



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2022 **Period start date**
To 31/08/2023 **Period end date**

Charity name: Chieveley Pre-School

Charity registration number: 1048094

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;</p> <p>(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The aim of the pre-school is to provide care and education to children aged 2-5, mainly through play-based activities. The pre-school receives funding from the local council to provide equipment, resources and qualified staff to care for the children, all of whom come from the local area.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The committee members are aware that 'having regard' to the commission's public benefit guidance means that they able to show that:</p>

		<ul style="list-style-type: none"> • they are aware of the guidance • they have taken it into account when making a decision to which the guidance is relevant • if they decide to depart from the guidance, they have a good reason for doing so
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The pre-school charity has provided around 20 children this year with many activities and opportunities which have contributed to their development, increasing their confidence to move on to school.</p> <p>The pre-school provision allows for parents to work during the hours their child attends. This provides income for families and greater levels of opportunity.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The pre-school is central to the village community and has consistently increased the number of children on the books since reopening after a period of closure in Jan/Feb of this financial year. The number of children on the books for the new academic year is significantly higher and the financial position is significantly improving due to ongoing fundraising and an increase in funding with the number of increased pupils. Although this was a difficult financial year due to closure of the Pre-School, we have entered in to the next financial year in a much securer financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Over the last few years the financial results of the pre-school have been very challenging due to external factors such as government funding and energy running costs. In particular our revenue can vary enormously. This is because numbers of children vary due to demographic reasons together with the admissions policy of local schools. However, we have not needed to access our financial reserves and these remain intact. The committee has agreed that the pre-school should aim to hold reserves covering 6 months of expenditure. This level will give the committee enough time to adjust expenditure plans and seek alternative sources of revenue if a major problem should arise.
Amount of reserves held	Para 1.22	£18,034
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Child fees and Nursery Education Grant
Investment policy and objectives including any	Para 1.46	No investments made or planned

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	Largest risk of loss of funding from low pupil numbers. However, we have entered the next financial year with a good number of pupils and in a good position
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The Committee members shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.</p> <p>Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.</p> <p>In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.</p> <p>All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

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Reference and Administrative details

Charity name	Chieveley Pre-School
Other name the charity uses	
Registered charity number	1048094
Charity's principal address	Chieveley Pre School School Road Chieveley West Berkshire RG20 8TY

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	Nicola Charles		1/9/22 to 25/1/23	Pre-School Committee
2	Josie Herbert		1/9/22 to 5/12/22	Pre-School Committee
3	Dan Barrett		6/12/22 to 25/1/23	Pre-School Committee
4	Alexandra Williams		1/9/22 to 25/1/23	Pre-School Committee
5	Katie Karpinski		25/1/23 onward	Pre-School Committee
6	Catherine Hobbs		25/1/23 onward	Pre-School Committee
7	Jillian Hobbs		25/1/23 onward	Pre-School Committee
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Katie Karpinski		
Catherine Hobbs		
Jillian Hobbs		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Sandra Turner – Pre-School Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Jillian Hobbs	Catherine Hobbs
Full name(s)	Jillian Hobbs	Catherine Hobbs
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	15/07/24	

