



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

From 1/9/23 Period start date To 31/8/24 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 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 committee lead by parent Trustee's appointed on an annual basis. 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"><li>• Quality and consistency so that every child makes good progress and no child gets left behind</li><li>• 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.</li><li>• Partnership working between practitioners and with parents/carers.</li><li>• Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.</li></ul>



		<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.</p> <p>We also offer seasonal activities, a summer and Christmas party and take 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 had a very successful year, completing the year with 51 children on roll, 29 of whom left us to attend Primary School at the end of the year. We had no vacant sessions from April 24.</p> <p>The fundraising committee and staff raised funds at our nativity event which was enjoyed by both children and parents. A 50:50 raffle was held at Christmas which raised over £300. Tickets for this were made available to the local community, raising the profile of the Pre-School.</p> <p>Fundraising money was used to support a Christmas Party for the children, held on a day in addition to our usual term dates. Party games, craft and a visit from Santa was enjoyed by many.</p> <p>A sponsored scavenger hunt was held in the Spring, encouraging the children and their families to enjoy the local area during the pre-school holidays. This raised over £600 and the funds were used to book an egg hatching experience for the children to enjoy in the Pre-School.</p> <p>The success of the fundraising has enabled the Pre-School to purchase new equipment including toys, games, books and larger garden equipment. The funds have also been used to refurbish the garden train.</p> <p>We have begun the process of opening a Forest School area to be used by the children. A member of staff is undergoing the training to be a qualified Forest School Leader. We are currently using some public land to run trial sessions of Forest School, teaching our young people how to use the natural space around them, be respectful of our environment, whilst enjoying themselves and developing their physical, emotional and social skills.</p> <p>We take the children regularly to the surrounding Heath area, encouraging them to make use of the generous public facilities that we have available in our public area.</p>



### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The Pre-School has achieved its objectives in the following areas:</p> <ul style="list-style-type: none"> <li>Financially sound and well managed</li> <li>Extensive involvement of parents and the community</li> <li>High quality provision</li> </ul>
Performance of fundraising activities against objectives set	Para 1.41	<p>Payments on the pre-school accounts: The Pre-School has achieved its objectives in the following areas:</p> <ul style="list-style-type: none"> <li>Financially sound and well managed</li> <li>Extensive involvement of parents and the community</li> <li>High quality provision</li> </ul>
Investment performance against objectives	Para 1.41	<p>The Pre-School has achieved its objectives in the following areas:</p> <ul style="list-style-type: none"> <li>Financially sound and well managed</li> <li>Extensive involvement of parents and the community</li> <li>High quality provision</li> </ul>
Other		<p>The Pre-School has achieved its objectives in the following areas:</p> <ul style="list-style-type: none"> <li>Financially sound and well managed</li> <li>Extensive involvement of parents and the community</li> <li>High quality provision</li> </ul>

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our Reserves Policy was reviewed this year. We hold reserves to meet potential redundancy obligations, to sustain the Pre-School for a short time should income fall below expected levels and also for forthcoming maintenance projects.</p> <p>At each year end, any surplus cash held due to operating income will be moved to reserves and plans made to re-invest it.</p>
Amount of reserves held	Para 1.22	£114,000
Reasons for holding zero reserves	Para 1.22	na
Details of fund materially in deficit	Para 1.24	na
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.21	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 1.42	<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>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Pre-School manages its income in three strands – Operating Income, Fundraising Income and Bank Interest Income.</p> <p>Expenditure is monitored internally via Operating Expenses, Fundraising Expenses and Reserves Use.</p> <p>Payments on the public accounts: The top 5 categories, Employee Costs, Equipment Purchased, Premises Costs, Events Expenses and Other Direct Costs are the direct costs of operating the preschool. Legal &amp; Professional and Overheads are the other costs associated with operating the preschool. Fundraising Expenses are the costs of generating the Fundraising Income.</p> <p>The Pre-School made a profit of £14,586 at the year end.</p> <p>Following a review of funds held in the bank accounts, approximately £40k was allocated as additional reserves, inflating the balance of reserves held compared to last year's report. Plans are in place to invest the excess Reserves currently held.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our Reserves Policy was reviewed this year. We hold reserves to meet potential redundancy obligations, to sustain the Pre-School for a short time should income fall below expected levels and also for forthcoming maintenance projects.</p> <p>At each year end, any surplus cash held due to operating income will be moved to reserves and plans made to re-invest it.</p>
Amount of reserves held	Para 1.22	£114000
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>
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Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The risks facing the whole early years sector is potential underfunding by the Government. The ever increasing NLW and cost of living remain a risk against the funding rate set by the government. We are prevented by the LA to pass on the difference between the Early Years Funding and the actual cost of providing childcare which may force us to seek alternative sources of income.
Other		

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	1026580
Charity's principal address	Penenden Heath Social Hall Penenden Heath Medway Kent ME14 2DH



## 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







**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)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

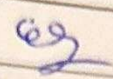
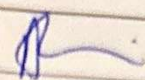
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Dean	AIMEE BARNDREW
Position (eg Secretary, Chair, etc)	chair	CO-CHAIR.

Date

16.10.24



## **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



## **Independent examiner's report to the trustees of Penenden Heath Preschool**

I report to the trustees on my examination of the accounts of Penenden Heath Preschool (the 'Charity') for the year ended 31 August 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Heidi Pithman  
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

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

For the period from	01-Sep-23	To	31-Aug-24
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Operating Income	154,014	-	-	154,014	130,280
Fundraising Income	4,443	-	-	4,443	48,817
Bank Interest Income	1,197	-	-	1,197	581
<b>Sub total (Gross income for AR)</b>	<b>159,654</b>	<b>-</b>	<b>-</b>	<b>159,654</b>	<b>179,678</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>159,654</b>	<b>-</b>	<b>-</b>	<b>159,654</b>	<b>179,678</b>
<b>A3 Payments</b>					
Employee Costs	120,976	-	-	120,976	111,704
Equipment Purchases	9,432	-	-	9,432	3,916
Premises Costs	6,973	-	-	6,973	9,091
Event Expenses	1,048	-	-	1,048	1,432
Other Direct Costs	2,248	-	-	2,248	3,105
Legal & Professional	1,843	-	-	1,843	1,603
Overheads	1,301	-	-	1,301	1,291
Fundraising Expenses	1,247	-	-	1,247	1,122
<b>Sub total</b>	<b>145,068</b>	<b>-</b>	<b>-</b>	<b>145,068</b>	<b>133,264</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>145,068</b>	<b>-</b>	<b>-</b>	<b>145,068</b>	<b>133,264</b>
<b>Net of receipts/(payments)</b>	<b>14,586</b>	<b>-</b>	<b>-</b>	<b>14,586</b>	<b>46,414</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>105,691</b>	<b>-</b>	<b>-</b>	<b>105,691</b>	<b>59,277</b>
<b>Cash funds this year end</b>	<b>120,277</b>	<b>-</b>	<b>-</b>	<b>120,277</b>	<b>105,691</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Accounts	120,178	-	-
	Petty Cash	100	-	-
	<b>Total cash funds</b>	120,278	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		None		
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		None		
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC	Unrestricted		
	Deposits Held	Unrestricted		
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			EMMA DEAN	16.10.24
			AIMEE BARNOW	16/10/24