



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	Sep	2023		31st	August	2024

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Scout Hut,
Common Lane,
Waverton, Chester
Postcode CH3 7QT

### 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	Ben Todd	Chair		Members at AGM or Trustees appoint replacement
2	Peter Assheton	Treasurer		"
3	Julia Williams	Secretary		"
4	Molly Whelan	Parent member		"
5	Emma Hopkins	Parent member		"
6	Ruth Taylor	Parent member		"
7	Jessica Archer-Clowes	Parent member		
				"

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

---

--	--	--

--

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Members at annual general meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Preschool gave an opportunity for any parents to provide an educational experience for their children before starting at primary school. It provided learning through play using language, toys and equipment and social skills for children under the statutory school age. The school worked towards early learning goals and offered a specially tailored curriculum and the support of a personal keyworker to achieve this.

### Additional details of objectives and activities (Optional information)

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Preschool was available to any member of the public willing to pay the modest fees, or who was supported by the local authority. The majority of the pupils received local authority support.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

The number of children attending preschool rose from 18 during the Autumn term 2023 to 24 during the Summer term 2024. Notably this was a school year-end reduction from 32 for the previous year,

We continued to provide a variety of specialist support to children where needs are identified; and work with external services as part of enhancing the development of children at our Setting.

A transition program for children joining Reception at Waverton Primary school has continued to run successfully and children are familiar with their new surroundings when they start in September. For the start of the school year 23/24, 18 preschool children transitioned to reception class.

We held three successful fundraising events - a games night; a jumble sale; and contributed to the village fete activities - raising a total of £3,763. These funds have been used to purchase learning resources for the children - an outdoor classroom, learning & development building blocks, Reptile show and rainproofs.

We were delighted to welcome two new parent members to the committee, Emma Hopkins and Jessica Archer-Clowes.

The Committee approved the decision to temporarily close the preschool in May 2023 for 2 days due to a rodent infestation, with committee members and in particular staff, working hard to make the setting safe for the return of the children. Relevant authorities were notified and consulted to confirm the course of action.

Parent engagement has continued to be strong with much positive feedback about their childrens' experiences in preschool.

Pre-school continues to be generously supported by Waverton Evangelical Fellowship whose volunteers come into school on a regular basis as well as hosting parties at Christmas and the end of the school year.

**Section E**

**Financial review**

**Brief statement of the charity's policy on reserves**

The policy of the charity is to keep sufficient reserves to enable pre-school to continue to function in the event of a reduction in income; and to be fully funded to cover all financial liabilities in the event of having to close down.

**Details of any funds materially in deficit**

## Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Over 95% of this year's income is from attendance fees; this is split 61% from the local authority grant scheme and 34% parent fees.

The remainder of our income is obtained from donations, fundraising activities and events and bank interest.

The largest part of the expenditure, just over 81% this year, continues to be staff salaries as expected.

Salary/staffing costs are managed to ensure there is at least a minimum number of staff available in accordance with the Early Years Statutory Framework objectives, materials for a rewarding and enjoyable experience for our preschoolers and other relevant regulatory/policy requirements.

There are no particularly notable transactions or values in relation to income or expenditure for this last year.

Whilst there was a c.£7,663 surplus for the accounting year ending 31<sup>st</sup> August 2023, the end of this accounting year sees a deficit of £6,262.

## Section F

## Other optional information

### Serious Incidents.

There were no serious incidents relating to the charity during the previous year that the Trustees neglected to inform the Charity Commission about.

### Trustee Payments

A salary of £3,181 was paid to a trustee, Mrs Julia Williams, for acting as administrator for the charity.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Benjamin Paul Todd

Position (eg Secretary, Chair, etc)

