



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	23	OCT	2020		18	OCT	2021

## Section A Reference and administration details

Charity name

SHENLEY CHURCH END PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1045109

Charity's principal address

SHENLEY LEISURE CENTRE, BURCHARD CRESCENT,  
SHENLEY CHURCH END, MILTON KEYNES

Postcode

MK5 6HF

### 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	ODESSA SHERREARD	CHAIRPERSON		SHENLEY CHURCH END PRE-SCHOOL
2	CHLEO HINCHLIFFE	TREASURER		SHENLEY CHURCH END PRE-SCHOOL
3	LOUIS CLARKE	SECRETARY		SHENLEY CHURCH END PRE-SCHOOL
4	CLARE MURRAY	VICE-CHAIRPERSON		SHENLEY CHURCH END PRE-SCHOOL
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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#### 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 (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election at AGM from family and associate 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.

There is a child protection policy in place. All staff, committee and volunteers are checked through the Disclosure and Barring Services and are required to sign up to the DBS online Update Service. For staff, these checks are carried out on a regular basis in line with statutory requirements.

All committee members give their time voluntarily and receive no remuneration or other benefits.

## Section C Objectives and activities

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

- to provide a happy, stimulating and safe environment for children, staff and parents
- to facilitate the development of lively enquiring minds, encouraging positive attitudes and independence towards learning
- to achieve high standards, enabling each child to develop their full potential and learn through play
- to provide a broad, relevant curriculum reflecting the needs of the individual child and fulfilling the requirements of the pre-school curriculum
- to provide opportunities for fun and friendship in a caring environment
- to support the important role of parents/carers in their young child's education
- to maintain an orderly, yet happy and purposeful learning environment which will challenge and motivate the children in our care
- to include and value the contribution of all our families to our understanding of equality and diversity

**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)**

In planning our activities for the year we kept in mind the Charity Commission guidance on public benefit at our committee meetings. The focus of our activities is based around the EYFS which has enabled us to reflect and review our impact on the learning and development of all our children. We continue to provide a variety of resources for children and a range of learning possibilities. Continued provision in line with the charities objectives. Offering fee paying and free (through government nursery funding) early years sessions. Children in our care can be with us from the age of two years to the end of the academic year after their fourth birthday.

**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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

We provide regular, weekly PE sessions in liaison with Shenley Leisure Centre to promote the children's gross motor skills.

Due to Covid pandemic many parents were hesitant for their children to attend sessions when we reopened after the summer holidays in September 2020. Our child numbers remained relatively low throughout the year.

Staff worked extremely hard under the circumstances to provide a welcoming and stimulating environment for our children and their families.

Costs/expenditure were kept to a minimum in order to be able to rebuild our reserve account, funds from which had been used previously when our funding had been suspended for 6 months.

Fundraising was difficult due to government restrictions which were in place at various times.

During the year, our termly charge (£8.50) for PE was replaced by a monthly Enrichment Fee charge (£3.00) in order to enable us to provide a special activity/craft session during each month.



## Section E Financial review

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

See policy statement in Annual Accounts

**Details of any funds materially in deficit**

N/a

### 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.

Our main source of funds has been the Government funding for 2 - 4 year olds.

Due to low child numbers (corresponding to a low birth rate period) we had to use some of the funds in our Reserve Account early in the financial year, however, we returned a profit at the year-end (which will be allocated to the Reserve Account).

We are constantly looking at ways to improve child numbers attending.

## Section F Other optional information

To continue fundraising to allow us to offer our families an extended range of learning activities and experiences.

