,914
LESS PAYMENTS				
Direct Costs				
Uniform/T Shirts	217		624	
Activities	260		307	
Refreshments	442		213	
Cleaning	79		117	
Post & Stationery	38		39	
Printing/photocopying	56		38	
Rewards for volunteers	51		32	
Staff incentive scheme	689		504	
Food vouchers	1,250		0	
		3,082		1,874
Overheads				
Wages	91,593		86,725	
Insurance/Rent	7,982		4,359	
Fundraising	20		20	
Toys/Equipment	6,153		3,320	
Telephone/Internet	514		620	
Sundries	139		348	
Training	909		728	
Fee refunds	0		98	
Accountant	792		768	
Pension	2,967		3,026	
		111,069		100,012
YEAR LOSS /PROFIT		£- 1,297		£2,028

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities

As at 31st August 2021

	<u>31.08.21</u>	Profit/(Loss) the Year	<u>31.08.20</u>
Bank Accounts HSBC	£46,492		£47,789
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£46,492</u>	-£1,297	<u>£47,789</u>

REPRESENTED BY:

Balance brought forward	£47,789		£45,761
Year loss/profit	- £ 1,297		£ 2,028
Balance carried forward	<u>£46,492</u>		<u>£47,789</u>

On behalf of the Managing Committee

.....
Becky Morgan-Walsh - Chairperson

.....
Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

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ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities

As at 31st August 2021

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Becky Morgan-Walsh - Chairperson

.....
Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2021



ALPHABETS PRE-SCHOOL

CONTENTS

	Page	
Annual Report	1	
Independent Examiner's Report		2
Notes to the Accounts	3	
Payments and Receipts Account	4	
Statement of Assets and Liabilities	5	

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		3,082	
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ALPHABETS PRESCHOOL BOTLEY

England & Wales - Charity number 1036169

Accounts

ALPHABETS PRE-SCHOOL

Botley

(September 2019-August 2020)

ANNUAL REPORT

*Annual General Meeting (on Zoom)
Monday 22nd March 2021, 7.30pm.*

Alphabets staff

Pre-school Manager -	Hannah Barfoot
Deputy Manager -	Amanda Searle
Senior Practitioner -	Sophie Cheyne
Senior Practitioner -	Carla Rowland
SENco/practitioner-	Mandy Titcombe
Practitioner-	Sarah Fisher
Apprentice -	Simone Burgess

Alphabets Management Committee

Chairperson	Becky Morgan-Walsh
Secretary	Alex Kemp
Treasurer	Kate Mckillen
Member	Sarah Toghill
Member	Kate Roberts
Member	Ruth Atwell
Member	Marian Williams

Chairperson's report

Staffing

During the financial year, Sept 2019-August 2020, our staffing team continued to be led by Hannah Barfoot our Pre-school Manager, and Amanda Searle our Deputy Preschool Manager. Our practitioner team members are Mandy (SENCO), Sophie, Carla, and Sarah, which remains the same as in the previous financial year. We also are pleased to have our apprentice, Simone Burgess, on our preschool team, as she continues her level 3 Childcare qualification in conjunction with Fareham College.

On behalf of the committee, children and their parents/ carers, I wish to thank the staff for their continued commitment to ensuring the high standard of care at Alphabets. The coronavirus pandemic caused us to adapt our provision to reduce infection risk, and the staff have worked incredibly hard to balance the increased cleaning and social distancing procedures, whilst still providing a welcoming, fun and educative environment for all the children at Alphabets.

Thank you so much everybody, we really appreciate all you do!

The Impact of Covid-19 on Alphabets Preschool

The coronavirus pandemic that began during this year affected the way Alphabets preschool needed to operate. Alphabets followed the government advice/guidance for early years settings during this time, and continues to do so. The committee worked with the staff to set up new policies and procedures for limiting Covid-19 infection risk at the setting, including increased cleaning and hygiene procedures and social distancing between adults.

When Lockdown commenced in March 2020, we closed fully. Parents/carers were contacted prior to our closure, but there were no families with eligible key-worker parents/carers who wanted preschool places during the lockdown period. Whilst Alphabets was closed staff maintained contact with families via Tapestry and our Facebook page, to provide support to the families/children in the form of stories and activities. Staff also telephoned parents/carers occasionally to check on their child's wellbeing.

We reopened in June 2020 and particular care was made to ensure children were coping well with their return to the setting. Careful observation was also made to identify any problems with children's mental or physical health as a result of lockdown. Focus on the social skills and good mental health of the children was Alphabets' priority for the remainder of the academic year.

