



**Breachwood Green Pre-School**

**Registered Charity number 1038926**

**Accounts and reports**

**For the year ended 31 December 2022**

Breachwood Green Pre-School  
Registered charity number 1038926  
Contents  
For the year ended 31 December 2022

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Breachwood Green Pre-School  
Registered charity number 1038926

For the year ended 31 December 2022

Registered Address:	Egmont Pasture Lane Breachwood Green Hitchin SG4 8NR
Activity Address:	Village Hall Chapel Road Breachwood Green Hitchin SG4 8NX
Independent examiners:	Godfrey Laws & Co Ltd 65 Knowl Piece Wilbury Way Hitchin SG4 0TY
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

**Breachwood Green Pre-School**

Village Hall, Chapel Road, Breachwood Green

Nr Hitchin, Hertfordshire, SG4 8NX

Tel: 01438 831099

Email: [breachwoodgreenpreschool@gmail.com](mailto:breachwoodgreenpreschool@gmail.com)

Website: [www.bwgpreschool.co.uk](http://www.bwgpreschool.co.uk)

Registered Charity Number: 1038926

Ofsted Registration Number: 146743



## Trustees Report

For the year ended 31 December 2022

### STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was established in 1978 and became a registered charity on 23rd June 1994, and is governed by the Constitution adopted in January 2015. Breachwood Green Pre-school is a body in membership of the Pre-school Learning Alliance.

#### Policies and Procedures for Trustees

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practise in accordance with our Policies and Procedures manual.

### TRUSTEES

The Trustees who served during the year were:

Mr Dante Pavanelli - Chair - resigned 1st April 2022

Keeley Pate - Treasurer, Chair appointed 1st April 22, resigned 27th September 2022

Mr Carl Dukes - Secretary - resigned 27th September 2022

Ms Beth Tacon - Chair - appointed 27th July 2022, resigned 10 March 2023

Ms Louise French - Treasurer - appointed 27th September 2022

Mrs Sally Fearon - Chair - appointed 10th March 2023

Mrs Lydia Chaston - appointed 2nd April 2023

#### Staff Members

Mrs Tracey Holden – Fees

Mrs Sonia Jay - Leader

Ms Charlotte Mehdi - Deputy Leader

### OBJECTIVES AND ACTIVITIES

Our pre-school offers care and education for children aged two years to rising five, and we are registered to care for 19 children per session.

With experienced, qualified staff, we offer a fun and stimulating environment for the children to learn through play.

Our aim is to provide a happy and caring environment in which each child gains confidence and learns to relate to the other children and adults around them.

We follow the "Early Years Foundation Stage" and plan activities based on children's interests, which help to support their own learning and development.

We are constantly endeavouring to provide as wide a range of activities as possible in order to encourage a good grounding for later school life.

#### Public benefit

The trustees have given due consideration to the Charity Commission's published guidance on the operation of the public benefit requirement

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## Trustees Report

For the year ended 31 December 2022

CONTINUED...

### GENERAL OVERVIEW

An Annual General Meeting was held on 17th October 2023. During this meeting the members of the Management Committee who support the Trustees were confirmed for the following year.

During the year, there have been changes to both the Trustees and members of the Management Committee. Special thanks is due to Mrs Keeley Pate, who took over as Chair in April 2022 and successfully raised the profile of the School in the local community through social media and other channels. This resulted in an increased headcount of children and a number of successful fund raising activities. Mrs Pate obtained grant funding for an external canopy installed over the external play area of the school.

Mrs Beth Tacon took over as Chair from September 2022 and resigned in March 2023 and then handed over to Mrs Sally Fearon.

### TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

### FINANCIAL REVIEW

Total income for the year amounted to £86,865 and there was a net surplus for the year of £5,345. A number of successful fundraising events took place throughout the year, the total amount raised was £6,203.

A permanent canopy enabling year round external activities was installed in October 2022, the total cost of £15,664 was funded from grants received from North Herts District Council and Kings Walden Parish Council.



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## Trustees Report

For the year ended 31 December 2022

CONTINUED...

### Reserves Policy

#### SCOPE, DEFINITIONS AND PURPOSE

The Management Committee has reviewed Pre-school's need for reserves in line with guidance issued by the Charity. The Pre-school needs reserves in order to:

1. meet redundancy liabilities should the Pre-school have to close;
2. ensure there are sufficient cash reserves in the current account to cover day to day running costs;
3. ensure continuity of service provision by:
  - a. meeting unexpected costs such as cover for illness or maternity leave, etc.;
  - b. covering running costs during periods of lower income (e.g. while adjusting to school policy changes or following falls in fundraising)
4. replace equipment as it wears out and carry out necessary building maintenance;
5. relocate the Pre-school from its current location/premises if necessary

In calculating these amounts, the Pre-school assumes the following:

- Leader and Deputy Leader 12 weeks' notice / 4 weeks' notice for all remaining roles
- No redundancy payments for staff members with less than 2 years of service.
- All payments have been increased by 2 years to ensure funds.

#### POLICY AIMS

In light of the scope, definitions and purpose, the Pre-school aims to maintain reserves consisting of:

- i. reserves to meet redundancy liabilities;
- ii. general contingency reserves equal to one term's (i.e. one-third of annual) total expenditure, excluding maintenance and depreciation

The Committee believes that this level of reserves is prudent and necessary to ensure that the Pre-school can run efficiently and meet future needs.