## 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)**

**Position (eg Secretary, Chair, etc)**

**Date**

**SHENLEY CHURCH END PRE-SCHOOL**  
**REGISTERED CHARITY NUMBER : 1045109**

**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2021**



**SHENLEY CHURCH END PRE-SCHOOL – ANNUAL SUMMARY**

<b>INCOME</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>TOTAL</b>
SESSION FEES	382.50	1048.00	1288.50	1158.00	1805.00	1769.50	1947.00	1890.00	1874.25	1065.00	976.50	0.00	<b>15204.25</b>
REGISTRATION FEES	15.00	15.00	0.00	0.00	15.00	15.00	60.00	15.15	0.00	0.00	0.00		<b>135.15</b>
PE FEES	17.00	0.00	0.00	0.00	45.00	12.00	33.00	48.00	57.00	63.00	12.00	3.00	<b>290.00</b>
UNIFORM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00		<b>25.00</b>
PHOTOS		0.00		0.00			0.00	0.00		0.00	0.00		<b>0.00</b>
EVENTS/FUNDRAISING		0.00	0.00	0.00	400.00		0.00	0.00	0.00	0.00	0.00		<b>400.00</b>
DONATIONS	0.00			0.00				0.00					<b>0.00</b>
GRANTS	2555.28	2555.28	1446.12	9451.75	5302.17	4491.48	4947.46	7608.37	4947.46	4947.46	12724.37	5275.31	<b>66252.51</b>
OTHER	0.00	862.07	45.29	30.00	80.00	60.00	130.00	30.00	80.00	50.00	66.64		<b>1434.00</b>
<b>TOTAL</b>	<b>2969.78</b>	<b>4480.35</b>	<b>2779.91</b>	<b>10639.75</b>	<b>7647.17</b>	<b>6347.98</b>	<b>7117.46</b>	<b>9591.52</b>	<b>6983.71</b>	<b>6125.46</b>	<b>13779.51</b>	<b>5278.31</b>	<b>83740.91</b>

<b>EXPENDITURE</b>													
WAGES/TAX	3173.48	2995.74	3456.48	4962.37	3514.77	4099.96	4053.16	5248.85	6263.10	4733.73	5216.48	2478.47	<b>50196.59</b>
RENT	2235.25	605.80	1712.55	1141.70	1394.50	1100.92	1631.00	1223.25	1223.25	0.00	2691.15	34.95	<b>14994.32</b>
EVENTS	0.00	0.00	0.00	14.75	0.00	0.00	0.00	0.00	238.80	0.00	0.00		<b>253.55</b>
STATIONERY/POSTAGE OFFICE	0.00	0.00	3.99	0.00	7.65	4.00	0.00	0.00	0.00	0.00	0.00		<b>15.64</b>
EQUIP/SUPPLIES	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>20.00</b>
UNIFORM	43.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	<b>43.00</b>
PHOTOS/DVDS	0.00			0.00			0.00	0.00	0.00	0.00	0.00		<b>0.00</b>
RESOURCES	0.00	0.00	30.00	62.84	434.00	140.27	27.05	35.00	43.38	0.00	76.26		<b>848.80</b>
INSURANCE						0.00	0.00	1145.51	0.00	0.00			<b>1145.51</b>
PROFESSIONAL FEES	35.00	48.29	98.29		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>181.58</b>
TRAINING	0.00	45.00	0.00	0.00	0.00	0.00	69.25	36.00	501.00	0.00	0.00	0.00	<b>651.25</b>
SOFTWARE	14.99		246.75				88.80	71.86			82.80	82.80	<b>588.00</b>
KITCHEN/CLEANING	0.00	11.96	40.30	35.61	62.40	7.05	64.81	0.00	40.31	0.00	134.21		<b>396.65</b>
OTHER	15.00	252.99	10.58	25.90	24.19	237.64	37.99	163.57	28.97	0.00	170.85	0.00	<b>967.68</b>
<b>TOTAL</b>	<b>5516.72</b>	<b>3959.78</b>	<b>5598.94</b>	<b>6263.17</b>	<b>5437.51</b>	<b>5589.84</b>	<b>5972.06</b>	<b>7924.04</b>	<b>8338.81</b>	<b>4733.73</b>	<b>8371.75</b>	<b>2596.22</b>	<b>70302.57</b>

