

# PK PRE-SCHOOL

England & Wales · Charity number 1048334

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1995-07-28

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** the Jubilee hut  
whitmore vale road  
Grayshott  
Hindhead  
GU26 6LU

**Phone** 01428602970

**Email** [enquiries@pkpreschool.co.uk](mailto:enquiries@pkpreschool.co.uk)

**Website** [www.pkpreschool.co.uk](http://www.pkpreschool.co.uk)

## Activities

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**Objects:** 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:(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;(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;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Pk was created to offer pre-school childcare to all children. This objective fits well with the Mission of Grayshott Primary School, which is to make "children the centre of a learning community. The majority of our children live within the catchment area of and go on to attend Grayshott Primary School

## Classification

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- **How:** Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** IN PRACTICE GRAYSHOTT
- Hampshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£110,575	£110,575	-	-
2024-07-31	£104,475	£109,409	-	-
2023-07-31	£109,803	£101,813	-	-
2022-07-31	£92,488	£88,228	-	-
2021-07-31	£85,028	£80,669	-	-

## Trustees

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Name	Role	Appointed
Andy Copeland		2020-10-22
Carol Jayne Houghton		2025-11-04
Helen Louise Carrick		2025-11-04
Richard Ian Lyon		2019-10-22
Samantha Wood		2024-10-22

**PK PRE-SCHOOL**

England & Wales - Charity number 1048334

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# Accounts

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**Trustees Annual Report for the period**  
1 August 2024 to 31 July 2025

**PK Pre-School**

**Charity number 1048334**

**Jubilee Hut, Whitmore Vale Road, Hindhead, Surrey GU26 6LU**  
**01428 602970**

**Trustees**

Madiha Ali (Chair)  
Samantha Wood  
(Sec) Richard Lyon  
(Treasurer)  
Rachel North  
Rachel James  
Andy Copeland  
Stephanie Owen  
Emma Reeve  
Laura Stokes

**Nursery Manager**

Carol Houghton

**Structure, governance and management**

PK Pre-School is run under the Preschool Learning Alliance model 'preschool constitution 2011'. The committee is voted on at the AGM each year and all members are registered as trustees.

The organizational structure of the charity is as follows. It is divided into 3 sub-committees; Finance, Staffing and resources, Fundraising and Quality of learning, the members of the committee sit on at least one of these sub-committees. The members of staff for this period were Carol Houghton, Diane Husband, Carley Wilson, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge, and Alison Foulds.

**Our Objectives and activities**

It is our policy to afford the children an environment at PK where they will be treated with kindness, patience and courtesy. Each child's individuality will be respected and cherished. It is our aim that children will learn that acquiring skills and knowledge is fun.

We provide play activities appropriate to the age and stage of development of the children in our care in order to help them to achieve and progress. We follow the guidance within the Early Years Foundation Stage Curriculum.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

This year PK's committee have been working hard to raise extra funds to enhance the children's learning environment. Running events that involves the local community and families who access our services.

**Achievements and Performance**

We have successfully transitioned 14 leavers to five different schools in July 2025. We remain full with a waiting list.

## **Financial Review**

The accounts for 2024-25 have been independently reviewed and approved.

The school generated receipts of £110575 and with payments of £110575, cash and short-term investments held remained level at £71700.

Fee income increased to £100800, £84000 of which was the local authority distribution of government funded early years education fees. The rest, £16800, was from parents paying for additional hours over and above the government 'free hours' for early years education.

The majority of payments (89%) relate to wages and other employment costs. Whilst it is positive to report that a high percentage of costs relate directly to the teaching of children and excellent staff to child ratios, it also represents a risk given the health of School finances does remain sensitive to changes in employment costs.

As at 31 July, the assets of PK were £71600, £37300 of which is instantly accessible or short notice cash and £34400 in a one-year fixed term investment with a maturity date of July 2026.

In summary, the school finances remain sound as we move forward into the financial year 2025/6 but we are concerned about the financial challenges around employment costs, competition created by the Government's preference for pre schools in the state sector and the more general government underfunding of the early years sector.

