



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 09	Year 2024		Day 31	Month 08	Year 2025

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	Tiffany Wise	Treasurer		
3	Katie Robson	Member		
4	Katrina Bull	Member		
5	Kelly Clement	Secretery		
6	Matt Clement	Member		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Debbie Harrison and Emma Bishop – Co- Manager's

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 may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<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, the key activities undertaken in the 2024-2025 academic year were to promote the Preschool as a safe and unique environment for the local community.

Seeking financial grant and fundraising was also a key focus.

The Trustee's followed the guidance from the Government, NHS, 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.

The management committee had one new member join, Tiffany Wise who agreed to take on the role of Treasurer and was given bank access in June 2025. This role has been covered by the Managers who are going through a handover process with Tiffany. In September 2025 two new members joined us; Kelly and Matt Clements, who we hope can aid with the remaining vacant roles for the new academic year. We continue to promote the preschool to new parents/carers with the hope of new members joining to provide support to the co-managers as and when required.

Training

The staff have completed a number of statutory and enrichment training courses provided by the council and externally. Over the coming year, we will continue with the personal development of staff and management.

Candice has continued as the Designated Safeguarding Officer alongside, Debbie and Emma as our DSLs. Laura Bacon-Smith who was originally on the committee, but became an employee as bank staff, also attended the DSL training. This role will be taken forward by a new committee member (Grace Sears).

Funding and Fees-£141.015 (Increased £15.206 than last year . This is due to an increase in the funding rate, more parents paying for extra sessions, and successful applications for DAF funding, Inclusion funding, and supplementary funding payments)

Policies and Procedures:

Policies review and updates with new manager.

DBS checks for committee and staff performed termly.

Training:

Safeguarding course completed for DSO.

Sign up to Noodle for staff training.

Section E Financial review

Brief statement of the charity's policy on reserves

An amount of £23,000 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.

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

28/10/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name 3-2-5 Pre-School Playgroup	No (if any) 1037061
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Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2024	To	Period end date 31/08/2025
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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 £
A1 Receipts					
Funding and fees	141,764	-	-	141,764	125,809
Grants and donations		-	-	-	-
Interest	503	-	-	503	647
Tax credit funding	-	-	-	-	-
Fundraising	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	142,268	-	-	142,268	126,456
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	142,268	-	-	142,268	126,456
A3 Payments					
Rent	7,654	-	-	7,654	6,810
Staff costs	102,611	-	-	102,611	99,179
Insurance	707	-	-	707	627
Consumables	3,225	-	-	3,225	3,561
Fundraising activities		-	-	-	-
Administration	11,115	-	-	11,115	6,640
Memberships and subscriptions	796	-	-	796	753
Travel and trips	2	-	-	2	1
Repairs and maintenance	17	-	-	17	685
	-	-	-	-	-
Sub total	126,128	-	-	126,128	118,256
A4 Asset and investment purchases, (see table)					
Office equipment	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	126,128	-	-	126,128	118,256
Net of receipts/(payments)	16,140	-	-	16,140	8,200
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	72,906	60	-	72,966	64,766
Cash funds this year end	89,046	60	-	89,106	72,966

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 £
B1 Cash funds	Bank	92,276	60	-
	Cash		-	-
	PAYE/Pension		-	-
	Total cash funds		92,276	60
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	PAYE debtor		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fencing	Unrestricted	-	-
	Office equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Trade creditors	Unrestricted	2,922	
	Tax and social security	Unrestricted	585	
	Pension contributions	Unrestricted	-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval



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 2025

**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 / 2025**.

**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: 28/10/2025

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.