Committee

Alphabets is a Registered Charity group and in order to operate we are legally required to be managed by a committee of volunteers. We are always looking to welcome new members to our friendly group. Thank you to everyone on the committee for their time, help and dedication to ensuring that Alphabets is able to continue running.

Typical ways in which committee members can help include:

Raising funds for equipment by organising and running events
Helping at events such as the Christmas performance, Summer fair etc.
Helping staff with paperwork and organisation
Carrying out reviews of policies and procedures, e.g. Health & Safety etc
Advising on employment matters

Fundraising

£ 514 was raised by parents, families, staff and friends of Alphabets over the course of this financial year. This money enables us to buy essential supplies such as paint, paper and craft materials and to keep the pre-school's toys and equipment up-to-date and in good condition. Thank you to everyone who has supported the pre-school in this way and we hope you continue to support us in the coming year.

If you have some spare time and would like to join the committee, we meet once every half-term to plan events and discuss issues relating to supporting staff, running the business and fundraising, amongst other things. Please speak to Hannah, myself or any other committee member - we would be happy to answer any questions you may have.

Children's activities

The children at Alphabets are encouraged to explore the resources of their own choice within the setting. This approach allows free-flow play between the inside and outside spaces, and practitioners find opportunities for children's development through in-the-moment planning. Finding the next steps for each child by building on each child's own interests at that moment (in-the-moment planning) has been shown to be a highly effective (and fun) way to promote children's social, physical, and communication (vocabulary and language) skills. Staff are also able to assess and promote development of children's mathematical skills (such as and understanding of numbers and size) through this method. Some of the activities from this year include:

- Enjoying sensory play activities, such playing with our water table, and mud kitchen. The children investigate the different materials, what they feel like, and how they can be moved/shaped.
- Lots of opportunities to develop gross motor skills, such as using the trampoline, playing with balls/ hoops, using outdoor ride-on vehicles, dancing to music and building/using balance beams.
- Developing fine-motor skills by painting, making collages, train tracks, and building with blocks/Lego.
- Opportunities to have circle time with Remi (our persona doll) who talks with the children about feelings, and childhood experiences and development (such as potty training), discussing and promoting self-esteem, independence and respect for others.
- Learning about the natural world, and developing an understanding of weather and the seasons, plants, and wildlife.
- Learning about the world through role-playing, such as running their own theatres, cafes, and shops as well as imagining what it's like to be police officers and parents. The children were also encouraged to work together on activities, to build friendships and support social skill development.
- The children also had opportunities to develop an understanding of different cultural festivals, such as Chinese New Year and Christmas!

I wonder what fantastic things the children will do next year?

Becky Morgan-Walsh,
Chairperson

Managers' report

We have had a challenging but successful year. In September 2019 we had many children attending and were running at full capacity with a waiting list for an immediate start. We have received positive recommendations through word of mouth from past and present families.

Unfortunately, when it was announced that schools were to close in March 2020 due to Coronavirus, we closed too as none of our key worker children were requiring a space and Alphabets had no vulnerable children on register. Throughout Alphabets closure we were all very busy providing home learning activities and contact calls/messages/videos through Tapestry, making sure we were engaging with our Alphabets children and families as much as we could.

With the news of schools reopening from the 1st June 2020, Alphabets Pre-School reopened their doors. We were working with reduced numbers of children and in a bubble system. We adapted our cleaning routine, and ensured staff worked on a rota system.

We introduced a line up system for the parents with 2 metre markers. All children had their temperature taken on arrival and regular hand washing for all was programmed into the daily routine. A Covid19 agreement was signed by each parent on return to Alphabets alongside a return to Alphabets questionnaire so we were aware of any changes that had taken place through lockdown, to ensure our children settled back into Alphabets with ease.

Despite the complications of Covid 19, we did our transitional reports for our school leavers through paper copies & zoom/telephone conversations with local schools ensuring all information was passed on successfully to help settle our school leavers as we were unable to have school and teacher visits.

At the end of year, we would normally have had a large end of term party/graduation. With the restrictions in place we were unable to do this for the children. We did a small key-group graduation outside in the recreation ground. We ensured all Government guidelines & regulations were followed and we got the chance to say goodbye to our school leavers. We received some very positive feedback from the parents who attended.

There have been some changes to the staff team as Carla and Sophie were appointed as Senior practitioners when we returned to Alphabets in June after lock down. Our decision to recruit our first Pre-School apprentice was a successful one and Simone has been attending Fareham college and having tutor time via Zoom meetings when the college had to close due to Covid 19.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the Pre-School.