# PK PRE-SCHOOL ACCOUNTS 2024-2025

		Year ending 31-Jul-24 £	Year ending 31-Jul-25 £
Fees - funded	71966	83989	
- non funded	21518	93484	16811
			100800
Fundraising		6755	7446
Donations		2526	456
Grants - Local Govt		0	0
Bank Interest		1710	1873
<b>Total Receipts</b>		<b>104475</b>	<b>110575</b>
Employment costs		93521	98853
Rent		3727	1701
Insurance, Registrations, Subs		1230	1156
Equipment & Materials		5309	3890
Repairs & Maintenance		1059	1807
IT		230	181
Bank Charges		159	159
Fundraising expenses		1129	957
Cleaning		584	483
Communications		786	718
Activities		40	0
Legal & Professional fees		1165	50
Misc small expenses		470	620
<b>Total Payments</b>		<b>109409</b>	<b>110575</b>

	<b>As at</b>		<b>As at</b>	
	<b>31-Jul-24</b>		<b>31-Jul-25</b>	
	<b>£</b>		<b>£</b>	
<b>Assets</b>				
Cash funds - Bank current a/c	18108		17267	
- Bank savings a/c	20569	38677	20000	37267
Investments - Mature June 2025		33000		
Investments - Mature July 2026				34409
Total Assets		71677		71676
<b>Liabilities</b>				
HMRC Tax and NI		0		0
Total Liabilities		0		0
<b>NET ASSETS</b>		71677		71676

### Notes

Funds held with a maturity in excess of 3 months are reported as investments

Richard Lyon - Treasurer





# PK PRE-SCHOOL ACCOUNTS 2024-2025

	Year ending 31-Jul-24 £		Year ending 31-Jul-25 £	
<b>Receipts</b>				
Fees - funded	71966		83989	
- non funded	21518	93484	16811	100800
Fundraising		6755		7446
Donations		2526		456
Grants - Local Govt		0		0
Bank Interest		1710		1873
<b>Total Receipts</b>		<b>104475</b>		<b>110575</b>
<b>Payments</b>				
Employment costs		93521		98853
Rent		3727		1701
Insurance, Registrations, Subs		1230		1156
Equipment & Materials		5309		3890
Repairs & Maintenance		1059		1807
IT		230		181
Bank Charges		159		159
Fundraising expenses		1129		957
Cleaning		584		483
Communications		786		718
Activities		40		0
Legal & Professional fees		1165		50
Misc small expenses		470		620
<b>Total Payments</b>		<b>109409</b>		<b>110575</b>

**As at  
31-Jul-24  
£**

**As at  
31-Jul-25  
£**

**Assets**

Cash funds - Bank current a/c	18108		17267	
- Bank savings a/c	20569	38677	20000	37267
Investments - Mature June 2025		33000		
Investments - Mature July 2026				34409
Total Assets		71677		71676

**Liabilities**

HMRC Tax and NI		0		0
Total Liabilities		0		0
<b>NET ASSETS</b>		<b>71677</b>		<b>71676</b>

**Notes**

Funds held with a maturity in excess of 3 months are reported as investments

Richard Lyon - Treasurer



Section A

Independent Examiner's Report

Report to the trustees

PK PRE-SCHOOL

On accounts for the year ended

31 JULY 2025

Charity no (if any)

1048334

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 JULY 2025

Responsibilities and basis of report

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:

*Katie Weir*

Date:

27/11/25

Name:

KATIE WEIR

**PK PRE-SCHOOL**

England & Wales - Charity number 1048334

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# Accounts

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## **Trustees Annual Report for the period**

1 August 2023 to 31 July 2024

### **PK Pre-School**

**Charity number 1048334**

**Jubilee Hut, Whitmore Vale Road, Hindhead, Surrey GU26 6LU**

**01428 602970**

#### **Trustees**

Laura Parker Chair)

Erika Hughes (Sec)

Richard Lyon (Treasurer)

Kelly Mowatt

Rachel North

Rachel James

Andy Copeland

Carley Wilson

Laura Nicholls

Stephanie Owen

Claire Jenkins

Emma Reeve

#### **Nursery Manager**

Carol Houghton

### **Structure, governance and management**

PK Pre-School is run under the Preschool Learning Alliance model 'preschool constitution 2011'

The committee is voted on at the AGM each year and all members are registered as trustees.

The organisational structure of the charity is as follows. It is divided into 3 sub-committees; Finance, Staffing and resources, Fundraising and Quality of learning, the members of the committee sit on at least one of these sub-committees. The members of staff for this period were Carol Houghton, Diane Husband, Julie Oliver, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge, and Alison Foulds.

