

# OLD WINDSOR PRE-SCHOOL

England & Wales · Charity number 1040764

## Details

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**Other names** OLD WINDSOR PRE-SCHOOL PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1994-09-13

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Kings Court First School  
Ashbrook Road  
Old Windsor  
Windsor  
Berkshire  
SL4 2NE

**Phone** 01753 291392

**Email** [oldwindsorpreschool@gmail.com](mailto:oldwindsorpreschool@gmail.com)

**Website** [www.oldwindsorpreschool.com](http://www.oldwindsorpreschool.com)

## Activities

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**Objects:** 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 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.

**Activities:** The provision of early years education for children aged between 2 years and 10 months and 5 years.

## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Windsor And Maidenhead

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£49,484	£54,914	-	-
2023-12-31	£31,409	£54,958	-	-
2022-12-31	£48,361	£50,240	-	-
2021-12-31	£50,787	£49,208	-	-
2020-12-31	£68,394	£46,065	-	-

## Trustees

Name	Role	Appointed
<b>Hannah Sophia Eleanor Tewari</b>	Chair	2025-12-01
Ambika Suri		2025-12-01
Elizabeth England		2024-05-07
Emma-Kate Yates		2024-05-07
Gabriela Garcia Juarez		2025-11-11
Noor Al Ani		2022-05-11

**OLD WINDSOR PRE-SCHOOL**

England & Wales - Charity number 1040764

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# Accounts

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**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2024**

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**Trustees**

Michael Bourne (Chairperson)  
Laurel Rolfe (Secretary)  
Mandy Forster (Treasurer)  
Noor Al-Ani  
Deepa Amin  
Simon Baker  
Beth England – joined May 2024  
Susana Ferreira  
Liam Kyley  
Emma-Kate Yates – joined May 2024

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Old Windsor Preschool  
King's Court First School  
Ashbrook Road  
Old Windsor  
Berks  
SL4 2NE

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
128 High Street  
Slough  
Berks SL1 1JF*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2024.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2024**

- In 2024 the Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to its children.
- Without question it is the staff that are our greatest asset, and we have benefited enormously from Emily Wade's leadership, her having taken over in 2023 as Supervisor. She brings great energy and drive to her role, and has worked very hard to develop the Pre-School and to build the staff team, amongst other achievements.
- Over the course of 2024 she has been ably supported by Harpreet Badesha, Jessica Attree, Clare Gabriel, Erin O'Connell, Hannah Chand and more recently Noor Al Ani. In November Erin O'Connell took over as Acting Supervisor when Emily Wade began her maternity leave. She has been an invaluable asset to the preschool in this capacity.
- The most significant change to the Preschool in 2024 was the change of premises to Ashbrook Road, operating out of a self-contained classroom/ garden on the King's Court site. This move has been very positive for the Preschool, suiting our needs perfectly and giving more flexibility to our provision.
- The presence of the Pre-School at the Old Windsor Carnival was a particular highlight. The Pre-School demonstrated fantastic creativity with their Lion King float, yet again an award-winning entry. The Pre-School also staged a very successful Christmas Disco, raising much needed funds.
- Ensuring that the Pre-School remains financially sustainable has been a significant challenge, given lower pupil numbers and low rates of funding. The trustees and staff have implemented their action plan which has included changing our fee structure, putting renewed emphasis on fund-raising and making savings on hall hire.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.

### **PLANS MOVING FORWARD**

- To ensure decisions relating to the Pre-School are informed by our statement of intent: ***Nurture, Inspire, Grow***

- To develop the rigour of the **curriculum** delivered by the Early Years Practitioners, ensuring it is well-sequenced and well-resourced. We are committed to inspiring our children with a love of learning and to ensuring our curriculum prepares children for primary school.
- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers. This will include improved signage and better use of our website.
- To maintain our focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising our income e.g. through maintaining the termly “parental contribution” paid by parents, through increasing the pupil roll and through raising the profile of fund-raising. A move to extending our provision until 3.15pm will make the Preschool a more attractive option to prospective parents.
- To develop the staff team, providing **further Early Years training** for staff members, as well as more general training such as First Aid etc.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on 1 May 2025

***The trustees for the year 2024 were:***

Michael Bourne (Chairperson)

Laurel Rolfe (Secretary)

Mandy Forster (Treasurer)

Noor Al-Ani

Deepa Amin

Simon Baker

Beth England – joined May 2024

Susana Ferreira

Liam Kyley

Emma-Kate Yates – joined May 2024

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2024**

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**Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2024 which are set out on pages 5 to 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 statement below.