	Autumn Actual	Spring Actual	Summer Actual	Actual 2023	2022	2021	2020
INCOME							
Fees	11,612.34	5,226.25	4,151.60	20,990.19	29,164	19,783	19,573
Refunded Fees	-	-3,905.23	-	-3,905.23			
Nursery Education Grant	14,542.65	8,300.24	4,827.22	27,670.11	60,636	83,404	49,124
Fundraising	967.49	288.63	1,323.69	2,579.81	4,226	5,855	2,528
Grants	-	-	235.68	235.68	-	3,995	3,765
Donations	-	751.74	-	751.74	40	-	-
Other	82.39	1,323.54	-	1,405.93	643	455	50
	27,204.87	11,985.17	10,538.19	49,728.23	94,895	113,492	75,040
EXPENDITURE							
Premises Rent	2,815.00	3,638.00	3,125.00	9,578.00	8,907	3,250	5,950
Wages/Staff Costs	25,346.20	16,935.42	15,054.96	57,336.58	72,510	75,204	51,605
Training	532.00	358.00	95.00	985.00	398	701	496
Consumables	664.03	959.45	406.58	2,030.06	5,988	4,639	698
Equipment	112.49	-	-	112.49	2,414	8,610	674
Fundraising Costs	30.00	-	-	30.00	60	-	126
Administration	511.57	604.27	884.56	2,000.40	5,123	935	853
Insurance	35.00	797.55	-	832.55	810	761	654
Advertising	150.00	17.00	150.00	317.00	545	-	400
Other	610.00	78.29	50.00	738.29	480	320	1,129
	30,806.29	23,387.98	19,766.10	73,960.37	97,234	94,420	62,584
Net Surplus / Deficit	-3,601.42	-11,402.81	-9,227.91	-24,232.14	-2,339	19,072	12,456
Opening bank account	26,576.56	22,975.14	11,572.33	26,576.56	34,540	15,468	3,012
Closing bank account	22,975.14	11,572.33	2,344.42	2,344.42	26,577	34,540	15,468
RESERVES							
Opening Reserves	17,924.80	17,943.15	17,980.25	17,924.80	12,300	12,300	12,300
Transferred from Bank	-	-	-	-	5,439	-	-
Bank Interest	18.35	37.10	54.08	109.53	186	-	-
Closing Reserves	17,943.15	17,980.25	18,034.33	18,034.33	17,925	12,300	12,300
Total cash b/f	44,501.36	40,918.29	29,552.58	44,501.36	46,840	27,768	15,312
Total cash c/f	40,918.29	29,552.58	20,378.75	20,378.75	44,501	46,840	27,768

	Autumn Actual	Spring Actual	Summer Actual	Actual 2023	2022	2021	2020
INCOME							
Fees	11,612.34	5,226.25	4,151.60	20,990.19	29,164	19,783	19,573
Refunded Fees	-	-3,905.23	-	-3,905.23			
Nursery Education Grant	14,542.65	8,300.24	4,827.22	27,670.11	60,636	83,404	49,124
Fundraising	967.49	288.63	1,323.69	2,579.81	4,226	5,855	2,528
Grants	-	-	235.68	235.68	-	3,995	3,765
Donations	-	751.74	-	751.74	40	-	-
Other	82.39	1,323.54	-	1,405.93	643	455	50
	27,204.87	11,985.17	10,538.19	49,728.23	94,895	113,492	75,040
EXPENDITURE							
Premises Rent	2,815.00	3,638.00	3,125.00	9,578.00	8,907	3,250	5,950
Wages/Staff Costs	25,346.20	16,935.42	15,054.96	57,336.58	72,510	75,204	51,605
Training	532.00	358.00	95.00	985.00	398	701	496
Consumables	664.03	959.45	406.58	2,030.06	5,988	4,639	698
Equipment	112.49	-	-	112.49	2,414	8,610	674
Fundraising Costs	30.00	-	-	30.00	60	-	126
Administration	511.57	604.27	884.56	2,000.40	5,123	935	853
Insurance	35.00	797.55	-	832.55	810	761	654
Advertising	150.00	17.00	150.00	317.00	545	-	400
Other	610.00	78.29	50.00	738.29	480	320	1,129
	30,806.29	23,387.98	19,766.10	73,960.37	97,234	94,420	62,584
Net Surplus / Deficit	-3,601.42	-11,402.81	-9,227.91	-24,232.14	-2,339	19,072	12,456
Opening bank account	26,576.56	22,975.14	11,572.33	26,576.56	34,540	15,468	3,012
Closing bank account	22,975.14	11,572.33	2,344.42	2,344.42	26,577	34,540	15,468
RESERVES							
Opening Reserves	17,924.80	17,943.15	17,980.25	17,924.80	12,300	12,300	12,300
Transferred from Bank	-	-	-	-	5,439	-	-
Bank Interest	18.35	37.10	54.08	109.53	186	-	-
Closing Reserves	17,943.15	17,980.25	18,034.33	18,034.33	17,925	12,300	12,300
Total cash b/f	44,501.36	40,918.29	29,552.58	44,501.36	46,840	27,768	15,312
Total cash c/f	40,918.29	29,552.58	20,378.75	20,378.75	44,501	46,840	27,768

I have reviewed the accounts of Chieveley Pre-School playgroup together with the books and receipts supplied to me. To the best of my information and belief the said accounts reflect the totals for the year ended 31 August 2023 and the state of affairs at that date.

Rachel Hudson 15/07/24