### **Our Objectives and activities**

It is our policy to afford the children an environment at PK where they will be treated with kindness, patience and courtesy. Each child's individuality will be respected and cherished. It is our aim that children will learn that acquiring skills and knowledge is fun.

We provide play activities appropriate to the age and stage of development of the children in our care in order to help them to achieve and progress. We follow the guidance within the Early Years Foundation Stage Curriculum.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

This year PK's committee have been working hard to raise extra funds to enhance the children's learning environment. Running events that involves the local community and families who access our services.

### **Achievements and Performance**

We have successfully transitioned 19 leavers to five different schools in July 2024.

We remain full with a healthy waiting list.

## **Financial Review**

The accounts for 2023-24 have been independently reviewed and approved.

The school generated receipts of £104400 and with payments of £109400, cash and short term investments held decreased by £5000 to £71700.

Fee income rose slightly to £93500, £72000 of which was the local authority distribution of government funded early years education fees. The remainder, £21500, was from parents paying for additional hours over and above the government 'free hours' for early years education.

The majority of payments (85%) relate to wages and other employment costs. Whilst it is positive to report that a high percentage of costs relate directly to the teaching of children and good staff to child ratios, it also represents a risk given the health of School finances does remain sensitive to changes in employment costs.

As at 31 July, the assets of PK were £71600, £38600 of which is instantly accessible or short notice cash and £33000 in a one-year fixed term investment with a maturity date of June 2025.

In summary, the school finances remain sound as we move forward into the financial year 2024/5 but we are concerned about financial challenges around employment costs and the more general underfunding of the early years sector.







# PK PRE-SCHOOL ACCOUNTS 2023-2024

		Year ending 31-Jul-23 £		Year ending 31-Jul-24 £
<b>Receipts</b>				
Fees - funded		75051		71966
- non funded		17192	92243	21518
				93484
Fundraising			6925	6755
Donations			6355	2526
Grants - Local Govt			3784	0
Bank Interest			496	1710
<b>Total Receipts</b>			<b>109803</b>	<b>104475</b>
<b>Payments</b>				
Employment costs		80820		93521
Rent		2353		3727
Insurance, Registrations, Subs		838		1230
Equipment & Materials		4283		5309
Repairs & Maintenance		8055		1059
IT		813		230
Bank Charges		107		159
Fundraising expenses		1732		1129
Training		81	-	
Cleaning		1459		584
Communications		909		786
Activities		70		40
Legal & Professional fees		0		1165
Misc small expenses		293		470
<b>Total Payments</b>			<b>101813</b>	<b>109409</b>

As at

As at

	<b>31-Jul-23</b>		<b>31-Jul-24</b>
	<b>£</b>		<b>£</b>
<b>Assets</b>			
Cash funds - Bank current a/c	25838		18108
- Bank savings a/c	20000	45838	20569
			38677
Investments - Mature June 2024		30773	
Investments - Mature July 2025			33000
Total Assets		76611	71677
<b>Liabilities</b>			
Rent Due		1200	0
HMRC Tax and NI		0	0
Total Liabilities		1200	0
<b>NET ASSETS</b>		<b>75411</b>	<b>71677</b>

## Notes

Funds held with a maturity in excess of 3 months are reported as investments

Richard Lyon - Treasurer



Independent examiner's report on the accounts

Report to the trustees

PK PRE-SCHOOL

31 JULY 2024

On accounts for the year ended

Charity no (if any)

1048334

Set out on pages

1-4

(insert to 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 DD / MM / YYYY.

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: 17 MARCH 2025

Name:

PL YON

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

**PK PRE-SCHOOL**

England & Wales - Charity number 1048334

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# Accounts

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## **Trustees Annual Report for the period : 1st August 2022 to 31st July 2023**

### **PK Preschool**

**Charity number : 1048334**

**Jubilee Hut, Whitmore Vale Road, Hindhead Surrey GU26 6LU**

**Tel No: 01428 602970**

#### **Trustees:**

Erika Hughes (Sec)

Richard Lyon (Treasurer)

Carol Houghton (Nursery Manager)

Laura Parker (Chair)

Claire Jenkins

Stephanie Owen (Vice Chair)

Kelly Mowatt

Andy Copeland

Laura Nicholls

Rachel James

Rachel North

Emma Reeves

#### **Structure, Governance and Management.**

Pk Preschool is run under the Preschool Learning Alliance model 'preschool constitution 2011'

The committee is voted on at the AGM each year and all members are registered as trustees.