**Independent examiner's statement**

I have carried out analytical reviews and reconciliations, with limited checking of supporting paperwork. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

Following the financial challenges of 2023, which continued into 2024, the Trustees developed a plan to address the issues and secure the long-term financial viability of the school. This resulted in a reduced deficit in 2024 and lower costs moving forward into 2025.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
7<sup>th</sup> May 2025

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2024**

Old Windsor Pre-School		31 December 2024			
<b>Statement of Financial Activities for the year ended</b>		Notes	<u>2024</u>		<u>2023</u>
			£		£
<b>INCOME</b>					
Fees Receivable			<b>3,000.50</b>		2,000.00
Nursery Education Grant			<b>45,173.05</b>		24,882.24
Fund Raising Receipts			<b>687.72</b>		1,034.93
Donations & Sponsorships			-		560.00
Bank Interest receivable			<b>623.19</b>		580.78
			<b>49,484.46</b>		29,057.95
<b>Total Incoming Resources</b>			<b>49,484.46</b>		29,057.95
<b>EXPENDITURE</b>					
<u>Direct Charitable Expenditure</u>					
Staff costs		2	<b>42,658.28</b>		36,929.06
Teaching equipment, materials and courses			<b>1,913.24</b>		2,126.94
Hall Hire			<b>8,018.00</b>		11,474.15
Subscriptions			<b>35.00</b>		55.28
			<b>52,624.52</b>		48,234.64
<u>Other Expenditure</u>					
Fund Raising Expenses			<b>449.04</b>		1,310.48
Management and Administration		3	<b>1,840.10</b>		3,061.76
			<b>2,289.14</b>		4,372.24
<b>Total Other Expenditure</b>			<b>2,289.14</b>		4,372.24
<b>Net Income/(Expenditure)</b>			<b>(5,429.20)</b>		<b>(23,548.93)</b>
<b>Reconciliation of Funds</b>					
Funds Balance brought forward at 1 January			<b>36,250.46</b>		59,799.39
<b>Funds Balances carried Forward at 31 December</b>			<b>£ 30,821.26</b>		<b>36,250.46</b>

The notes on pages 7 to 8 form part of these financial statements.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2024

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Old Windsor Pre-School  
Balance Sheet as at

31 December 2024

	Notes	<u>2024</u>	<u>2023</u>
		£	£
<b>Current Assets</b>			
	4		
Stock		100.00	100.00
Debtors		-	220.32
Cash at bank and in hand		<u>32,741.98</u>	<u>37,351.02</u>
		<b>32,841.98</b>	<b>37,671.34</b>
<b>Less: Creditors:</b> amounts falling due within one year		<u>2,020.72</u>	<u>1,420.88</u>
<b>Net current assets</b>		<u>30,821.26</u>	<u>36,250.46</u>
<b>Total assets less current liabilities</b>		£ <u>30,821.26</u>	<u>36,250.46</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <u>30,821.26</u>	<u>36,250.46</u>

These financial statement statements were approved by the Trustees on  
and signed on its behalf.

\_\_\_\_\_ M Bourne – Chairperson

\_\_\_\_\_ Mrs A Forster – Treasurer

## 1. Accounting Policies

### Basis of accounting

The financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting by Charities' and applicable accounting standards. The relative accounting policies adopted by the Trustees are described below.

### Accounting Convention

The financial statements are prepared under the historical cost convention.

### Incoming Resources

Income is included in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of that receipt. All incoming resources are deemed unrestricted funds.

### Depreciation of tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### Stocks

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### Reserves Policy

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
- Secondly in the event of the Trustees deciding to wind up the Charity, to pay redundancy to its staff.

The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2024

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### Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

### Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions, pension contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2024</u>	<u>2023</u>
	£	£
Administration and Courses	289.64	394.04
Advertising and Marketing	-	976.80
Insurance	417.71	516.59
Independent Examiner's Fee	600.00	600.00
Bank charges	70.75	70.33
Miscellaneous	462.00	504.00
	<u>1,840.10</u>	<u>3,061.76</u>

## 4. Stocks

	<u>2024</u>	<u>2023</u>
	£	£
Goods for resale	<u>100.00</u>	<u>100.00</u>

**OLD WINDSOR PRE-SCHOOL**

England & Wales - Charity number 1040764

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# Accounts

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**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2023**

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**Trustees**

Michael Bourne (Chairperson)  
Laurel Rolfe (Secretary – joined May 2023)  
Mandy Forster (Treasurer)  
Simon Baker  
Liam Kyley  
Noor Al Ani  
Deepa Amin  
Susana Ferreira

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Memorial Hall  
Straight Road  
Old Windsor  
Berks  
SL4 2RN

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
128 High Street  
Slough  
Berks SL1 1JF*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2023.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2023**

