



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	22	NOV	2022		21	SEP	2023

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	ALICE SULAJ	TREASURER		SHENLEY CHURCH END PRE-SCHOOL
3	SARAH LANGRISH	SECRETARY		SHENLEY CHURCH END PRE-SCHOOL
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

--

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 charity's 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 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

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.

We also use one of the Leisure Centre's Dance Studios, weekly, to promote physical activity and improve the children's gross motor skills.

We liaise with a St Mark's Charity to enable us to provide food boxes for families in need.

We have just started a monthly coffee morning for our parents to facilitate friendships for those families new to the area or who are struggling. During the coffee morning we handed out leaflets from the charity Better Housing Better Health on energy efficiency and fuel poverty to encourage any families who are struggling to find free help and advice.

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 working within government ratios for the majority of our children and reducing spending, we have managed to replace some of the funds in our Reserve Account during the financial year. Reserve Account funds are still slightly lower than they were a few years ago.

Following an Ofsted rating of Requires Improvement, we are unable to claim Two-Year-Old Funding for any new children with this funding. Hopefully, the impact of this will not be too significant.

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

We finished the previous year with a small amount of outstanding session fees but repayment plans were put in place and these have now been fully repaid.

This year there is also a small amount of outstanding fees and we are in discussion with the family involved regarding a repayment plan.

We are starting the new academic year with very low child numbers so will be needing to use some of the funds in the Reserve Account to pay some staff wages until child numbers increase. We currently have a high staff ratio in sessions due to the high number of SEN children attending and are waiting for confirmation of the amount of inclusion funding that we will receive to reimburse us for the extra staff in session who are providing due care and attention for these children .

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 31ST AUGUST 2023

INCOME	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
SESSION FEES	1266.50	830.75	1398.75	732.00	1540.25	3452.75	817.25	1368.50	1152.00	1975.00	44.00	607.00	15184.75
REGISTRATION FEES	15.00	15.00	30.00	15.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00		90.00
EARLY D-O/LATE P-U	140.00	100.00	93.00	136.00	172.00	426.00	205.00	211.00	80.00	564.00		168.00	2295.00
ENRICHMENT FEES	70.00	45.00	51.00	44.00	179.00	66.00	57.00	51.00	105.00	140.00	6.00	6.00	820.00
UNIFORM	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		60.00
PHOTOS		0.00		0.00			0.00	0.00		0.00	91.00		91.00
EVENTS/FUNDRAISING		0.00	18.00	45.00	0.00		0.00	0.00	0.00	0.00	0.00		63.00
DONATIONS	0.00			0.00				0.00					0.00
GRANTS	5337.15	7378.65	13046.25	11466.06	8703.06	9901.41	13276.54	7105.54	14652.04	8534.44	11814.22	2710.17	113925.53
OTHER	0.00	0.00	0.00	45.75	29.10	14.98				0.00			89.83
TOTAL	6888.65	8369.40	14637.00	12483.81	10623.41	13861.14	14355.79	8751.04	15989.04	11213.44	11955.22	3491.17	132619.11

EXPENDITURE													
WAGES/TAX	6516.44	6128.30	6338.44	6636.49	5740.27	7320.29	6608.13	7776.10	8356.23	8332.33	8997.29	8363.70	87114.01
RENT	1631.00	1223.25	1794.10	978.60	1631.00	1223.25	1875.65	1135.00	2087.00	2301.50	0.00	1617.50	17497.85
EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00		36.00
STATIONERY/POSTAGE OFFICE	15.25	0.00	0.00	0.00	0.00	6.85	0.00	0.00	10.79	16.94	0.00		49.83
EQUIP/SUPPLIES	0.00	0.00	0.00	0.00	0.00	55.89	0.00	0.00	0.00	426.98	0.00	24.99	507.86
UNIFORM	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
PHOTOS/DVDS	0.00			0.00			0.00	0.00	0.00	0.00	0.00		0.00
RESOURCES	92.86	26.27	137.13	0.00	68.20	204.15	770.25	0.00	335.12	290.53	191.15	612.90	2728.56
INSURANCE						0.00	0.00	1206.15	0.00	0.00			1206.15
REGISTRATIONS/ FEES	81.89	0.00	126.89		49.29	0.00	0.00	0.00	0.00	30.00	0.00	0.00	288.07
TRAINING	123.48	176.28	178.48	300.00	0.00	256.00	72.00	451.00	101.99	72.00	72.00	72.00	1875.23
SOFTWARE	90.00	82.80	82.80	82.80	82.80	82.80	176.40	154.66	96.90	96.90	176.89	96.90	1302.65
KITCHEN/CLEANING	0.00	61.81	166.78	0.00	142.99	54.89	15.00	0.00	26.00	87.81	0.00	6.25	561.53
OTHER	5.00	10.76	5.00	5.00	122.79	44.33	119.69	204.99	29.98	15.98	5.00	172.94	741.46
TOTAL	8555.92	7709.47	8829.62	8002.89	7837.34	9248.45	9637.12	10927.90	11044.01	11670.97	9478.33	10967.18	113909.20

