

# PREBEND PRESCHOOL CHARITY TRUSTEE REPORT 2023 – 2024

## 1036865

### Charity Trustees

- Craig Short currently continues as our chairperson but will be stepping down in the coming months.
- Katy Saunders continues as our Treasurer and Trustee.
- Megan Brooksby continues as a Trustee and designated person for OFSTED Communications.

We thank them for their continued support of the Charity.

### Preschool Staff

- Jeannine Evison continues as Preschool Manager, Safeguarding and Protection Officer.
- Danielle Evison is now the Deputy Manager and continues as joint Language Lead and Admin Officer and SENCO.
- Alice Townsend continues as joint Language Lead and Practitioner and is the designated Health and Safety Officer.
- Jenny Wood continues as Practitioner.
- Heather Baldwin became Finance and Admin Officer in July and continues as Relief Practitioner.
- Georgina Montgomery and Jessica Fairley were employed in April 2024 as Relief Practitioners.
- Megan Brooksby continues as the designated nominated contact for OFSTED.
- All Practitioners hold an up to date First Aid Certificate and have all completed the Prevent Duty course. At least one has a Food Hygiene Certificate and all have their current enhanced DBS.

We thank them for their continued running of the Preschool and support of the Charity.

- Rosanna Cottam resigned as Deputy Manager in May 2023 after 23 years.
- Sue Rippin resigned as Joint Manager in March 2024 after 26 years.
- Amy Wells resigned as Finance Officer in January 2024.

We thank them for their time spent with us and their service with the Preschool Charity over so many years.

### Organisation

- We continue to remain open from 7.30am to 5.30pm, Monday to Friday during term time with good attendance across all five days.
- As of 1<sup>st</sup> June 2024 there are 28 children on roll, with nineteen 3-4 year olds and six 2 year olds are accessing funding.
- 2 children are accessing Pupil Premium, 2 children are accessing inclusion funding for SEN and 1 child is accessing DAF.
- 3 EAL children are currently on roll.
- As of April 2024, we ended the option of transporting children to and from Lowes Wong Infants due to the lack of children accessing this and the cost of staff to accommodate.
- The Preschool fees were increased in April, to cover the rise in wages and expenses, we still remain cheaper than other nurseries in the area.
- In April, the owner of the land we used for our Woodland Learning was placed up for sale, therefore ending our ability to provide this for our children.
- The upstairs hall is booked for 5 mornings a week.

- No OFSTED visit this year.
- The Preschool supported Crackerjack Charity with a dressing up day and donations.
- In November 2023 an enhanced book area and emergent writing area was created.
- We have developed our sensory area into a room where the children that require this space can access it and enjoy.

## [Fundraising/Activities](#)

### **Funding**

- DAF provided new equipment that focused on gross motor skills.
- Pupil Premium Funding allows us to provide healthy and nutritious packed lunches to eligible children, it enabled us to create a sensory room that aids in children's self regulation and their stimulation and also helped fund the White Post Farm Trip activities.

### **Fundraising/Donations**

- Infinis provided equipment that aids children's sensory development and supports fine motor skills. We thank them for their generosity.
- Southwell Lions provided us with new equipment to provide more developmental opportunities for the upstairs area. We also thank them for their generosity.
- Craig Short successfully applied for Co-op Funding, providing us with tablets for the children.
- We hosted a Quiz Night at the Saracens Head in Southwell, with many members of the community coming to take part and help us to raise money, we thank them and the Hotel for their generosity
- We also hosted a garage sale, which provided residents of Southwell the opportunity to sell their unwanted household items either at their home or at the Preschool, giving a donation to be placed onto the map, we thank them for taking part.

## [Next Steps](#)

### **Funding**

- Apply for Co-op funding again, as was very successful.
- Contact Southwell Lions again for donations towards more equipment.
- Request for anyone to find ways that companies could fundraise/donate to the Charity.
- More fundraising opportunities, quiz nights, curry nights etc
- Look into other Charity structures, see if there is any that are more applicable and beneficial for the Charity and Preschool.

### **Trustees**

- We are currently waiting for the EY2 forms to be confirmed by OFSTED for four new trustees ready to take over those Trustees who wish to step down, and expect those to arrive soon.

### **Preschool Viability**

- Wraparound care is currently the biggest issue of the Charity's finances, with the cost of rent and wages to cover the earlier and later hours compared with children accessing them is running at a loss, especially with the drop in intake in September. We have voted to change our opening hours to 8.00 am to 4.30 pm starting in September 2024 to combat this and it will be re-assessed next year.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PREBEND PLAYGROUP

1036865

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

31/08/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	27,077	-	-	27,077	27,132
Funding	78,018	-	-	78,018	69,490
Fundraising	4,878	-	-	4,878	-
Misc	-	-	-	-	172
Bank Interest	-	241	-	241	196
Donations	506	-	-	506	17
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>110,479</b>	<b>241</b>	<b>-</b>	<b>110,720</b>	<b>97,007</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>110,479</b>	<b>241</b>	<b>-</b>	<b>110,720</b>	<b>97,007</b>
<b>A3 Payments</b>					
Wages & NI	99,294	-	-	99,294	92,513
Premises	9,396	-	-	9,396	9,990
Insurance	1,164	-	-	1,164	136
Training	839	-	-	839	610
Printing & Stationery	504	-	-	504	746
Deposits	29	-	-	29	-
Materials	2,445	-	-	2,445	822
Toys	1,323	-	-	1,323	159
Food	570	-	-	570	343
Phone/Web	498	-	-	498	330
Other	2,865	-	-	2,865	1,701
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>118,927</b>	<b>-</b>	<b>-</b>	<b>118,927</b>	<b>107,350</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>118,927</b>	<b>-</b>	<b>-</b>	<b>118,927</b>	<b>107,350</b>
<b>Net of receipts/(payments)</b>	<b>- 8,448</b>	<b>241</b>	<b>-</b>	<b>- 8,207</b>	<b>- 10,343</b>
<b>A5 Transfers between funds</b>	<b>10,125</b>	<b>- 10,125</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>7,352</b>	<b>21,458</b>	<b>-</b>	<b>28,810</b>	<b>39,153</b>
<b>Cash funds this year end</b>	<b>9,029</b>	<b>11,574</b>	<b>-</b>	<b>20,603</b>	<b>28,810</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	9,029	11,574	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	9,029	11,574	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

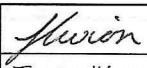
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
 Fraser Ayres	JEANNINE EVISON Fraser Ayres	27/6/25 06/18/2025



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
PREBEND PLAYGROUP

On accounts for the year  
ended

31/08/2024

Charity no  
(if any)

1036865

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 /08 /2024**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

13/05/25

Name:

RICHARD SHAW

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

FCCA

Address:

C/O BEELEY HAWLEY & CO LTD

44 NOTTINGHAM ROAD, MANSFIELD
NOTTS, NG18 1BL

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**