- In 2023 the Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to its children.
- Without question it is the staff that are our greatest asset, and we have benefited enormously from Emily Wade's leadership, her having taken over in 2023 as Supervisor. She brings great energy and drive to her role, and has worked very hard to develop the Pre-School, to build the staff team and to update the Pre-School website, amongst other achievements.
- Over the course of 2023 she has been ably supported by Harpreet Badesha, Jessica Attree, Clare Gabriel, and more recently Erin O'Connell and Hannah Chand.
- The presence of the Pre-school at the Old Windsor Carnival was a particular highlight. The Pre-school demonstrated fantastic creativity with their Queen Bee float, yet again an award-winning entry, taking away a well-deserved trophy as runner up. The Pre-school also staged a very successful Christmas Fayre, raising much needed funds and continuing to raise the profile of the Preschool in the village.
- Ensuring that the Preschool remains financially sustainable has been a significant challenge, given lower pupil numbers and increased hall hire charges. It is a challenge the trustees feel confident to meet and an action plan is in place.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.

### **PLANS MOVING FORWARD**

- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers.
- To put renewed focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising our income e.g. through a termly charge to parents, through increasing the pupil roll and through raising the profile of fund-raising. It will also include cutting costs, including reducing hall hire costs.
- To finalise a move to excellent **accommodation at King's Court School**
- To develop the staff team, providing **further Early Years training** for staff members, as well as more general training such as First Aid etc.
- To ensure that all **documentation** required of the Pre-School including Ofsted suitability checks is up to date.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on 1 May 2024

***The trustees for the year 2023 were:***

Michael Bourne (Chairperson)  
Laurel Rolfe (Secretary – joined May 2023)  
Mandy Forster (Treasurer)  
Simon Baker  
Liam Kyley  
Noor Al Ani  
Deepa Amin  
Susana Ferreira

**Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2023 which are set out on pages 5 to 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 statement below.

**Independent examiner's statement**

Following on from my work last year, more effort was spent on analytical review and reconciliations, with limited checking of supporting paperwork. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

However, as can be seen by the results for the year, the school has experienced severe financial challenges, which continue into 2024. The Trustees, having considered the situation carefully, have developed a robust plan to address the issues and secure the long-term financial viability of the school.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
5<sup>th</sup> May 2024

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2023**

Old Windsor Pre-School

**Statement of Financial Activities for the year ended**

**31 December 2023**

	Notes	<u>2023</u>	<u>2022</u>
		£	£
<b>INCOME</b>			
Fees Receivable		<b>2,000.00</b>	4,930.00
Nursery Education Grant		<b>24,882.24</b>	40,751.46
Fund Raising Receipts		<b>3,385.72</b>	2,529.68
Donations & Sponsorships		<b>560.00</b>	74.60
Bank Interest receivable		<b>580.78</b>	75.74
		<b>31,408.74</b>	48,361.48
<b>Total Incoming Resources</b>			
<b>EXPENDITURE</b>			
<u>Direct Charitable Expenditure</u>			
Staff costs	2	<b>36,929.06</b>	36,776.94
Teaching equipment, materials and courses		<b>2,126.94</b>	2,590.48
Hall Hire		<b>11,474.15</b>	7,967.69
Subscriptions		<b>55.28</b>	396.52
		<b>50,585.43</b>	47,731.63
<u>Other Expenditure</u>			
Fund Raising Expenses		<b>1,310.48</b>	530.00
Management and Administration	3	<b>3,061.76</b>	1,978.38
		<b>4,372.24</b>	2,508.38
<b>Total Other Expenditure</b>			
<b>Net Income/(Expenditure)</b>		<b>(23,548.93)</b>	<b>(1,878.53)</b>
<b>Reconciliation of Funds</b>			
Funds Balance brought forward at 1 January		<b>59,799.39</b>	61,677.92
<b>Funds Balances carried Forward at 31 December</b>		<b>£ 36,250.46</b>	<b>59,799.39</b>

The notes on pages 7 to 8 form part of these financial statements.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2023

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Old Windsor Pre-School  
Balance Sheet as at

31 December 2023

	Notes	<u>2023</u>	<u>2022</u>
		£	£
<b>Current Assets</b>			
	4		
Stock		100.00	100.00
Debtors		220.32	847.51
Cash at bank and in hand		<u>37,351.02</u>	<u>60,349.31</u>
		<b>37,671.34</b>	<b>61,296.82</b>
<b>Less: Creditors:</b> amounts falling due within one year		<u>1,420.88</u>	<u>1,497.43</u>
<b>Net current assets</b>		<u>36,250.46</u>	<u>59,799.39</u>
<b>Total assets less current liabilities</b>		£ <u>36,250.46</u>	<u>59,799.39</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <u>36,250.46</u>	<u>59,799.39</u>

These financial statement statements were approved by the Trustees on  
and signed on its behalf.