The organisational structure of the charity is divided into 3 sub-committees in which the members of the committee will sit on at least one of these:

1. Finance/ Staffing and Resources
2. Fundraising
3. Quality of Learning

The members of staff during this period were Carol Houghton, Diane Husband, Julie Oliver, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge and Alison Foulds.

#### **Our Objectives and Activities**

It is our policy to afford and provide children with a safe and stimulating environment at PKs. whilst in our setting the children are treated with patience, kindness and courtesy. Each child's individuality will be respected and cherished.

We provide age appropriate play activities for the children in our care to promote, achieve and progress in their age and stage of development in all areas within the Early Years Foundation Stage curriculum. It is our aim that children will learn that acquiring skills and knowledge is fun.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

#### **Achievements and Performance**

We have successfully transitioned 24 leavers to 3 different schools in July 2023

PK Pre-School Accounts 2022-2023

		Year ending 31-Jul-22 £	Year ending 31-Jul-23 £
<b>Receipts</b>			
	Fees - funded	48486	75051
	- non funded	32626	81112
			17192
			92243
	Fundraising	8819	6925
	Donations	2137	6355
	Grants - Local Govt	135	3784
	Bank Interest	285	496
	<b>Total Receipts</b>	<b>92488</b>	<b>109803</b>
<b>Payments</b>			
	Employment costs	79459	80820
	Rent	0	2353
	Insurance, Registrations, Subs	917	838
	Equipment & Materials	3775	4283
	Repairs & Maintenance	0	8055
	IT	53	813
	Bank Charges	173	107
	Fundraising expenses	1775	1732
	Training	169	81
	First Aid & Cleaning	507	1459
	Communications	839	909
	Activities	16	70
	Misc small expenses	545	293
	<b>Total Payments</b>	<b>88228</b>	<b>101813</b>

	As at 31-Jul-22 £	As at 31-Jul-23 £
<b>Assets</b>		
Cash funds - Bank current a/c	38336	25838
- Bank savings a/c	0	38336
		20000
		45838
Investments - Mature June 2023	30285	
Investments - Mature June 2024		30773
<b>Total Assets</b>	<b>68621</b>	<b>76611</b>
<b>Liabilities</b>		
Rent Due	4000	1200
HMRC Tax and NI	0	0
<b>Total Liabilities</b>	<b>4000</b>	<b>1200</b>
<b>NET ASSETS</b>	<b>64621</b>	<b>75411</b>

### Notes to Accounts

Statement of assets and liabilities

Funds held with a maturity in excess of 3 months are reported as investments

A liability of an estimated £1200 is recorded to cover current first half year rent due but not invoiced.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

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Report to the trustees

Charity Name  
PK PRE-SCHOOL

31 JULY 2023

On accounts for the year ended

Charity no (if any) 1048334

Set out on pages

1-5

(remember to 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 DD / MM / YYYY.

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: 29 SEPTEMBER 2023

Name:

*Paul*  
P LYON

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

Address:	Venwood
	Cypress Way
	Grayshott
	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.	

## Financial Review 2022/3

During the financial year, PK School generated receipts of £109,800 and with payments of £101,800 cash held increased by £8000 to £76,600. A liability of £1200 has been raised in the balance sheet to reflect an estimate of rent due but still to be invoiced by the landlord.

Fee income increased by £11,100 (13.7%) on the previous year to £92,200, although there was a significant change in the mix of HCC funded to private fees, the former increasing from 60% in 2021/2 to 81% in 2022/3. A changing mix of funded and private fees is to be expected and reflects the age profile, intake and progression of children through the school.

Net Fundraising and donations totalled £11,500 and continue to form a critical part of School income. The commitment and generosity of parents and supporters allow the school to operate at around break-even levels and fund expenditure on equipment and materials.

Employment costs totalled £80,800, 79% of total expenditure. These costs rose only slightly on the previous year and increases in wage rates were broadly counterbalanced by the salaried head taking on additional direct teaching hours. Essential maintenance of facilities was undertaken during the year, approximately 50% of which was covered by a local government grant to our landlord and subsequently transferred to PK as tenant.

