



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1/9/22 Period start date To 31/8/23

Period end date

Charity name: Penenden Heath Pre-School

Charity registration number: 1039586

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance the development and education of children under statutory school age.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Penenden Heath Pre-School is a community Pre-School offering early years care and development for children from two and a half years to school age. We belong to the Early Years Alliance, and we adhere to its philosophy and aims.</p> <p>The Pre-School is owned and run largely by a committee of parents of children attending the group. The Committee employs trained staff who are responsible for the day-to-day running of the Pre-School in line with The Early Years Foundation Stage. The staff receive regular training to keep abreast of Pre-School practices and policy changes.</p> <p>Our Pre-School aims to educate the whole child through play in a safe and stimulating environment. We follow the Statutory Framework for the Early Years Foundation Stage (2021) and as such we seek to provide:</p> <ul style="list-style-type: none">▪ Quality and consistency so that every child makes good progress and no child gets left behind▪ A secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.▪ Partnership working between practitioners and with parents/carers.

		<p>▪ Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.</p> <p>We offer morning and afternoon educational sessions (each session is 3 hours) every weekday and at the beginning of the afternoon session the children sit down together in small groups and have a packed lunch.</p> <p>In addition to our own premises and garden we utilise the local area to enhance the children's experiences and learning. We regularly invite outside experiences to visit the setting, such as animal encounters and music and movement groups. We also offer seasonal activities, a summer and Christmas party and take out children moving onto Primary school on a Leavers Trip.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>We ensure that our charity is run in a way that carries out its purposes for public benefit. We ensure all decisions are made in line with the charity's purpose; To enhance the development and education of children under statutory school age. Trustees are aware of this purpose and are given sufficient information to make decisions which are of public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Pre-School has a very active committee who organise fundraising events throughout the year.</p> <p>During the 22/23 academic year we help a successful Christmas Lights Trail involving the whole community, a Christmas Party for the Children and put on a Christmas nativity play for the parents. An Easter trail and Sponsored scavenger hunt were held in the spring. A summer party was enjoyed by both the Pre-School families as local residents.</p> <p>The success of the fundraising has enabled the Pre-School to purchase new equipment. We have invested in new sensory equipment to support all of the children, invited Whizz Pop Science to join us for several sessions doing experiments with the children. In addition, we have had several visits from River's Rodents and Reptiles, giving the children the opportunity to learn and experience more unusual animals.</p> <p>We take the children regularly to the surrounding heath area and have supported the children with litter picks, helping them to understand the importance of our environment.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
-------	--	--

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Pre-School run 4 accounts. A general account for the receipt of our fee/funding income and to manage our overheads. This year we have broken even with a small surplus.</p> <p>A fundraising account is kept separate and receives any income received from the events we hold or sales we undertake. The funds from this account are used to purchases resources or experiences for the children.</p> <p>A Deposit account holds refundable deposits for the families eligible for funding. These deposits are returned within 6 weeks of the child's start date.</p> <p>This year we were fortunate to receive a substantial sum of circa £44,000 from the closure of a local after school club who had named us as a beneficiary. This money is held in our Reserves account for the future benefit of the Pre-School. It will be used for staff training and large purchases, therefore further benefit the children's experience.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to meet potential redundancy obligations, to sustain the Pre-School if income falls below expected levels and for forthcoming maintenance projects e.g. the Pre-School garden. We have a Reserves Policy which details what reserves are held by the Pre-School.
Amount of reserves held	Para 1.22	£75000
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	none

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The Pre-School is primarily funded through the early years funding and parent fees.</p> <p>We fundraise throughout the year to provide the additional experiences and resources this funding doesn't cover.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	All funds are kept in cash accounts.

A description of the principal risks facing the charity	Para 1.46	The risks facing the whole early years sector is due to underfunding by the Government. The ever increasing NLW and cost of living is far outstripping the Early Years Funding received. We are prevented by the LA to pass on the difference between the Early Years Funding and the actual cost of providing childcare, which forces us to fundraise regularly to provide resources and consumables.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All Trustees are nominated and appointed at the AGM in October.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Penenden Heath Pre-School
Other name the charity uses	
Registered charity number	1039586
Charity's principal address	Penenden Heath Social Hall Penenden Heath Maidstone Kent ME14 2DH