\_\_\_\_\_ M Bourne – Chairperson

\_\_\_\_\_ Mrs A Forster – Treasurer

## 1. Accounting Policies

### Basis of accounting

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### Depreciation of tangible fixed assets

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Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### Stocks

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### Reserves Policy

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
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The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2023

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### Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

### Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions, pension contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2023</u>	<u>2022</u>
	£	£
Administration and Courses	394.04	50.00
Advertising and Marketing	976.80	270.00
Insurance	516.59	482.73
Independent Examiner's Fee	600.00	600.00
Bank charges	70.33	71.65
Miscellaneous	504.00	504.00
	<u>3,061.76</u>	<u>1,978.38</u>

## 4. Stocks

	<u>2023</u>	<u>2022</u>
	£	£
Goods for resale	<u>100.00</u>	<u>100.00</u>

**OLD WINDSOR PRE-SCHOOL**

England & Wales - Charity number 1040764

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# Accounts

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**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2022**

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**Trustees**

Michael Bourne (Chairperson)  
Simon Baker (Secretary – until December 2022)  
Mandy Forster (Treasurer)

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Memorial Hall  
Straight Road  
Old Windsor  
Berks  
SL4 2RN

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
25 High Street  
Windsor  
Berks SL4 1LN*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2022.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2022**

- It was good to see in 2022 that many aspects of Pre-school were able to resume following the disruption caused by the Covid pandemic. The presence of the Pre-school at the Old Windsor Carnival was a particular highlight. The Pre-school demonstrated fantastic creativity with their moon landing float, winning the cup for the most amusing float. The Pre-school also staged a very successful Christmas Fayre, held in St Luke's Church and raising much needed funds.
- The Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to the Pre-School children. In recent months we have sadly had to say goodbye to some valued members of staff, Christina Dunn, Katy Collins and Nadia Fawaz. All have served the Pre-school in very valuable ways and all will be missed. Katy led the Pre-school through the challenges of the pandemic and Nadia provided outstanding support to the young people of Old Windsor for 17 years.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.

### **PLANS MOVING FORWARD**

- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers.

- To maintain our focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising the profile of fund-raising.
- To develop the staff team, providing **further Early Years training** for staff members, as well as more general training such as First Aid etc.
- To ensure that all **documentation** required of the Pre-School including Ofsted suitability checks is up to date.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on 24<sup>th</sup> May 2023

***The trustees for the year 2022 were:***

Michael Bourne (Chairperson)  
Simon Baker (Secretary – until December 2022)  
Mandy Forster (Treasurer)  
Neil Chivers  
Stacey and Joel Turnbull  
Liam Kyley  
Noor Al Ani – from May 2022  
Deepa Amin – from October 2022  
Susana Ferreira - from October 2022

### **Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2022 which are set out on pages 5 to 8.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 statement below.

#### **Independent examiner's statement**

Following on from my work last year, more effort was spent on analytical review and reconciliations, with limited checking of supporting paperwork. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63 Clifton Rise  
Windsor SL4 5SX  
24<sup>th</sup> May 2023

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2022**

Statement of Financial Activities for the year ended	31 December 2022		
	Notes	<u>2022</u>	<u>2021</u>
		£	£
<b>INCOME</b>			
Fees Receivable		4,930.00	2,475.00
Nursery Education Grant		40,751.46	46,064.92
Fund Raising Receipts		2,529.68	1,943.61
Donations & Sponsorships		74.60	300.00
Bank Interest receivable		75.74	3.88
		<u>48,361.48</u>	<u>50,787.41</u>
Total Incoming Resources			
<b>EXPENDITURE</b>			
<u>Direct Charitable Expenditure</u>			
Staff costs	2	36,776.94	38,553.02
Teaching equipment, materials and courses		2,590.48	1,666.62
Hall Hire		7,967.69	6,607.86
Milk and kitchen		-	(114.68)
Subscriptions		396.52	138.70
		<u>47,731.63</u>	<u>46,851.52</u>
<u>Other Expenditure</u>			
Fund Raising Expenses		530.00	556.00
Management and Administration	3	1,978.38	1,800.22
		<u>2,508.38</u>	<u>2,356.22</u>
Total Other Expenditure			
<b>Net Income/(Expenditure)</b>		<b>(1,878.53)</b>	1,579.67
<b>Reconciliation of Funds</b>			
Funds Balance brought forward at 1 January		61,677.92	60,098.25
<b>Funds Balances carried Forward at 31 December</b>		<b>£ 59,799.39</b>	<b>61,677.92</b>

The notes on pages 7 to 8 form part of these financial statements.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2022

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<b>Balance Sheet as at</b>	<b>31 December 2022</b>		
	Notes	<u><b>2022</b></u>	<u><b>2021</b></u>
		£	£
<b>Current Assets</b>			
	4		
Stock		<b>100.00</b>	100.00
Debtors		<b>847.51</b>	-
Cash at bank and in hand		<b>60,349.31</b>	62,177.92
		<b>61,296.82</b>	62,277.92
<b>Less: Creditors: amounts falling due within one year</b>		<b>1,497.43</b>	600.00
<b>Net current assets</b>		<b>59,799.39</b>	61,677.92
<b>Total assets less current liabilities</b>		£ <b>59,799.39</b>	61,677.92
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <b>59,799.39</b>	61,677.92

These financial statement statements were approved by the Trustees on and signed on its behalf.