As at the end of the financial year, 31 July 2023, total assets of PK were £76,600, £25,800 of which is accessible instantly, £20,000 within 32 days and £30,800 in a 1-year fixed investment maturing in June 2024.

In summary, School reserves remain healthy. Future performance will be dependent upon the relative changes in hourly fee rates from Hampshire County Council, statutory wage rates and any changes to the VAT regime on private school fees.

**PK PRE-SCHOOL**

England & Wales - Charity number 1048334

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# Accounts

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**Trustees Annual Report for the period**  
1 August 2021 to 31 July 2022

**PK Pre-School**

**Charity number 1048334**

**Jubilee Hut, Whitmore Vale Road, Hindhead, Surrey GU26 6LU**  
**01428 602970**

**Trustees**

Wendy Lloyd (Chair)

Erika Hughes (Sec)

Nicola

Vercoe

Kelly

Mowatt

Verity Allan

O'Sullivan

Richard Lyon (Treasurer)

Tim Gardiner

Andy Copeland

Lauren Parker

Stephanie Owen

Carol Houghton (Nursery Manager)

**Structure, governance and management**

PK Pre-School is run under the Preschool Learning Alliance model 'preschool constitution 2011' The committee is voted on at the AGM each year and all members are registered as trustees.

The organisational structure of the charity is as follows. It is divided into 4 sub-committees; Finance, Staffing and resources, Fundraising and Quality of learning, the members of the committee sit on at least one of these sub-committees. The members of staff for this period were Carol Houghton, Diane Husband, Julie Oliver, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge, Sue North and Alison Foulds.

This year we have increased the frequency of risk assessments to take into account of the Covid pandemic and Government requirements and restrictions. This has ensured the levels of risk have remained as low as possible.

**Our Objectives and activities**

It is our policy to afford the children an environment at PK where they will be treated with kindness, patience and courtesy. Each child's individuality will be respected and cherished. It is our aim that children will learn that acquiring skills and knowledge is fun.

We provide play activities appropriate to the age and stage of development of the children in our care in order to help them to achieve and progress. We follow the guidance within the Early Years Foundation Stage Curriculum.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

This year it has been so rewarding to re-introduce some of the activities stopped due to Covid 19. Making it feel much more a unit of staff, parents and community working together for the children in our care.

This summer we were able to hold our end of year celebrations which felt wonderful after months of keeping our distance from parents.

**Achievements and Performance**

We have successfully transitioned 11 leavers to three different schools in July 2022.

- **Financial Review 2021/2**

During the year the School generated receipts of £92500 and with payments of £88200, cash held increased by £4300 to £68600. A liability has been raised in the balance sheet for £4000 to cover rent due but not yet invoiced.

Fee income rose slightly on the previous year to £81100, although there was a significant change in the mix of HCC funded to private fees, the latter increasing from 21% in 2020/1 to 40% in 2021/2 as we moved on from the impact of Covid. This is naturally beneficial to school financial health.

Fundraising and donations increased to a net £9200 after expenses. These efforts allowed the school to operate at around break even levels and funded an increase in spend on equipment and materials and a contribution to the significant, yet forecast, increase in employment costs. Employment costs increased from £70000 in 2020/1 to £79500 in 2021/2. This increase was primarily due to the increase in national minimum wage but also the School's attempt to push staff hourly rates above the legal minimum levels. Employment costs totalled 90% of all payments. Whilst this reflects the fact that our staff are our most important resource by far, it does mean that that School finances are highly sensitive to changes in employment costs, particularly where statutory increases have to be absorbed.

As at the financial year end, 31 July 2022, the assets of PK were £68600, £38300 of which is instantly accessible cash and £30300 in a one year fixed term investment maturing June 2023.

In summary, the School financial reserves remain healthy relative to annual income but pressures on the School cost base will need to be matched by fee income growth and control of discretionary costs in order to generate an annual cash surplus for year 2022/3.

