



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2022		Day 31	Month 08	Year 2023

## Section A Reference and administration details

Charity name	3-2-5 Pre-School Playgroup
Other names charity is known by	
Registered charity number (if any)	1037061
Charity's principal address	Burghclere Down Community Hall
	Berry Way
	Andover
Postcode	SP10 3RZ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Candice Appleton	Chair		
2	Laura-Bacon Smith	Member		
3	Katie Robson	Member		
4	Katrina Bull	Member		
5	Mary Beaton	Member		
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13				
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15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Rachael Woolley - Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Past/Current parent/carers of children that attend or have attended the Preschool are chosen first.</p> <p>Volunteers from the local community considered should numbers require it.</p> <p>The induction of trustees includes DBS checks and EY2 status confirmation prior to full access to meetings inclusive of children's information and finances.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

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.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Oversee the management of a charity funded pre-school providing sessional care for children aged 2 years 6 months to 5 years offering appropriate play and education. This is done via various methods of child-centred learning and in the moment activities.

The Trustees attend regular Committee Meetings, alongside focused group meetings with members of the committee, the key activities undertaken in the 2022-2023 academic year were to promote the Preschool as a safe and unique environment and maintain a healthy intake.

The Trustee's followed the guidance from the Government, Services for Young Children and the Alliance in order to end the academic year positively with a healthy intake, steady funds and a very supportive and creative team of staff.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

Supported the provision running 5 days a week inclusive of lunchtimes to deliver Early Years Foundation Stage (EYFS) to a high standard by continuing to improve the child led approach and natural world play.

**Recruitment:**

Support manager to recruit and develop new and existing staff.

**Financial:**

Review financial projections in order to focus fundraising requirements.

**Policies and Procedures:**

Policies review and updates with new manager.

DBS checks for committee and staff performed termly.

**Training:**

Safeguarding course completed for DSO.

**Marketing:**

Website updated to include gallery, FAQ and more relevant information.

Committee Welcome pack updated to include guidance and self-declaration prior to DBS and EY2 process.



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

An amount of £14,800 has been set aside from unrestricted funds which is held in order to meet any unforeseen expenditure that may occur, for example to cover staff redundancies.

**Details of any funds materially in deficit**

None.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


The main source of preschool financing is government funding of free childcare for 2,3 and 4-year-olds. A much smaller proportion of funding comes from parent fees. As a result of an increase in registered children this year, and working to maximum ratios, we were able to make a profit and invest in new resources and equipment for the children.

We hope in the future to be able to reinvest some of this profit into the Preschool developmental plan which includes the outside areas, whilst also maintaining a maintenance, repair and replacement schedule for our open-ended resources that receive a lot of use.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Candice Zoe Louise Appleton	
Position (eg Secretary, Chair, etc)	Chair	
Date	23/10/2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
3-2-5 Pre-School Playgroup	1037061

## Receipts and payments accounts


CC16a

For the period from	Period start date	To	Period end date
	01/09/2022		31/08/2023

### 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>					
Funding and fees	107,895	-	-	107,895	110,947
Grants and donations	2,273	-	-	2,273	7,278
Interest	281	-	-	281	6
Tax credit funding	-	-	-	-	-
Fundraising	341	-	-	341	550
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>110,790</b>	<b>-</b>	<b>-</b>	<b>110,790</b>	<b>118,781</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>110,790</b>	<b>-</b>	<b>-</b>	<b>110,790</b>	<b>118,781</b>
<b>A3 Payments</b>					
Rent	6,950	-	-	6,950	6,869
Staff costs	89,835	-	-	89,835	86,203
Insurance	266	-	-	266	259
Consumables	4,437	150	-	4,587	5,921
Fundraising activities	884	-	-	884	149
Administration	2,762	-	-	2,762	4,460
Memberships and subscriptions	1,136	-	-	1,136	1,009
Travel and trips	101	-	-	101	302
Repairs and maintenance	61	-	-	61	175
	-	-	-	-	-
<b>Sub total</b>	<b>106,432</b>	<b>150</b>	<b>-</b>	<b>106,582</b>	<b>105,347</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Office equipment	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>106,432</b>	<b>150</b>	<b>-</b>	<b>106,582</b>	<b>105,347</b>
<b>Net of receipts/(payments)</b>	<b>4,358</b>	<b>- 150</b>	<b>-</b>	<b>4,208</b>	<b>13,434</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>60,348</b>	<b>210</b>	<b>-</b>	<b>60,558</b>	<b>47,124</b>
<b>Cash funds this year end</b>	<b>64,706</b>	<b>60</b>	<b>-</b>	<b>64,766</b>	<b>60,558</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>	Bank	62,754	60	-
	Cash	-	-	-
	PAYE/Pension	1,952	-	-
	<b>Total cash funds</b>	<b>64,706</b>	<b>60</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	PAYE debtor	2,462	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fencing	Unrestricted	-	-
	Office equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Trade creditors	Unrestricted	-	
	Tax and social security	Unrestricted	-	
	Pension contributions	Unrestricted	510	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Candice Appleton	23/10/23





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
3-2-5 Pre-School Playgroup

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1037061

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**Responsibilities and  
basis of report**

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

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

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:** 23/10/2023

**Name:**

Mark Wall

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

F CPA

**Address:**

M W Accounting Ltd

Unit 5 Basepoint Business Centre, Caxton Close

Andover, SP10 3FG

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

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