\_\_\_\_\_ **M Bourne – Chairperson**

\_\_\_\_\_ **Mrs A Forster – Treasurer**

## 1. Accounting Policies

### Basis of accounting

The financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting by Charities' and applicable accounting standards. The relative accounting policies adopted by the Trustees are described below.

### Accounting Convention

The financial statements are prepared under the historical cost convention.

### Incoming Resources

Income is included in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of that receipt. All incoming resources are deemed unrestricted funds.

### Depreciation of tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### Stocks

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### Reserves Policy

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
- Secondly in the event of the Trustees deciding to wind up the Charity, to pay redundancy to its staff.

The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2022

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### Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

### Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions, pension contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2022</u>	<u>2021</u>
	£	£
Administration and Courses	50.00	219.00
Advertising and Marketing	270.00	-
Insurance	482.73	477.22
Independent Examiner's Fee	600.00	600.00
Bank charges	71.65	-
Miscellaneous	504.00	504.00
	<u>1,978.38</u>	<u>1,800.22</u>

## 4. Stocks

	<u>2022</u>	<u>2021</u>
	£	£
Goods for resale	<u>100.00</u>	<u>100.00</u>

**OLD WINDSOR PRE-SCHOOL**

England & Wales - Charity number 1040764

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# Accounts

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**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2021**

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**Trustees**

Michael Bourne (Chairperson)  
Simon Baker (Secretary)  
Mandy Forster (Treasurer)

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Memorial Hall  
Straight Road  
Old Windsor  
Berks  
SL4 2RN

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
25 High Street  
Windsor  
Berks SL4 1LN*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2021.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2021**

- As with all other organisations, 2021 was also shaped in many respects by the ongoing disruption of the Covid pandemic. The staff of the Pre-school showed enormous resilience and creativity to support the children in their care in the most challenging of circumstances. Measures and controls were put in place to make the Pre-school as safe as possible for children and staff. Fundraising opportunities were affected significantly by the pandemic e.g. the loss of the Old Windsor carnival which has always been an important way to raise our profile.
- The Pre-school has faced some turbulence in its leadership in recent years. 2021 marked the departure of two long-serving and valued colleagues. Debi George retired in July after 16 years of committed service, and Shirley Payne retired in December after 25 years of loyal service to the Pre-school, including in various leadership roles. Whilst these staff are missed, we end the year in a strong position. Katy Collins took on the role of Supervisor in June 2021 and has brought energy and direction to the role. We are also pleased that Emily Wade has taken on the role of Deputy Supervisor.
- The Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to the Pre-School children. 2021 saw the appointment of two new staff to the team, Harpreet Badesha and Christina Dunn, both of whom have brought new skills and enthusiasm to the Pre-school.

- We were unable to hold our annual parents evening last May in person, but have worked to maintain strong working relationships with parents. The AGM and individual appointments with parents were held successfully via Zoom.
- The Pre-School enjoyed continued support from a local company 4U Cars through their generous sponsorship.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.

#### **PLANS MOVING FORWARD**

- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers.
- To maintain our focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising the profile of fund-raising.
- To provide **further Early Years training** for staff members, as well as more general training such as First Aid etc.
- To **develop and re-design the garden**, considering carefully how best to use the outdoor space.
- To ensure that all **documentation** required of the Pre-School including Ofsted suitability checks is up to date.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on      May 2022

***The trustees for the year 2021 were:***

Michael Bourne (Chairperson)

Simon Baker (Secretary)

Mandy Forster (Treasurer)

Neil Chivers

Jessica Foulser – stepped down July 2021

Helen Foster – stepped down January 2022

OLD WINDSOR PRE-SCHOOL

**Trustees' Report for the year ended 31 December 2021**

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Karen Boresjo – stepped down May 2021

Joined October 2021:

Lucy Miller

Danielle Whale

Stacey and Joel Turnbull

Liam and Sophie Kyles

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2021**

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**Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2021 which are set out on pages 5 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 statement below.