Hannah Barfoot
Pre-School Manager

Finance report

Alphabets finished the financial year with a balance of £47,789. This was made up of £45,761 brought forward from the previous year and a profit of £2028 from this year.

Our total income was £103,914. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £101,886. This was mainly spent on wages, rent, insurance and equipment.

We only had a small profit margin this year as we had increases to rent, wages, pension contributions and ongoing cleaning & PPE expenses due to the Coronavirus pandemic.

We raised £514 through our fundraising events this year which was lower than we normally would raise. Due to Coronavirus, we were unable to hold many events, including our Summer Fair which is our main fundraiser.

We supported our apprentice, Simone, as she gained knowledge and experience while undertaking her apprenticeship at Fareham College.

We continue to support training and development of our staff to ensure we have an experienced and well qualified team providing care and education for the children attending Alphabets.

The Coronavirus pandemic has had a big impact on our provision, both practically and financially. There has been quite a substantial increase in costs for cleaning & PPE and also costs for extra staff time to ensure thorough cleaning processes daily.

We were unable to offer staff a pay rise at the end of this financial year due to the uncertainty of income because of the impact of the Coronavirus pandemic. Reduced numbers of children attending Alphabets and the national lockdowns result in reduced income. This will be monitored during the next financial year as the pandemic continues to affect finances.

Kate Mckillen
Treasurer

ALPHABETS PRE-SCHOOL

Receipts and Payments Account

For the Year Ended 31 August 2020

	2020		2019	
	£	£	£	£
RECEIPTS				
Fees	102864		102,652	
Fund Raising	534		996	
Photos	0		100	
Uniform/Clothing	289		272	
Grants/Donations	177		362	
Sundries	50		83	
		103914		104,465
LESS PAYMENTS				
Direct Costs				
Uniform/T Shirts	624		491	
Activities	307		521	
Refreshments	213		288	
Cleaning	117		162	
Post & Stationery	39		100	
Printing/photocopying	38		0	
Rewards for volunteers	32		48	
Staff incentive scheme	504		495	
		1,874		2,105
Overheads				
Wages	86,725		79,728	
Insurance/Rent	4,359		4,208	
Fundraising	20		66	
Toys/Equipment	3,320		5,062	
Telephone/Internet	620		541	
Sundries	348		698	
Training	728		291	
Fee refunds	98		566	
Accountant	768		720	
Pension	3,026		2005	
		100,012		93,885
YEAR PROFIT		£2,028		£8,475

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities As at 31st August 2020

	<u>31.08.20</u>	Profit/(Loss) the Year	<u>31.08.19</u>
Bank Accounts HSBC	£47,789		£45,761
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£47,789</u>	£2,028	<u>£45,761</u>

REPRESENTED BY:

Balance brought forward	£45,761		£37,286
Year profit	£ 2,028		£ 8,475
Balance carried forward	<u>£47,789</u>		<u>£45,761</u>

On behalf of the Managing Committee

R Morgan-Walsh

.....

Becky Morgan-Walsh - Chairperson

K McKillen

.....

Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2020

The managing committee present the report for the year ended 31 August 2020.

The members of the managing committee who acted as trustees of the charity during the year were:-

Becky Morgan-Walsh	Chairperson
Alex Kemp	Secretary
Kate McKillen	Treasurer
Sarah Toghill	
Ruth Atwell	
Kate Roberts	
Marian Williams	

The managing committee members are elected or appointed on an annual basis with the officers being elected from the membership of the managing committee. The Annual General Meeting is held during March.

The charity was established on 1st March 1994 and is registered with the Charity Commission, No. 1036169. The Charity's address is 15, Sovereign Drive, Botley, Southampton, SO30 2SR.

Objects, Organisation and Activities.

The charity is established for the provision of safe and satisfying group play for the promotion of the education of pre-school children.

The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee

R Morgan-Walsh

.....
Becky Morgan-Walsh
Chairperson to the Trustees

Date 15/10/2020

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S Delmege

.....
Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2020

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

Receipts and Payments Account For the Year Ended 31 August 2020

	2020		2019	
	£	£	£	£
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ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities

As at 31st August 2020

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Plus cash left in petty cash	<u>0</u>		<u>0</u>
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REPRESENTED BY:

Balance brought forward	£45,761		£37,286
Year profit	£ 2,028		£ 8,475
Balance carried forward	<u>£47,789</u>		<u>£45,761</u>

On behalf of the Managing Committee

R Morgan-Walsh

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Becky Morgan-Walsh - Chairperson

K McKillen

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Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

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R Morgan-Walsh

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