



Breachwood Green Pre-School

Registered Charity number 1038926

Accounts and reports

For the year ended 31 December 2023

Breachwood Green Pre-School
Registered charity number 1038926
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For the year ended 31 December 2023

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Breachwood Green Pre-School
Registered charity number 1038926

For the year ended 31 December 2023

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
Website: www.bwgpreschool.co.uk

Registered Charity Number: 1038926
Ofsted Registration Number: 146743



Trustees Report

For the year ended 31 December 2023

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:

Ms Beth Tacon - Chair - resigned 10 March 2023

Ms Louise French - Treasurer

Mrs Sally Fearon - Chair

Mrs Lydia Chaston - appointed 2nd April 2023

Staff Members

Mrs Tracey Holden – Administrator

Mrs Sonia Sliney - Manager

Ms Charlotte Mehdi - Deputy Leader - resigned July 2023

Ms Beth Tacon - Apprentice - appointed 31 March 2023

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.

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 constantly endeavour to provide as wide a range of activities as possible in order to encourage a good grounding for later school life and positive integration into the local and wider environment.

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 2023

CONTINUED...

GENERAL OVERVIEW

An Annual General Meeting was held on 17th October 2023. During this meeting committee existing members were affirmed and Mrs Amanda King and Mrs Emma Matear were appointed.

Due to the hard work and passion of the current staff and committee members the financial position of the Pre School has been made more secure. In particular under the leadership of Mrs Sonia Sliney the reputation, achievements and profile of the organisation has greatly increased bringing increased numbers of children to the school. Ms Beth Tacon has worked tirelessly with the aid of the committee on several fundraising events to help ensure financial stability and to raise the profile of the Pre School in the local community.

ACHIEVEMENTS AND PERFORMANCE

The Pre School has a significant impact on the village community by offering a high level of early years education and inviting local residents to join the committee. During the past year the organisation has organized two events to gather the whole community together as well as to raise funds, there was a Band Night with local bands performing and a Bingo Night. Both events attracted adult participants of all ages. The Pre School has also taken part and contributed to the Village Day as well as other local events. All funds raised solely by Pre School have gone to the constant improvements to the setting, staff training, resources and support for children with additional needs. Recent acceptance of funding for two year olds has provided support to families enabling the children's carers to return to work if needed.

TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

FINANCIAL REVIEW

Total income for the year amounted to £81,798 and there was a net surplus for the year of £10,681. A number of successful fundraising events took place throughout the year, the total amount raised was £5,230.

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 Commission and 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.

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Trustees Report

For the year ended 31 December 2023

CONTINUED...

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, PSLA).

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

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.

Review date: September 2024

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. In addition to following our policies and procedures, trustees are also required to complete an Enhanced DBS Check and an EY2 Form, and submit a copy of their identification.

Signed on behalf of the Trustees

Mrs Sally Fearon
Trustee

Date:

31/9/2024

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 2023

I report on the accounts of Breachwood Green Pre School for the year ended 31 December 2023, which are set out on pages 1 to 7.

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

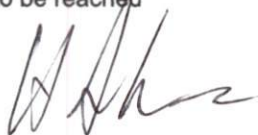
In connection with my examination, no matter has come to my attention:

(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:

5 September 2024

Howard Ashmore
Godfrey Laws & Co Ltd
Chartered Accountants & Registered Auditors
65 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 2023

	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Total Funds £
INCOMING FROM:				
Fees - Funded	56,987	-	56,987	52,117
Fees - Private	19,294	-	19,294	13,641
Sale of uniform	135	-	135	-
Fundraising income	5,230	-	5,230	6,203
Interest income	152	-	152	21
Grants	-	-	-	14,883
Total Incoming	81,798	-	81,798	86,865
EXPENDITURE ON:				
Consumables	1,036	-	1,036	637
Fundraising expenses	-	-	-	980
Wages and pensions	55,715	-	55,715	50,727
Audit & Accountancy fees	727	-	727	841
Bank Fees	73	-	73	81
Cleaning	273	-	273	-
Uniform expenses	415	-	415	642
Equipment & Toys	2,136	-	2,136	16,686
Activities	195	-	195	697
Advertising and marketing	266	-	266	320
Insurance	389	-	389	364
Light, Power, Heating	240	-	240	1,697
IT software & consumables	260	-	260	663
Printing & Stationery	516	-	516	819
Rent	2,400	-	2,400	2,950
Repairs and maintenance	1,802	-	1,802	828
Staff Training	-	-	-	316
Subscriptions	332	-	332	813
Telephone & Internet	217	-	217	73
Sundries	3,993	-	3,993	1,254
Depreciation	132	-	132	132
Total Expenditure	71,117	-	71,117	81,520
Net Income/expenditure	10,681	-	10,681	5,345
Transfers between funds	-	-	-	-
Net movement in funds	10,681	-	10,681	5,345
RECONCILIATION OF FUNDS				
Total funds brought forward	10,800	-	10,800	5,455
Total funds carried forward	<u>21,481</u>	<u>-</u>	<u>21,481</u>	<u>10,800</u>

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 2023

	31 Dec 2023 £	31 Dec 2022 £
Assets		
Tangible assets	70	198
Debtors	-	479
Bank		
Cash at Bank	23,197	11,612
Total Assets	23,267	12,289
Liabilities		
Current Liabilities		
Other creditors	700	787
Payroll liabilities	1,086	702
Total Current Liabilities	1,786	1,489
Total Liabilities	1,786	1,489
Net Assets	21,481	10,800
The funds of the charity		
Net income/expenditure	10,681	5,345
Funds brought forward	10,800	5,455
Total charity funds	21,481	10,800