**Independent examiner's statement**

Extraordinary circumstances prevailed throughout this year with regard to unnecessary travel and limited contact, and I was not able to review the supporting documentation (e.g. purchase invoices) as part of my work. Consequently, more effort was spent on analytical review and reconciliations. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63 Clifton Rise  
Windsor SL4 5SX  
10<sup>th</sup> May 2022

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2021**

Statement of Financial Activities for the year ended	31 December 2021		
	Notes	<u>2021</u>	<u>2020</u>
		£	£
<b>INCOME</b>			
Fees Receivable		2,475.00	2,295.00
Nursery Education Grant		46,064.92	64,955.12
Fund Raising Receipts		1,943.61	464.21
Donations & Sponsorships		300.00	645.00
Bank Interest receivable		3.88	34.90
		<u>50,787.41</u>	<u>68,394.23</u>
Total Incoming Resources			
<b>EXPENDITURE</b>			
<u>Direct Charitable Expenditure</u>			
Staff costs	2	38,553.02	38,225.57
Teaching equipment, materials and courses		1,666.62	1,116.91
Hall Hire		6,607.86	3,919.78
Milk and kitchen		(114.68)	394.10
Summer outing expenses		-	-
Christmas Party		-	-
Subscriptions		138.70	108.70
		<u>46,851.52</u>	<u>43,765.06</u>
<u>Other Expenditure</u>			
Fund Raising Expenses		556.00	255.58
Management and Administration	3	1,800.22	2,043.91
		<u>2,356.22</u>	<u>2,299.49</u>
Total Expenditure			
<b>Net Income/(Expenditure)</b>		<b>1,579.67</b>	<b>22,329.68</b>
<b>Reconciliation of Funds</b>			
Funds Balance brought forward at 1 January		60,098.25	37,768.57
<b>Funds Balances carried Forward at 31 December</b>		<u>£ 61,677.92</u>	<u>60,098.25</u>

The notes on pages 7 to 9 form part of these financial statements.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2021

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**Balance Sheet as at**

**31 December 2021**

	Notes	<u>2021</u>	<u>2020</u>
		£	£
<b>Current Assets</b>			
	4		
Stock		100.00	100.00
Debtors		-	-
Cash at bank and in hand		<u>62,177.92</u>	<u>60,598.25</u>
		<b>62,277.92</b>	<b>60,698.25</b>
<b>Less: Creditors:</b> amounts falling due within one year		<u>600.00</u>	<u>600.00</u>
<b>Net current assets</b>		<u>61,677.92</u>	<u>60,098.25</u>
<b>Total assets less current liabilities</b>		£ <u>61,677.92</u>	<u>60,098.25</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <u>61,677.92</u>	<u>60,098.25</u>

These financial statement statements were approved by the Trustees on  
and signed on its behalf.

\_\_\_\_\_ **M Bourne – Chairperson**

\_\_\_\_\_ **Mrs M Forster – Treasurer**

## **1. Accounting Policies**

### **Basis of accounting**

The financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting by Charities' and applicable accounting standards. The relative accounting policies adopted by the Trustees are described below.

### **Accounting Convention**

The financial statements are prepared under the historical cost convention.

### **Incoming Resources**

Income is included in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of that receipt. All incoming resources are deemed unrestricted funds.

### **Depreciation of tangible fixed assets**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### **Stocks**

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### **Reserves Policy**

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
- Secondly in the event of the Trustees deciding to wind up the Charity, to pay redundancy to its staff.

The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2021

---

### Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

### Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2021</u>	<u>2020</u>
	£	£
Administration and Courses	219.00	219.00
Advertising and Marketing	-	-
Discretionary Gifts	-	250.00
Insurance	477.22	470.91
Independent Examiner's Fee	600.00	600.00
Staff Uniform	-	-
Miscellaneous	504.00	504.00
	<u>1,800.22</u>	<u>2,043.91</u>

## 4. Stocks

	<u>2021</u>	<u>2020</u>
	£	£
Goods for resale	100.00	100.00

**OLD WINDSOR PRE-SCHOOL**

England & Wales - Charity number 1040764

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# Accounts

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**OLD WINDSOR PRE-SCHOOL**

Registered Charity No 1040764

**Financial Statements**

**For the year ended 31 December 2020**

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**Trustees**

Michael Bourne (Chairperson)  
Simon Baker (Secretary)  
Mandy Forster (Treasurer)

**Registered number**

*Registered Charity 1040764*

**Principal Place of Business**

Memorial Hall  
Straight Road  
Old Windsor  
Berks  
SL4 2RN

***Independent Examiner***

*Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63, Clifton Rise  
Windsor  
SL4 5SX*

***Bankers***

*HSBC Bank plc  
25 High Street  
Windsor  
Berks SL4 1LN*

The Trustees have pleasure in presenting their report and financial statements of the Registered Charity Old Windsor Pre-School for the year ended 31 December 2020.

### **RELATIONSHIPS**

Old Windsor Pre-School is a member of the Early Years Alliance and operates under their model Pre-School Constitution 2005.