# SHENLEY CHURCH END PRE-SCHOOL – YEAR-ON-YEAR COMPARISON

	2018-2019	2019-2020	INCOME	2020-2021
	13076.50	5265.50	SESSION FEES	15204.25
	210.00	104.00	REGISTRATION FEES	135.15
	400.00	144.50	PE FEES	290.00
	105.00	34.50	UNIFORM	25.00
			PHOTOS	0.00
	773.60	111.00	EVENTS/FUNDRAISING	400.00
	65213.39	54921.04	GRANTS	66252.51
	3877.62	811.00	OTHER	1434.00
<b>TOTALS</b>	<b>83656.11</b>	<b>61391.54</b>		<b>83740.91</b>

	2018-2019	2019-2020	EXPENDITURE	2020-2021
	74193.31	50875.07	WAGES/TAX	50196.59
	13646.05	9157.70	RENT	14994.32
	472.88	113.93	EVENTS	253.55
	77.13	17.60	STATIONERY/POSTAGE	15.64
	147.16	60.67	OFFICE EQUIP/SUPPLIES	20.00
	290.61		UNIFORM	43.00
			PHOTOS/DVDS	0.00
			TOYS/PLAY	
	1298.78	276.66	EQUIPMENT/RESOURCES	848.80
	1029.68	1144.26	INSURANCE	1145.51
	459.94	477.60	PROFESSIONAL FEES	181.58
	1492.80	236.00	TRAINING	651.25
			SOFTWARE	588.00
	482.27	320.58	KITCHEN/CLEANING	396.65
	806.38	810.65	OTHER	967.68
<b>TOTALS</b>	<b>94396.99</b>	<b>63490.72</b>		<b>70302.57</b>

<b>PROFIT/LOSS</b>	<b>-10740.88</b>	<b>-2099.18</b>		<b>13438.34</b>
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# SHENLEY CHURCH END PRE-SCHOOL – RESERVE ACCOUNT

<b>RESERVE ACCOUNT - OPENING BALANCE:</b>			<b>7168.95</b>
INTEREST EARNED:	22/09/2020	0.06	
INTEREST EARNED:	22/10/2020	0.06	
INTEREST EARNED:	22/11/2020	0.06	
	22/12/2020	0.06	
TRANSFER TO CURR			
A/C	01/12/2020		2000.00
	22/01/2021	0.04	
	22/02/2021	0.04	
	22/03/2021	0.04	
	22/04/2021	0.04	
	22/05/2021	0.04	
	22/06/2021	0.04	
	22/07/2021	0.04	
	22/08/2021	0.04	
TOTAL			
INCOME/EXPEND:		0.56	2000.00
<b>RESERVE ACCOUNT - END BALANCE:</b>			<b>5169.51</b>

## SHENLEY CHURCH END PRE-SCHOOL – BANK RECONCILIATION

FIGURES AT YEAR START - 1ST SEPTEMBER 2020 :

BANK BALANCE	8323.43
PETTY CASH	199.54
TREASURER'S CASH BOX	1444.44
Payments not yet processed - HMRC	-398.36
NEST pension	-152.22

<b>CASH BALANCE AT 1/9/20 :</b>	<b>9416.83</b>
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INCOME FOR YEAR:	83740.91
TRANSFER FROM RESERVE ACCOUNT:	2000.00
EXPENDITURE FOR YEAR:	-70302.57

<b>BALANCE FOR YEAR END - 31ST AUGUST 2021:</b>	<b>24855.17</b>
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ACTUAL BANK BALANCE	23450.47
ACTUAL PETTY CASH	199.54
ACTUAL TREASURER'S CASH BOX	1230.94
Payments not yet processed - HMRC	-18.60
NEST pension	-7.18

<b>CASH BALANCE AT 31/08/21 :</b>	<b>24855.17</b>
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