



Trustees' Annual Report for the Financial Year from 01.04.2021 to 31.03.2022

Charity's principal address: Village Hall, Newport Road, Hanslope, Milton Keynes, MK19 7NZ

Governing document: Pre-school Learning Alliance Model Pre-school Constitution 2011, adopted at the Annual General Meeting on Wednesday the 21st of July 2021.

Objects of the charity: 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.

Trustees at the date of this report:

Name	Current Position	Date of appointment
Debbie Watson	Chairperson	22.08.2020
Lance Broomfield	Treasurer	22.08.2020
Gillian Glanville	Secretary	17.10.2017
Joanne Green	Ordinary Member	22.08.2020
Corey Koppelow	Ordinary Member	08.03.2022
Brittany Mudaliar	Ordinary Member	08.03.2022

Other trustees during the period:

Name	Position at resignation	Date of appointment	Date of resignation
Gemma McLellan	Ordinary Member	22.08.2020	21.10.2021
Rebecca Hall	Ordinary Member	22.08.2020	21.07.2021

Trustee selection method:

- (a) The Committee members in 5.2(a) and 5.2(b) of the constitution shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- (b) Co-opted members in 5.2(c) of the constitution may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.
- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.



Activities and achievements during the year:

Hanslope Pre-school continues to deliver on the requirements of the Early Learning Goals of the Early Years Foundation Stage (EYFS), designed for children from birth to the end of the reception year at school. Members of staff continue to undertake various training courses to achieve a high quality of childcare for the children.

Attendance has been extremely good this year with lunch clubs running every day and afternoon sessions on Thursdays and Fridays. We have had many new starters and lots of parents increase their child's attendance, especially as we have got busier. We are looking ahead to adding another afternoon session on Wednesdays.

Reserves: (drawn up in line with guidance issued by the Charity Commission: Charity Reporting and Accounting April 2009, and Milton Keynes Pre-school Learning Alliance).

The following levels of reserves are considered necessary to ensure a consistent level of service and to meet our liabilities in the event of closure:

1. Reserves Account:

£62,487.43 to ensure that our liabilities can be met should the Pre-school need to close (e.g., statutory redundancy, notice pay for staff, outstanding bills, fees refunds and the cost of returning the outside play area to its original condition in accordance with the terms of the lease). This amount is held in our Reserves Account and interest earned will be retained in the account to help cover inflation.

Included in the Reserves account for this financial year is the sum of £47,648.09 which will be used to fund staffing and rent during less well attended months, mainly autumn term, and part of spring term. With the uncertainty of inflation across many areas, this coming year, we need to ensure that we could stay afloat if parents decided to remove the extra cost of childcare from their own expenditure before their child is funded, along with the increase of food costs, equipment and running cost items.

2. Fundraising Account:

£3,884.57 to start the financial year in the Fundraising Account for the intended spend on equipment and items to enhance the children's environment through the 2022-2023 year, this includes the constant supply of craft materials and day to day items needed to run the setting, at a high standard. The Pre-school team continue to renew and add great quality educational items to the children's play equipment, craft supplies and anything they feel would enhance the children's experience at Hanslope Pre-school. Having the availability of the fundraising amount means the Pre-school team can continue to work with 'In the Moment' planning and sessions. This gives the children a greater scope of learning and development in all areas.

The level of reserves is monitored at our regular committee meetings and will be reviewed by the committee throughout this financial year, due to the current situation. Steps will be taken to rebuild levels of reserves if a shortfall is identified or to increase expenditure for the benefit of families using the group if excess funds are being held.

Investments selection policy: It is the Pre-school's policy to invest cash in an interest-bearing account that allows immediate access to ensure the continued flexibility to meet the Pre-school's obligations as they fall due.

Review of major risks: The trustees meet monthly and have instituted procedures to monitor day to day operations. We have updated our monthly recordings of income versus expenditure and will be monitoring these in much finer detail going forward, allowing us to make better financial decisions on the current and day to day spending for the Pre-school.



This Trustees Annual Report has been agreed by the members of Hanslope Pre-school Committee and signed on behalf of all the members, by the person below.

Full Name:

Signed:

Date:

Full name: Debbie Watson

Position: Chairperson



Registered Charity No: 1038425
Village Hall, Newport Road, Hanslope, MK19 7NZ
www.hanslopepreschool.org

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 1 APRIL 2021 TO 31 MARCH 2022

	2020 to 2021 £	2021 to 2022 £	
Balance b/fwd	55,293.40	61,081.16	
Receipts			
Education Funding including Council payment	59,862.44	81,260.67	
Pre-school Session Fees (incl lunch club)	11,865.53	30,281.00	
Registration, Fees, Voluntary Contribution	589.00	736.00	
Reserves: Transfer In	5,500.00		
Fundraising including Gift Aid	7,890.17	6,323.81	
Interest	19.15	7.20	
Wages: Overpaid wages / Pension Refund	118.45		
Outings		292.00	
Admin: Purchase refund, Uniform	1,400.57	254.82	
Total Receipts	87,245.31	119,155.50	
Payments			
Admin - Stationery, advertising, admin costs, bank charges, uniform	2,275.25	837.67	
Fee / Funding Refund and refunds	822.91	135.14	
Expendable Play Equipment	6.25		
Fundraising - Equipment, Improvement & Event Costs	7,232.93	6,486.93	
Insurance & Membership	1,055.94	1,496.42	
Subscriptions	334.00	422.69	
Other Consumables	893.84	357.11	
Refreshments	457.98	890.61	
Rent	6,462.00	11,563.50	
Wage Costs including overtime, HMRC, pension	54,762.25	78,199.79	
Training Fees	1,654.20	250.00	
Reserves: Transfer Out	5,500.00		
Outings & Session Events		633.00	
Total Payments	81,457.55	101,272.86	
Total Surplus for year	5,787.76	17,882.64	
Total Surplus c/fwd	61,081.16	78,963.80	
Represented by:			
Cash	119.55	95.04	
Bank Current	15,220.83	13,959.76	
Bank Fundraising	4,212.55	3,884.57	1
Bank Reserves	42,480.23	62,487.43	2
Accruals	-952.00	-1,463.00	3
Total	61,081.16	78,963.80	

Notes:

1. Fundraising - amount left in account ready for the start of the new budget year.

2. Reserves account holding contingency fund required to cover costs in the event of closure (staff redundancy, notice, fee refunds, rent).

3. Money owed to Hanslope Village Hall £1463.00.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Hanslope Pre-school

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1038425

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

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:

K Browning

Date:

10 May 2022

Name:

Katharine Browning

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

Chartered Institute of Management Accountants
(Membership number 1-HNSB)

Address:

3 Saxon Close

Hanslope

Milton Keynes, MK19 7AX

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.