### **AIM**

The aim of the Pre-School is to enhance the development and education of children under statutory school age by:

- a) offering a safe, play-based environment in which all children will thrive, regardless of race, culture, religion or means
- b) helping children to develop a range of skills and qualities including social skills, independence, literacy and numeracy
- c) investing in staff training and by emphasising the central role of parental involvement
- d) promoting an ethos that puts the Pre-School at the centre of its local community

We aim to foster the development of confident, caring and responsible children, equipped to manage successfully the transition to primary school.

### **REVIEW OF 2020**

- As with all other organisations, 2020 has been a year like no other for the Pre-school, dominated by the challenges posed by the Covid pandemic. The staff of the Pre-school showed enormous resilience and determination to support the children in their care in the most challenging of circumstances. Measures and controls have been put in place to make the Pre-school as safe as possible for children and staff. Provision was also made to support children with remote learning.
- The Pre-School has continued to meet its aims successfully due to the skill of the dedicated staff team who continue to provide high-quality early years education and nurture to the Pre-School children.
- Emily Wade decided to move on from the Preschool; we thank her for her contribution and leadership in challenging times. Following her departure at Christmas, we successfully appointed Anneliese Rolfe to take on the role of Supervisor from January 2021.
- We were unable to hold our annual parents evening in May but have worked to develop strong working relationships with parents in other ways. Staff have given feedback to parents over the phone and the AGM was held successfully via Zoom.
- Staff training has remained a priority. Staff attended courses covering a range of topics including on-line learning accessed via the Early Years Alliance

- The Pre-School enjoyed continued support from a local company 4U Cars through their generous sponsorship.
- The Pre-School thanks its many volunteers. We would also like to thank Helen Clarke for her support, advice and her ongoing efficiency in administering the payroll.
- Ongoing Financial Pressures: the Pre-School lost many of its normal fundraising opportunities in 2020, notably the Christmas Fayre and Old Windsor Carnival. The Management Committee and Supervisor took steps to tackle these challenges and to ensure the financial position of the Pre-school remained secure, including sourcing grants and agreeing a reduction in hall hire costs during lockdown in the spring/ summer.

### **PLANS MOVING FORWARD**

- To continue to **respond flexibly in the face of the Covid pandemic**, minimising risk for staff and children whilst promoting the development of Pre-school learners.
- To **maintain the high profile of the Pre-School** within the immediate community, as well as neighbouring villages, to ensure continued healthy pupil numbers.
- To **build stability in the leadership** and management of the Pre-school. As mentioned, Anneliese Rolfe joined the Preschool as Supervisor in January 2021 but she moved on at Easter for personal reasons. We are delighted that Katy Collins, who will be known to many of you, has been promoted to the Supervisor role with effect from May half-term. Ensuring that Katy is well supported with appropriate professional development is a key priority for the Management Committee.
- To maintain our focus on ensuring the **long-term financial sustainability** of the Pre-School. This will include raising the profile of fund-raising.
- To provide **further Early Years training** for staff members, as well as more general training such as First Aid etc.
- To **develop and re-design the garden**, considering carefully how best to use the outdoor space.
- To ensure that all **documentation** required of the Pre-School including Ofsted suitability checks is up to date.

Members of the Management Committee work in partnership with members of staff, parents and volunteers to make the Pre-School a highly successful community organisation. I would like to pay tribute to all of the above for their commitment and efforts over the years.

Signed on behalf of the Board

M.T. Bourne  
Chairperson

Approved by the Board on 19 May 2021

***The trustees for the year 2020 were:***

Michael Bourne (Chairperson)

Simon Baker (Secretary)

Mandy Forster (Treasurer)

Jessica Foulser

Helen Foster

Neil Chivers

Karen Boresjo

### **Independent Examiner's Report to the Trustees of Old Windsor Pre-School**

I report on the financial statements of the Charity for the year ended 31 December 2019 which are set out on pages 5 to 9.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. You consider that an audit is not required for this year (under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act
- b) To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- c) To state whether particular matters have come to our attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 statement below.

#### **Independent examiner's statement**

Extraordinary circumstances continued throughout this year with regard to unnecessary travel and limited contact, and I was not able to review the supporting documentation (e.g. purchase invoices) as part of my work. Consequently, more effort was spent on analytical review and reconciliations. This revealed consistency with previous years which gave a level of confidence that the accounting records were accurate.

In connection with the 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 financial statements which accord with the accounting records and to 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 financial statements to be reached.

