



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	18	OCT	2021		22	NOV	2022

## 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. We aim to be an inclusive setting offering childcare (both funded and paid for sessions) for all children including those with Special Educational Needs.

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

We regularly have volunteers from the local college who are gaining necessary work experience at our setting.  
We also provide work experience for the local high school students.

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

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

We provide regular, weekly PE sessions in liaison with Denbigh High School (using one of their astroturf pitches) to promote the children's gross motor skills.

Since the Covid pandemic our child numbers increased slowly throughout the year.

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

Fundraising was limited at times during the year due to covid precautions.



## 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.

We finished the year with a small amount of outstanding session fees but repayment plans have been agreed with the families for the amounts outstanding to be repaid in due course.

## 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 2022**



**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	3355.60	1836.50	2159.50	783.00	877.00	631.00	1309.00	773.50	1218.00	1789.00	275.50	287.75	<b>15295.35</b>
REGISTRATION FEES	15.00	15.00	15.00	15.00	0.00	0.00	15.00	0.00	15.00	0.00	0.00		<b>90.00</b>
EARLY D-O/LATE P-U	151.00	101.00	166.00	63.00	181.00	48.00	190.00	0.00	90.00	34.00			<b>1024.00</b>
ENRICHMENT FEES	93.00	78.00	81.00	57.00	78.00	45.00	78.00	114.00	81.00	61.00	12.00	3.00	<b>781.00</b>
UNIFORM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	45.50	0.00	78.00		<b>203.50</b>
PHOTOS		0.00		0.00			0.00	0.00		0.00	0.00		<b>0.00</b>
EVENTS/FUNDRAISING		0.00	0.00	33.00	0.00		0.00	0.00	0.00	0.00	0.00		<b>33.00</b>
DONATIONS	392.31			0.00				0.00					<b>392.31</b>
GRANTS	4922.06	5275.31	3256.41	7425.52	6925.52	7340.54	6212.49	5953.74	5850.39	7098.96	9734.79	5337.15	<b>75332.88</b>
OTHER	0.00	0.00	0.00	0.00	0.00	717.97				0.00			<b>717.97</b>
<b>TOTAL</b>	<b>8928.97</b>	<b>7305.81</b>	<b>5677.91</b>	<b>8376.52</b>	<b>8061.52</b>	<b>8782.51</b>	<b>7804.49</b>	<b>6921.24</b>	<b>7299.89</b>	<b>8982.96</b>	<b>10100.29</b>	<b>5627.90</b>	<b>93870.01</b>

<b>EXPENDITURE</b>													
WAGES/TAX	4387.34	5024.73	5810.16	5807.50	5133.90	6602.98	5282.23	4841.90	6958.89	5914.95	5526.33	4908.21	<b>66199.12</b>
RENT	1549.45	0.00	2935.80	1223.25	0.00	2772.70	1875.65	815.50	1549.45	1631.00	1304.80		<b>15657.60</b>
EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00		<b>44.00</b>
STATIONERY/POSTAGE OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.65	0.00	0.00	0.00		<b>7.65</b>
EQUIP/SUPPLIES	0.00	0.00	124.49	0.00	201.56	32.29	0.00	0.00	0.00	0.00	0.00	46.89	<b>405.23</b>
UNIFORM	0.00	0.00	0.00	0.00	0.00		0.00	748.10	0.00	0.00	0.00	0.00	<b>748.10</b>
PHOTOS/DVDS	0.00			0.00			0.00	0.00	0.00	0.00	0.00		<b>0.00</b>
RESOURCES	0.00	39.49	182.44	12.99	152.08	64.25	656.00	4.35	81.69	74.03	0.00		<b>1267.32</b>
INSURANCE						0.00	0.00	1171.38	0.00	0.00			<b>1171.38</b>
REGISTRATIONS/ FEES	35.00	8.10	242.59		0.00	400.00	0.00	0.00	46.89	0.00	0.00	0.00	<b>732.58</b>
TRAINING	125.00	0.00	170.00	0.00	0.00	0.00	370.44	246.96	85.00	123.48	195.48	287.16	<b>1603.52</b>
SOFTWARE	97.79	82.80	284.26	82.80	121.04	600.77	172.80	154.66	82.80	82.80	82.80	82.80	<b>1928.12</b>
KITCHEN/CLEANING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.84		<b>282.84</b>
OTHER	140.55	14.75	327.17	0.00	149.87	13.38	275.81	614.97	315.95	84.36	5.00	5.00	<b>1946.81</b>
<b>TOTAL</b>	<b>6335.13</b>	<b>5169.87</b>	<b>10076.91</b>	<b>7126.54</b>	<b>5758.45</b>	<b>10486.37</b>	<b>8632.93</b>	<b>8605.47</b>	<b>9120.67</b>	<b>7910.62</b>	<b>7441.25</b>	<b>5330.06</b>	<b>91994.27</b>

