

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## Section A

## Reference and administration details

Charity name

Fernhurst Pre-school

Other names charity is known by

Registered charity number (if any)

1042154

Charity's principal address

Fernhurst Pre-school

Haslemere Road

Fernhurst

Postcode

GU27 3EA

### 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	Sian Gregory	Treasurer	12/10/23 – 01/11/24	Trustees and Members
2	Deborah Naish	Treasurer	01/11/23 – Present day	Trustees and Members
3	Sarah Broome-Smith	Chair	01/06/23 – present day	Trustees and Members
4	Sarah Emerson	Secretary	12/10/23 – 01/11/24	Trustees and Members
5	Hope Harding Willis	Secretary	01/11/24 – present day	Trustees and Members
6	Elizabeth Vigar	Lead Practitioner	01/09/16 – present day	Trustees
7	Elizabeth Koffman	Deputy Lead	01/09/16 – present day	Trustees and LP
	Kelly Keeley	Deputy Lead	01/09/16 – present day	Trustees and LP
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

### 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)**

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

Constitution

How the charity is constituted

Trust

Trustee selection methods

By the Members

**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.

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## 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 primarily under statutory school age by offering play, education and care facilities and encouraging the study of the needs of such children and their families.

Providing high quality affordable and stimulating childcare for children under the age of five in a safe and supportive environment in partnership with parents.

**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)**

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

You **may choose** to include further statements, where relevant, about:

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

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

During this year we have been monitoring our funds closely to make sure that we were able to break even due to considerable losses in the previous financial year. However, this has not prevented us from providing a full programme for the children in our care.

We 2 large donations from the local Parish council and the local Church Warden fund to update our IT provision at pre-school and to support a child at the setting for which we were very grateful.

This year the children have benefitted from a much-loved visit to the local bird and animal sanctuary 'Birdworld' with the staff, where the children enjoyed feeding the birds and exploring the lovely gardens. We all went on a minibus and had a thoroughly enjoyable day.

Our main fundraising event this year was at the annual village fete 'The Revels' when the village residents come together to celebrate the crowning of the new May Queen. We also held a 'pyjama day' at pre-school and a book sale.

Again, this year we also had support from parent volunteers on both the Management Committee and Fundraising Team. The time, effort and energy that they have given voluntarily over the year, has been invaluable to the Pre-school.

The Pre-school always encourage their staff to further their own learning and during this year we subscribed to the Local Authority training service and attended several courses. We also paid for all our staff members to complete their Paediatric First Aid qualification and we received a government grant for one of our staff members to complete the Early Years Professional Development course, which she passed with success and has used her new knowledge and skills at pre-school.

As always, our staff deserve to be mentioned for the effort and energy they put into the Pre-School, providing a supportive and stimulating environment for the children, constantly coming up with new and imaginative activities. A huge thank you has to go to the Lead Practitioner Elizabeth Vigar, who has led and continues to lead the pre-school forward with the support of her dedicated team.

## Section E

## Financial review

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

Reserves are kept to fund upcoming capital projects, cover costs in case our income exceeds our outgoings in a particular year. Additionally, funds would be needed to cover any redundancy pay if the pre-school should ever shut down or if an extraordinary event should ever happen, such as another pandemic like COVID19. This year we received a late payment of circa £10,000 from the government funding, which should have been paid in the previous year and therefore our overall profit is not so significant.

### 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.

The majority of our income is from Local Government funding for 2, 3 and 4 year olds and parent/carer payments in lieu of fees for those children not yet entitled to funded childcare hours.

The majority of our income, like most educational establishments, is spent on paying the staff that do so much to make the Pre-school an amazing facility for local families.

## Section F

## Other optional information

## 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)

SBroome-Smith

Position (eg Secretary, Chair, etc)

Chair person

Date

23-6-2025

# Statement of Activity

## Fernhurst Preschool

September 1, 2023-August 31, 2024

DISTRIBUTION ACCOUNT	TOTAL
Income	
Consumables and sustainability	2,023.00
Donations and legacies	2,126.00
Early morning fees	1,342.43
Fees	9,307.85
Fundraising	738.76
Uniform	37.66
West Sussex funding	81,038.39
<b>Total for Income</b>	<b>£96,614.09</b>
Cost of Sales	
<b>Gross Profit</b>	<b>£96,614.09</b>
Expenses	
Advertising/Promotional	150.00
Book keeping	184.80
Cleaning	442.50
Computer Costs	208.98
Equipment and materials	618.99
Excursions and parties	186.42
Fixtures and Fittings Cost	283.00
HMRC	4,100.47
Independent Examiner Fee	108.00
Insurances	796.11
Office/General Administrative Expenses	272.17
Other Professional Services	853.12
Payroll and Pension scheme admin costs	947.80
Pensions	2,957.65
Registration	35.00
Rent	6,000.00
Staff training	-279.47
Staff Wages	65,556.17
Supplies	545.52
<b>Total for Expenses</b>	<b>£83,967.23</b>
<b>Net Operating Income</b>	<b>£12,646.86</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>£12,646.86</b>

**Independent Examiner's Report to the Trustees of Fernhurst Pre-School**  
**for the Year Ended 31<sup>st</sup> August 2024**

I have reported to Trustees on my examination of the accounts of Fernhurst Pre-School for the year ended 31 August 2024

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the 2011 Act, and
- to state whether matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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**

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - 1.1 to keep accounting records in accordance with section 130 of the 2011 Act; and
  - 1.2 to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

In conclusion, I have no concerns and have come across no other matters following the examination to which attention should be drawn to for the year ended 31<sup>st</sup> August 2024.



Daniel Akerman CIMA Cert BA

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