MONTHLY	-												
PROFIT/LOSS	1667.27	659.93	5807.38	4480.92	2786.07	4612.69	4718.67	-2176.86	4945.03	-457.53	2476.89	-7476.01	18709.91

YEAR-ON-YEAR COMPARISON

	2020-2021	2021-2022	INCOME	2022-2023
	15204.25	15295.35	SESSION FEES	15184.75
	135.15	90.00	REGISTRATION FEES	90.00
		1024.00	EARLY DROP-OFF/LATE PICK-UP	2295.00
	290.00	781.00	ENRICHMENT FEES	820.00
	25.00	203.50	UNIFORM	60.00
	0.00		PHOTOS	91.00
	400.00	33.00	EVENTS/FUNDRAISING	63.00
		392.31	DONATIONS	
	66252.51	75332.88	GRANTS	113925.53
	1434.00	717.97	OTHER	89.83
TOTALS	83740.91	93870.01		132619.11

	2020-2021	2021-2022	EXPENDITURE	2022-2023
	50196.59	66199.12	WAGES/TAX	87114.01
	14994.32	15657.60	RENT	17497.85
	253.55	44.00	EVENTS	36.00
	15.64	7.65	STATIONERY/POSTAGE	49.83
	20.00	405.23	OFFICE EQUIP/SUPPLIES	482.87
	43.00	748.10	UNIFORM	
	0.00	0.00	PHOTOS/DVDS	
	848.80	1267.32	RESOURCES	2634.97
	1145.51	1171.38	INSURANCE	1206.15
	181.58	732.58	REGISTRATIONS/ FEES	288.07
	651.25	1603.52	TRAINING	1875.23
	588.00	1928.12	SOFTWARE	1324.25
	396.65	282.84	KITCHEN/CLEANING	552.28
	967.68	1946.81	OTHER	847.69
TOTALS	70302.57	91994.27		113909.20

PROFIT/LOSS	13438.34	1875.74		18709.91
--------------------	-----------------	----------------	--	-----------------

RESERVE ACCOUNT

RESERVE ACCOUNT - OPENING BALANCE: 5171.46

INTEREST EARNED:	22/09/2022	1.08
INTEREST EARNED:	22/10/2022	1.49
INTEREST EARNED:	02/01/1900	2.33
INTEREST EARNED:	22/12/2022	3.02
INTEREST EARNED:	22/01/2023	3.88
transfer from current acc	07/02/2023	20000.00
INTEREST EARNED:	22/02/2023	13.25
INTEREST EARNED:	22/03/2023	22.88
transfer from current acc	27/03/2023	6500.00
INTEREST EARNED:	22/04/2023	33.86
INTEREST EARNED:	22/05/2023	36.98
INTEREST EARNED:	22/06/2023	39.63
INTEREST EARNED:	22/07/2023	40.81
INTEREST EARNED:	22/08/2023	48.34
TOTAL INCOME/EXPEND:		26747.55

RESERVE ACCOUNT - END BALANCE: 31919.01

BANK RECONCILIATION

FIGURES AT YEAR START - 1ST SEPTEMBER 2022 :

ACTUAL BANK BALANCE	25971.85
ACTUAL TREASURER'S CASH BOX	1011.13
Payments not yet processed - HMRC	-124.42
NEST pension	-127.65

CASH BALANCE AT 01/09/22 :	26730.91
-----------------------------------	-----------------

INCOME FOR YEAR:	132619.11
TRANSFER TO RESERVE ACCOUNT (Feb 2023):	-20000.00
TRANSFER TO RESERVE ACCOUNT (Mar 2023):	-6500.00
EXPENDITURE FOR YEAR:	-113909.20

BALANCE FOR YEAR END - 31ST AUGUST 2023:	18940.82
---	-----------------

ACTUAL BANK BALANCE	18771.33
ACTUAL TREASURER'S CASH BOX	642.70
Payments not yet processed - HMRC	-343.30
NEST pension	-129.91

CASH BALANCE AT 31/08/23 :	18940.82
-----------------------------------	-----------------



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

SHENLEY CHURCH END PRE-SCHOOL

On accounts for the year
ended

31ST AUGUST 2023

Charity no
(if any)

141760

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.
- * Please delete the words in the brackets if they do not apply.

Signed:

CBarnes

Date:

19/9/24

Name:

Chloe Barnes

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

Address:

42 Southern way, Wotton, MK12 5ED

Disclosure

Only complete if the examiner needs to highlight material problems.

N/A.