Chair

Date



Waverton Pre-School

1041090

# Receipts and payments accounts

CC16a

For the period  
from

1<sup>st</sup> Sep 2023

To

31<sup>st</sup> August 2024

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>				
Fees	25,712		25,712	28,586
Grants	45,385		45,385	47,930
Donations	50	330	380	500
Fundraising	2,983	400	3,383	412
Bank interest	216		216	69
<b>Total receipts</b>	<b>74,346</b>	<b>730</b>	<b>75,076</b>	<b>77,497</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>74,346</b>	<b>730</b>	<b>75,076</b>	<b>77,497</b>
<b>A3 Payments</b>				
Salaries	65,735		65,735	60,320
Rent	3,714		3,714	3,714
Internet	756		756	
Snacks	500		500	468
Ofsted registration	76		76	50
Cleaning	70		70	344
Activity consumables	338		338	47
Office supplies and equipment	466		466	527
End of term events	26		26	133
Insurance	932		932	1,622
Training	635		635	187
Medical	4		4	-
Fundraising	719		719	-
SEN and inclusion supplies	1,638		1,638	714
Security checks	257		257	287
Website	71		71	-
Toys and play equipment	1,019	400	1,419	423
Repairs and maintenance	868		868	76
Staff and children's uniform	453	200	653	-
Advertising and signage	268		268	45
Entertainers	25	130	155	266
Drama sessions	1,530		1,530	45
Accountant fees	210		210	-
Fee reimbursement	216		216	256
Other	82		82	310
<b>Total payments</b>	<b>80,608</b>	<b>730</b>	<b>81,338</b>	<b>69,834</b>
<b>Net of receipts/(payments)</b>	<b>(6,262)</b>	<b>0</b>	<b>(6,262)</b>	<b>7,663</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>30,742</b>	<b>-</b>	<b>30,742</b>	<b>23,079</b>
<b>Cash funds this year end</b>	<b>24,480</b>	<b>0</b>	<b>24,480</b>	<b>30,742</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>Cash funds</b>	Treasurers Account	7,192	-	-
	Deposit Account	17,288	-	-
	Cash	0	-	-
	<b>Total cash funds</b>	<b>24,480</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error

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

Signature	Print Name	Date of approval

## Section C Notes on accounts

### C Movements of restricted and general funds

	Opening Balance	Receipts	Payments	Transfers	Closing Balance
<b>General Fund</b>					
Undesignated funds	30,742	74,346	80,608		24,480
<b>Restricted funds</b>					
					-
Christmas party	-	130	130		-
Play equipment	-	400	400		-
Restricted Totals	-	530	530		-
Overall totals	30,742	74,876	81,138	-	24,480



Waverton Pre-School		1041090	
Receipts and payments accounts			
For the period from	1 <sup>st</sup> Sep 2023	To	31 <sup>st</sup> August 2024

CC16a

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>				
Fees	25,712		25,712	28,586
Grants	45,385		45,385	47,930
Donations	50	330	380	500
Fundraising	2,983	400	3,383	412
Bank interest	216		216	69
<b>Total receipts</b>	<b>74,346</b>	<b>730</b>	<b>75,076</b>	<b>77,497</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>74,346</b>	<b>730</b>	<b>75,076</b>	<b>77,497</b>
<b>A3 Payments</b>				
Salaries	65,735		65,735	60,320
Rent	3,714		3,714	3,714
Internet	756		756	
Snacks	500		500	468
Ofsted registration	76		76	50
Cleaning	70		70	344
Activity consumables	338		338	47
Office supplies and equipment	466		466	527
End of term events	26		26	133
Insurance	932		932	1,622
Training	635		635	187
Medical	4		4	-
Fundraising	719		719	-
SEN and inclusion supplies	1,638		1,638	714
Security checks	257		257	287
Website	71		71	-
Toys and play equipment	1,019	400	1,419	423
Repairs and maintenance	868		868	76
Staff and children's uniform	453	200	653	-
Advertising and signage	268		268	45
Entertainers	25	130	155	266
Drama sessions	1,530		1,530	45
Accountant fees	210		210	-
Fee reimbursement	216		216	256
Other	82		82	310
<b>Total payments</b>	<b>80,608</b>	<b>730</b>	<b>81,338</b>	<b>69,834</b>
<b>Net of receipts/(payments)</b>	<b>(6,262)</b>	<b>0</b>	<b>(6,262)</b>	<b>7,663</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>30,742</b>	<b>-</b>	<b>30,742</b>	<b>23,079</b>
<b>Cash funds this year end</b>	<b>24,480</b>	<b>0</b>	<b>24,480</b>	<b>30,742</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 £
Cash funds	Treasurers Account	7,192	-	-
	Deposit Account	17,288	-	-
	Cash	0	-	-
	<b>Total cash funds</b>	<b>24,480</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error

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

Signature	Print Name	Date of approval

## Section C Notes on accounts

### C Movements of restricted and general funds

	Opening Balance	Receipts	Payments	Transfers	Closing Balance
<b>General Fund</b>					
Undesignated funds	30,742	74,346	80,608		24,480
<b>Restricted funds</b>					
					-
Christmas party	-	130	130		-
Play equipment	-	400	400		-
Restricted Totals	-	530	530		-
Overall totals	30,742	74,876	81,138	-	24,480