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	Cherie Dawson	Chair		
2	Claire Pamberi	Secretary		
3	Natalie Tugwell	Treasurer		
4	Emma Dean			
5	Sian Freeman			
6	Jenna Clark			
7	Sara Terry			
8	Deonne Startup			
9	Emma Southworth		19 October - 11 June	
10	Catherine Ellis		19 October - 6 March	
11	Tilly Chandler		19 October – 8 March	
12	Claire Cosgrove		19 October - 24 February	
13	Alina Barnard		17 Jan - 11 June	
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
-----------------	------	---------

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


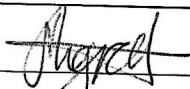
Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CLAIRE PAMBERI	NATALIE TIGWELL
Position (eg Secretary, Chair, etc)	SECRETARY	TREASURER

Date

18-10-2023

Charity Registration number: 1039586

Penenden Heath Pre-school
Receipts and Payments Accounts
For the year ended 31st August 2023

Penenden Heath Pre-school

Charity Registration number: 1039586

Pre-school address

Penenden Heath Social Hall
Penenden Heath
Maidstone
Kent
ME14 2DH

Accountants

Pithman's Limited
303 Boxley Road
Penenden Heath
Maidstone
Kent
ME14 2HD

Penenden Heath Pre-school

We have prepared for your approval the accounts of Penenden Heath Pre-school for the year, which comprise and the related notes from the entity's accounting records and from information and explanations you have given to us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made solely to you, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Penenden Heath Pre-school and state those matters that we have agreed to state to you in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www2.accaglobal.com/pubs/members/publications/technical_factsheets/downloads/163.doc. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

You have approved the accounts for the year and have acknowledged your responsibility for them and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Pithmans Ltd

ACCA Accountants

303 Boxley Road
Penenden Heath
Maidstone
Kent
ME14 2HD



CHARITY COMMISSION
FOR ENGLAND AND WALES

Penenden Heath Pre-school

1039586

Receipts and payments accounts

For the period
from

01/09/2022

To

31/08/2023

CC16a

Section A Receipts and payments

	General Accounts to the nearest £	Fundraising Account to the nearest £	Reserves Account to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
General income	127,106	-	-	127,106	124,716
Fundraising income	2,124	3,166	-	5,290	3,068
Donations	-	616	44,154	44,770	3,048
Sale of goods/photographs	-	1,930	-	1,930	2,092
Bank interest	-	-	581	581	42
	-	-	-	-	-
Sub total (Gross income for AR)	129,230	5,712	44,735	179,678	132,965
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	129,230	5,712	44,735	179,678	132,965
A3 Payments					
Fundraising costs					
Rent	4,871	2,408	-	2,408	882
Wages and pensions	109,530	-	-	4,871	5,662
Office costs	805	-	-	109,530	114,326
Professional fees	278	-	-	805	828
Insurance	1,325	-	-	278	366
Materials and equipment	735	-	-	1,325	1,144
Garden materials and repairs		3,329	-	4,064	6,582
Child experiences/entertainment visits		566	-	566	752
Other		390	-	390	
	6,593	1,672	1,150	9,414	4,390
Sub total	124,137	8,364	1,150	133,651	134,931
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	124,137	8,364	1,150	133,651	134,931
Net of receipts/(payments)	5,093	- 2,652	43,585	46,027	- 1,966
A5 Transfers between funds					
A6 Cash funds last year end					
Cash funds this year end	5,093	- 2,652	43,585	46,027	- 1,966

Section B Statement of assets and liabilities at the end of the period

Categories

B1 Cash funds

Details	General Accounts to nearest £	Fundraising Account to nearest £	Reserves Accounts to nearest £
Bank accounts	25,343	4,601	74,884
	-	-	-
	-	-	-
Total cash funds (agree balances with receipts and payments account(s))	25,343	4,601	74,884

B2 Other monetary assets

Details	Other to nearest £	Fundraising Account to nearest £	Endowment funds to nearest £
Deposit account	628	-	-
Soldo Pre-paid card	99	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
Office equipment	70	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
PAYE	-1464	-	
Net Wages	6939	-	
Pension (NEST)	114	-	
Parents deposits	1240	-	
Deferred Income		-	


Signed by one or two trustees on behalf of all the trustees

CCXX R2 accounts (SS)

Signature

Print Name

Date of approval



CHAIRE PAMBERI

NATALIE TIGWELL

18/10/2023

9/11/23