



Registered Charity number: 1037079
Cottinghams Drive, Hellesdon, Norwich, NR6 6QA
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Tel: 01603 482315.

ARDEN GROVE PRESCHOOL

REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2024

The committee presents its report and audited financial statements for the year ended 31 August 2025

Reference and Administrative Information

Charity Name:	Arden Grove Preschool
Charity registration number:	1037079
Operational address:	Cottinghams Drive Hellesdon Norwich Norfolk NR6 6QA

Trustees (Committee)

Emma Hawes	Chairperson
Connie Gooch	Secretary
Hayley Thompson	Treasurer

Debbie Moore
Mel Turmaine
Sonya Turmaine

Supervisor of Pre School

E Stevens

Bankers

Natwest

Independent Examiner

L Douglass
96 Drayton Wood Road
Norwich
NR6 5BZ

Structure, Governance and Management

Governing Document

Arden Grove Preschool was established in January 1994 at Arden Grove Infant School and was registered as a charity on 28th April 1994 and is governed by a constitution adopted on the 15th Day of May 2008

Recruitment and Appointment of Committee Members

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM in Autumn Term 2024.

Committee Members Induction and Training

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

Risk Management

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre-school in the future. These systems are reviewed on a regular basis.

Organisational Structure

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Supervisor, as assisted by 5 members of staff.

Objectives and Activities

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

Achievements and Performance

We continue to be a thriving Pre School. We are fortunate to have a strong established, management committee and generally are well resourced.

Staff continue to undertake vocational training in Early Years and also in their areas of responsibility. We are linking more with Arden Grove Infant and Nursery School's Foundation Stage team to further improve transitions for children moving on to nursery and reception classes. We continue to work with outside agencies to support our children's well-being and individual needs.

The pressures around our finances continue, with further successive increases to the minimum wage compounded by insufficient government funding and overall increase in our costs.

Our fundraising efforts are to raise enough money for us to purchase new equipment.

Public Benefit

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday. 2 year old funded place are available to those families meeting the criteria.

Financial Review

There was a net increase in general funds of £2,868.09

There was a decrease in the designated fundraising fund of £9.15

Reserves Policy

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £16,600. This provides sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fee or other income.

Free reserves in the general fund at the year-end amounted to £21,622.26

Designated funds resulting from parental fundraising amounting to £4,985.54 are held in the fundraising fund to provide new equipment during each school year.

Plans for the Future

We are continuing to improve our outside area. We have installed some bench seating and planters to create a restful, sensory space for children and adults.

We are glad to be able to welcome back students and young adults who wish to train in Early Years. Our apprentices are in their second years and we will mentor through to their awards. We also work with City College to offer placements to students wishing to enter the Early Years workforce.

Approved by the Committee on and signed on its behalf by:

E Hawes

Chair of Committee.

Arden Grove Pre-School

Income and Expenditure Account

<u>For the Year Ended</u>	<u>31/08/2025</u>	<u>31/08/2024</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Notes</u>			
Income:			
Fees	6071.81	17045.00	10973.19
NCC Funding	60902.59	38010.47	-22892.12
Fundraising	1177.75	2584.36	1406.61
Milk Refunds	186.45	198.45	12.00
Interest	304.41	371.15	66.74
Donations	32.00	1000.00	968.00
Apprenticeship	500.00	0.00	-500.00
	<u>69175.01</u>	<u>59209.43</u>	<u>-9965.58</u>
Expenditure:			
Staff Wages	56674.41	51312.77	-5361.64
Rent	1820.00	2730.00	910.00
Repairs & Renewals	60.00	0.00	-60.00
Fruit/Milk - Sundries	1316.34	1110.04	-206.30
Consumables	682.00	625.59	-56.41
Equipment	1556.59	2003.72	447.13
Insurance	890.52	852.99	-37.53
Memberships/Subscriptions	425.00	470.40	45.40
Accountancy Fees	990.00	1040.00	50.00
Staff Training	178.50	700.00	521.50
Other Staff Costs	478.20	0.00	-478.20
Admin/Office supplies	1235.36	1464.01	228.65
Fundraising Costs	0.00	21.53	21.53
	<u>66306.92</u>	<u>62331.05</u>	<u>-3975.87</u>
Excess/(shortfall) of income over expenditure	2868.09	-3121.62	
Bank Balance B/Fwd	26402.59	29524.21	
Petty Cash	0.00	0.00	
	<u>26402.59</u>	<u>29524.21</u>	
Bank Balance C/Fwd	29270.68	26402.59	
Petty Cash	0.00	0.00	
	<u>29270.68</u>	<u>26402.59</u>	
Represented by:			
Current A/C - 08842159	2662.88	1383.12	
Fundraising A/C -68354657	4985.54	4994.69	
Reserve A/C - 69897433	21622.26	20024.78	
Petty Cash as at 31/08	0.00	0.00	
	<u>29270.68</u>	<u>26402.59</u>	

Accounts Independently checked by:
Lacey Douglass

Date: 13/09/2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ARDEN GROVE PRE-SCHOOL

YEAR ENDED 31 AUGUST 2025

I report on the accounts of Arden Grove Pre-School for the year ended 31 August 2025

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 under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission.
- state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and to 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.

Lacey Douglass
96 Drayton Wood Road
Hellesdon
Norwich
NR6 5BZ

13th September 2025

Financial Report for Year to 31st August 2025

A return to a surplus for the preschool of £2,868.09

Changes to funding for working parents has lead to an almost doubling of funded income but this has resulted in a decline in fee income. As Government funding for 2 year olds is higher than the fee paying hourly rate, the preschool has benefitted from the funding changes.

The 3-4 year old funding rate remains underfunded on the cost of delivering places but a widescale review of early years funding nationally is proposed in the next financial year.

Wages remain the largest cost for the preschool and these increased slightly due to higher hourly rates but this was mitigated by a natural reduction in overall staff numbers.

Recruitment remains challenging across the sector.

The current account holds £2,662.88 to meet the day to day running costs of the pre-school.

The reserve account holds £21,622.26. The pre-school should hold enough reserves to cover at least 3 months expenditure (£16,600.00) and the amount held in the reserve account is just sufficient for this purpose should the preschool encounter financial difficulties in the future.

The fundraising total was £1177.75, a decrease of £1,406.61 on the previous year. The fundraising account holds £4,985.54 at the end of the financial year.

An external bookkeeping service was retained by the committee for payroll, monthly accounts, budgets and year end accounts. While this is a cost to the pre-school, the benefits for the committee have been wide ranging.

Lacey Douglass

Bookkeeper

13th September 2025