## PK Pre-School

		Year ending 31-Jul-21 £	Year ending 31-Jul-22 £	
<b>Receipts</b>				
Fees - funded	63226		48486	
- non funded	16743	79969	32626	
			81112	
Fundraising		1235	8819	
Donations		383	2137	
Grants - UK Govt JRS	0		0	
- UK Govt Business recovery	1000		0	
- Grayshott Council	1940		0	
- Hidden Gardens Grayshott	0		0	
- HCC Hardship grants	184	3124	135	
			135	
Commission		0	0	
Bank Interest		317	285	
<b>Total Receipts</b>		<b>85028</b>	<b>92488</b>	
<b>Payments</b>				
Employment costs		69952	79459	
Rent		2745	0	
Insurance, Registrations, Subs		833	917	
Equipment & Materials		1954	3775	
Sundry food, Ingredients		35	40	
Advertising		0	0	
Repairs & Maintenance		2060	0	
IT		298	53	
Bank Charges		123	173	
Fundraising expenses		0	1775	
Training		806	169	
First Aid & Cleaning		587	507	
Communications		648	839	
Activities		65	16	
Misc small expenses		563	505	
<b>Total Payments</b>		<b>80669</b>	<b>88228</b>	

		<b>As at 31-Jul-21 £</b>	<b>As at 31-Jul-22 £</b>
<b>Assets</b>			
Cash funds - Bank current a/c	34362		38336
- Bank savings a/c	0	34362	0 38336
Investments - Mature Jan 2022		30000	
Investments - Mature June 2023			30285
<b>Total Assets</b>		<b>64362</b>	<b>68621</b>
<b>Liabilities</b>			
Rent Due		0	4000
HMRC Tax and NI		1101	0
<b>Total Liabilities</b>		<b>1101</b>	<b>4000</b>
<b>NET ASSETS</b>		<b>63261</b>	<b>64621</b>

### Notes to Accounts

Statement of assets and liabilities

Funds held with a maturity in excess of 3 months are reported as investments

A liability of an estimated £4k is recorded to cover prior year rent due but not invoiced.



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Independent examiner's report  
on the accounts**

<b>Report to the trustees/ members of</b>	Charity Name: <b>PK PRE-SCHOOL</b>
<b>On accounts for the year ended</b>	Charity no (if any) <b>1048334</b>
<b>Set out on pages</b>	<b>1-4</b> <small>include the page numbers of additional sheets</small>
<b>Responsibilities and basis of report</b>	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>
<b>Independent examiner's statement</b>	<p>I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> <li>• accounting records were not kept in accordance with section 130 of the Act or</li> <li>• the accounts do not accord with the accounting records</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>
<b>Signed:</b>	<b>PL</b> Date: <b>12 NOVEMBER 2022</b>
<b>Name:</b>	<b>P LYON</b>
<b>Relevant professional qualification(s) or body (if any):</b>	
<b>Address:</b>	<b>VERWOOD Cypress Way Grayshott GU26 6E2</b>
	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**PK PRE-SCHOOL**

England & Wales - Charity number 1048334

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# Accounts

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## **Trustees Annual Report for the period**

1 August 2020 to 31 July 2021

### **PK Pre-School**

**Charity number 1048334**

**Jubilee Hut, Whitmore Vale Road, Hindhead, Surrey  
GU26 6LU 01428 602970**

### **Trustees**

Wendy Lloyd (Chair)  
Debbie Barnes (Sec)  
Richard Lyon (Treasurer)  
Carol Houghton (Nursery Manager)

Georgina Cook  
Andy Copeland  
Erika Hughes  
Claire  
Jenkins  
Kelly Mowatt  
Verity                    Allan  
O'Sullivan  
Stephanie Owen  
Lauren Parker  
Nicola  
Vercoe  
Lucy Wilson

### **Structure, governance and management**

PK Pre-School is run under the Preschool Learning Alliance model 'preschool constitution 2011' The committee is voted on at the AGM each year and all members are registered as trustees.

The organisational structure of the charity is as follows. It is divided into 4 sub-committees; Finance, Staffing and resources, Fundraising and Quality of learning, the members of the committee sit on at least one of these sub- committees. The members of staff for this period were Carol Houghton, Diane Husband, Julie Oliver, Anne Aitken, Cheryl Stafford-Jones, Jackie Aldridge, Sue North and Alison Foulds.

This year we have increased the frequency of risk assessments to take into account of the Covid pandemic and Government requirements and restrictions. This has ensured the levels of risk have remained as low as possible.

### **Our Objectives and activities**

It is our policy to afford the children an environment at PK where they will be treated with kindness, patience and courtesy. Each child's individuality will be respected and cherished. It is our aim that children will learn that acquiring skills and knowledge is fun.