<b>MONTHLY PROFIT/LOSS</b>	<b>2593.84</b>	<b>2135.94</b>	<b>-4399.00</b>	<b>1249.98</b>	<b>2303.07</b>	<b>-1703.86</b>	<b>-828.44</b>	<b>1684.23</b>	<b>1820.78</b>	<b>1072.34</b>	<b>2659.04</b>	<b>297.84</b>	<b>1875.74</b>
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YEAR-ON-YEAR COMPARISON

	2019-2020	2020-2021	INCOME	2021-2022
	5265.50	15204.25	SESSION FEES	15295.35
	104.00	135.15	REGISTRATION FEES	90.00
			EARLY DROP-OFF/LATE PICK-UP	1024.00
	144.50	290.00	PE/ENRICHMENT FEES	781.00
	34.50	25.00	UNIFORM	203.50
		0.00	PHOTOS	
	111.00	400.00	EVENTS/FUNDRAISING	33.00
			DONATIONS	392.31
	54921.04	66252.51	GRANTS	75332.88
	811.00	1434.00	OTHER	717.97
<b>TOTALS</b>	<b>61391.54</b>	<b>83740.91</b>		<b>93870.01</b>

	2019-2020	2020-2021	EXPENDITURE	2021-2022
	50875.07	50196.59	WAGES/TAX	66199.12
	9157.70	14994.32	RENT	15657.60
	113.93	253.55	EVENTS	44.00
	17.60	15.64	STATIONERY/POSTAGE	7.65
	60.67	20.00	OFFICE EQUIP/SUPPLIES	405.23
		43.00	UNIFORM	748.10
		0.00	PHOTOS/DVDS	0.00
	276.66	848.80	RESOURCES	1267.32
	1144.26	1145.51	INSURANCE	1171.38
	477.60	181.58	REGISTRATIONS/ FEES	732.58
	236.00	651.25	TRAINING	1603.52
		588.00	SOFTWARE	1928.12
	320.58	396.65	KITCHEN/CLEANING	282.84
	810.65	967.68	OTHER	1946.81
<b>TOTALS</b>	<b>63490.72</b>	<b>70302.57</b>		<b>91994.27</b>

<b>PROFIT/LOSS</b>	<b>-2099.18</b>	<b>13438.34</b>	<b>1875.74</b>
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## RESERVE ACCOUNT

**RESERVE ACCOUNT - OPENING BALANCE: 5169.51**

INTEREST EARNED:	22/09/2021	0.04	
INTEREST EARNED:	22/10/2021	0.04	
INTEREST EARNED:	22/11/2021	0.04	
	22/12/2021	0.04	
	22/01/2022	0.04	
	22/02/2022	0.04	
	22/03/2022	0.15	
	02/01/1900	0.22	
	22/05/2022	0.21	
	22/06/2022	0.22	
	22/07/2022	0.25	
	22/08/2022	0.66	
TOTAL			
INCOME/EXPEND:		1.95	0.00

**RESERVE ACCOUNT - END BALANCE: 5171.46**

## BANK RECONCILIATION

FIGURES AT YEAR START - 1ST SEPTEMBER 2021 :

BANK BALANCE	23450.47
TREASURER'S CASH BOX	1430.48
Payments not yet processed - HMRC	-18.60
NEST pension	-7.18

<b>CASH BALANCE AT 1/9/21 :</b>	<b>24855.17</b>
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INCOME FOR YEAR:	93870.01
TRANSFER FROM RESERVE ACCOUNT:	
EXPENDITURE FOR YEAR:	-91994.27

<b>BALANCE FOR YEAR END - 31ST AUGUST 2022:</b>	<b>26730.91</b>
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ACTUAL BANK BALANCE	25971.85
ACTUAL TREASURER'S CASH BOX	1011.13
Payments not yet processed - HMRC	-124.42
NEST pension	-127.65

<b>CASH BALANCE AT 31/08/22 :</b>	<b>26730.91</b>
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

Report to the trustees/  
members of

SHENLEY CHURCH END PR-SCHOOL

On accounts for the year  
ended

31<sup>ST</sup> AUGUST 2022

Charity no  
(if any) 1045109

Set out on pages

B1 to B4 attached

(include the page numbers of additional sheets)

Responsibilities and basis  
of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's  
statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

6/7/23

Name:

M J DARNELL

Relevant professional  
qualification(s) or body (if  
any):

FCMA (retired)

MILTON KEYNES MK5 8BN

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A.