Colin Bristow FCCA  
Lakeview Accountancy Ltd  
63 Clifton Rise  
Windsor SL4 5SX  
17<sup>th</sup> May 2021

OLD WINDSOR PRE-SCHOOL  
**Trustees' Report for the year ended 31 December 2020**

Statement of Financial Activities for the year ended	31 December 2020		
	Notes	<u>2020</u>	<u>2019</u>
		£	£
<b>INCOME</b>			
Fees Receivable		2,295.00	4,255.00
Nursery Education Grant		64,955.12	35,336.39
Fund Raising Receipts		464.21	4,267.39
Donations & Sponsorships		645.00	1,480.00
Bank Interest receivable		34.90	80.96
		<u>68,394.23</u>	<u>45,419.74</u>
Total Incoming Resources			
<b>EXPENDITURE</b>			
<u>Direct Charitable Expenditure</u>			
Staff costs	2	38,225.57	44,830.41
Teaching equipment, materials and courses		1,116.91	2,706.87
Hall Hire		3,919.78	7,370.89
Milk and kitchen		394.10	375.93
Summer outing expenses		-	232.50
Christmas Party		-	270.00
Subscriptions		108.70	158.70
		<u>43,765.06</u>	<u>55,945.30</u>
<u>Other Expenditure</u>			
Fund Raising Expenses		255.58	712.00
Management and Administration	3	2,043.91	2,087.73
		<u>2,299.49</u>	<u>2,799.73</u>
Total Expenditure			
<b>Net Income/(Expenditure)</b>		<b>22,329.68</b>	<b>(13,325.29)</b>
<b>Reconciliation of Funds</b>			
Funds Balance brought forward at 1 January		37,768.57	51,093.86
<b>Funds Balances carried Forward at 31 December</b>		<u>£ 60,098.25</u>	<u>37,768.57</u>

The notes on pages 7 to 9 form part of these financial statements.

OLD WINDSOR PRE-SCHOOL  
Trustees' Report for the year ended 31 December 2020

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Balance Sheet as at	31 December 2020		
	Notes	<u>2020</u>	<u>2019</u>
		£	£
<b>Current Assets</b>			
	4		
Stock		100.00	100.00
Debtors		-	-
Cash at bank and in hand		<u>60,598.25</u>	<u>38,678.28</u>
		<b>60,698.25</b>	<b>38,778.28</b>
<b>Less: Creditors:</b> amounts falling due within one year		<u>600.00</u>	<u>1,009.71</u>
<b>Net current assets</b>		<u>60,098.25</u>	<u>37,768.57</u>
<b>Total assets less current liabilities</b>		£ <u>60,098.25</u>	<u>37,768.57</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>		£ <u>60,098.25</u>	<u>37,768.57</u>

These financial statement statements were approved by the Trustees on  
and signed on its behalf.

\_\_\_\_\_ M Bourne – Chairperson

\_\_\_\_\_ Mrs M Forster – Treasurer

## 1. Accounting Policies

### Basis of accounting

The financial statements are prepared in accordance with the Statement of Recommended Practice 'Accounting by Charities' and applicable accounting standards. The relative accounting policies adopted by the Trustees are described below.

### Accounting Convention

The financial statements are prepared under the historical cost convention.

### Incoming Resources

Income is included in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of that receipt. All incoming resources are deemed unrestricted funds.

### Depreciation of tangible fixed assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

Furniture – Tables, Chairs, Fixtures and Fittings	over 10 years
Equipment – IT and Technical Equipment	over 3 years

### Stocks

Stock of items for resale are valued at the lower of cost and estimated net realisable value.

### Reserves Policy

The Trustees believe the Old Windsor Pre-School should have unrestricted reserves sufficient to secure a continuity of education for its pupils and employment for its staff in the event of a major disruption to its activities. The Trustees believe that to secure continuity of education the reserves should be sufficient to:

- Firstly continue to employ staff, rent alternative premises, purchase replacement materials and equipment or address another major issue
- Secondly in the event of the Trustees deciding to wind up the Charity, to pay redundancy to its staff.

The level of reserves required to meet these needs will be estimated using the following calculation:

- An amount equal to one third of the total fees or nursery education grants received in the previous three terms plus
- An amount sufficient to pay redundancy to staff in accordance with the Pre-Schools redundancy policy.

### Fund Accounting

The Charity maintains two types of fund as follows:

- Unrestricted funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted funds which can only be used for specific purposes as laid down by the donor.

Currently there are no restricted funds.

### Pension

A stakeholder pension scheme is available to any of our permanent staff.

## 2. Staff Costs

Staff costs comprise salaries, employer's national insurance contributions and any requisite training expenditure.

## 3. Management and Administration

	<u>2020</u>	<u>2019</u>
	£	£
Administration and Courses	219.00	646.16
Advertising and Marketing	-	41.90
Discretionary Gifts	250.00	-
Insurance	470.91	455.28
Independent Examiner's Fee	600.00	600.00
Staff Uniform	-	-
Miscellaneous	504.00	-
	<u>2,043.91</u>	<u>1,743.34</u>

## 4. Stocks

	<u>2020</u>	<u>2019</u>
	£	£
Goods for resale	<u>100.00</u>	<u>100.00</u>