'All groups are recommended to have at least three month's expenditure in reserve and a sum which covers the calculated redundancy liability' (Managing a Charitably Constituted Setting, PSIA).

'As a guide, many groups choose one term's reserves as a suitable level' (Finance in Early Years Settings, PSIA).

The Committee will monitor the actual level of reserves and compare with the target level no less than once a year (at the financial year-end). The Pre-school has no restricted funds, and therefore essentially all cash balances can be considered to be part of reserves.

In the event of reserves falling significantly below the target level, the Pre-school will aim to restore the reserves as soon as possible by postponing salary increases and bonuses, fundraising, increasing earned income by increasing child numbers, or reducing expenditure.

Similarly, if reserves are significantly above the target level, the Committee will put in place a plan as soon as possible, aiming to eliminate the excess within two years by spending money to enhance the quality of Pre-school provision, or otherwise further the aims of the Pre-school, or by reducing fundraising.

The Committee will not, however, take any steps that might call into question the ability of the Pre-school to continue as a financially viable operation in the long term. In particular, it will not plan to use excess reserves to cover essential running costs.

#### POLICY REVIEW

This policy will be reviewed and approved annually by the Pre-school Management Committee.

Signed on behalf of the Trustees

  
Mrs Sally Fearon  
Trustee

Date:

31/10/2023

Breachwood Green Pre-School  
Registered charity number 1038926  
**Independent examiner's report to the trustees of Breachwood Green Pre School**  
For the year ended 31 December 2022

I report on the accounts of Breachwood Green Pre School for the year ended 31 December 2020, which are set out on pages 1 to 6.

**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 for this year 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
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 next statement.

**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 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

Signed:



Date: 31/10/2023

Howard Ashmore  
Godfrey Laws & Co Ltd  
Chartered Accountants & Registered Auditors  
69 Knowl Piece  
Wilbury Way  
Hitchin  
SG4 0TY

Breachwood Green Pre-School  
Registered charity number 1038926  
**Statement of financial activities**  
For the year ended 31 December 2022

	Unrestricted funds	Restricted funds	2022 Total Funds £	2021 Total Funds £
<b>INCOMING FROM:</b>				
Fees - Funded	52,117	-	52,117	45,527
Fees - Private	13,641	-	13,641	9,094
Sale of uniform	-	-	-	72
Fundraising income	6,203	-	6,203	-
Interest income	21	-	21	-
Grants	14,883	-	14,883	2,587
<b>Total Incoming</b>	<b>86,865</b>	<b>-</b>	<b>86,865</b>	<b>57,280</b>
<b>EXPENDITURE ON:</b>				
Consumables	637	-	637	864
Fundraising expenses	980	-	980	-
PAYE & NI	-	-	-	2,296
Wages and pensions	50,727	-	50,727	46,271
Audit & Accountancy fees	841	-	841	965
Bank Fees	81	-	81	96
Cleaning	-	-	-	68
Professional fees	-	-	-	-
Uniform expenses	642	-	642	259
Equipment & Toys	16,686	-	16,686	552
Activities	697	-	697	2,163
Advertising and marketing	320	-	320	270
Insurance	364	-	364	325
Light, Power, Heating	1,697	-	1,697	777
IT software & consumables	663	-	663	407
Printing & Stationery	819	-	819	164
Rent	2,950	-	2,950	1,260
Repairs and maintenance	828	-	828	117
Staff Training	316	-	316	-
Subscriptions	813	-	813	193
Telephone & Internet	73	-	73	619
Sundries	1,254	-	1,254	346
Depreciation	132	-	132	66
<b>Total Expenditure</b>	<b>81,520</b>	<b>-</b>	<b>81,520</b>	<b>58,078</b>
<b>Net Income/expenditure</b>	<b>5,345</b>	<b>-</b>	<b>5,345</b>	<b>(798)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>5,345</b>	<b>-</b>	<b>5,345</b>	<b>798</b>

RECONCILIATION OF FUNDS

Total funds brought forward	5,455	-	5,455	6,253
Total funds carried forward	10,800	-	10,800	5,455

All of the charity's activities were acquired during the above financial period.

The charity has no recognised gains or losses other than those dealt with in the statement of financial activities.



Breachwood Green Pre-School  
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**Balance sheet as at 31 December 2022**

	31 Dec 2022 £	31 Dec 2021 £
<b>Assets</b>		
Tangible assets	198	333
Debtors	479	-
Bank		
Cash at Bank	11,612	9,902
<b>Total Assets</b>	<b>12,289</b>	<b>10,235</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other creditor	787	4,102
Payroll liabilities	702	678
<b>Total Current Liabilities</b>	<b>1,489</b>	<b>4,780</b>
<b>Total Liabilities</b>	<b>1,489</b>	<b>4,780</b>
<b>Net Assets</b>	<b>10,800</b>	<b>5,455</b>
<b>The funds of the charity</b>		
Net income/expenditure	5,345	(798)
Funds brought forward	5,455	6,253
<b>Total charity funds</b>	<b>10,800</b>	<b>5,455</b>