We provide play activities appropriate to the age and stage of development of the children in our care in order to help them to achieve and progress. We follow the guidance within the Early Years Foundation Stage Curriculum.

It is our policy to do this in close conjunction with parents and carers who are a welcome, necessary and integral part of our group.

We actively encourage volunteers to contribute to PK. For example, a week where dads, grandparents and mums are invited to come in and talk about what they do for their job, to come and show a skill or simply to spend some time with the children within the setting. Due to Government restrictions this year some of these activities have not taken place.

This summer we were able to hold our end of year celebrations which felt wonderful after months of keeping our distance from parents.

### **Achievements and Performance**

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We have successfully transitioned 21 leavers to five different schools in July 2021.

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### **Financial Review**

The accounts for 2020-21 have been independently reviewed and approved.

The school generated receipts of £85000 and with payments of £80700, cash held increased by £4300 to £64400.

Fee income rose to £80000, the highest level since the financial year 2016/7 although overall receipts continued to be adversely impacted by reduced fundraising opportunities during the ongoing Covid-19 pandemic. The School received benefit from two government awards during the year:

- o U.K. central government business recovery grant of £1000
- o Parish Council community infrastructure award of £1940 to cover repairs and maintenance.

The majority of payments (87%) relate to wages and other employment costs. Whilst it is positive to report that a high percentage of costs relate directly to the teaching of children and good staff to child ratios, it also represents a risk given the health of School finances does remain sensitive to changes in employment costs. The School will extend its opening hours and continue to focus on its capacity management to mitigate these risks over time.

As at 31 July, the assets of PK were £64400, £34400 of which is instantly accessible cash and £30000 in a one year fixed term investment with a maturity date of June 2022.

In summary, the School finance remain positive as we move forward into the financial year 2021/2.

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## PK Pre-School

		Year ending 31-Jul-21		Year ending 31-Jul-20	
		£		£	
<b>Receipts</b>					
Fees - funded	63226			57799	
- non funded	16743	79969	13772	71571	
Fundraising		1235		6993	
Donations		383		0	
Grants - UK Govt JRS	0			8824	
- UK Govt Business recovery	1000			2500	
- Grayshott Council	1940			0	
- Hidden Gardens Grayshott	0			1500	
- HCC Hardship grants	184	3124	0	12824	
Commission		0		132	
Bank Interest		317		2	
<b>Total Receipts</b>		<b>85028</b>		<b>91522</b>	
<b>Payments</b>					
Employment costs		69952		68808	
Rent		2745		0	
Insurance, Registrations, Subs		833		763	
Equipment & Materials		1954		2000	
Sundry food, Ingredients		35		99	
Advertising		0		0	
Repairs & Maintenance		2060		0	
IT		298		0	
Bank Charges		123		159	
Fundraising expenses		0		1917	
Training		806		239	
First Aid & Cleaning		587		646	
Communications		648		741	
Activities		65		348	
Misc small expenses		563		269	
<b>Total Payments</b>		<b>80669</b>		<b>75989</b>	

		As at 31-Jul-21 £	As at 31-Jul-20 £
<b>Assets</b>			
Cash funds - Bank current a/c	34362		20261
- Bank savings a/c	0	34362	9742
			30003
Investments - Mature Jan 2021			30000
Investments - Mature June 2022		30000	
Total Assets		64362	60003
<b>Liabilities</b>			
Rent Due		0	3500
Potential HMRC overpayment of Job Retention grants		0	5741
HMRC Tax and NI		1101	
Total Liabilities		1101	9241
<b>NET ASSETS</b>		<b>63261</b>	<b>50762</b>

## Notes to Accounts

### Statement of assets and liabilities

Funds held with a maturity in excess of 3 months are reported as investments

It is assumed no liability will arise to HMRC in regards to coronavirus job grants

One month's PAYE payments are due to HMRC.

**Richard Lyon**

**PK Treasurer September 2021**



Section A

Independent Examiner's Report

Report to the trustees/ members of

PK PRE-SCHOOL

On accounts for the year ended

31 JULY 2021

Charity no (if any)

1048334

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

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:

*[Signature]*

Date:

23.10.21

Name:

MRS KATHERINE WEIR

Relevant professional qualification(s) or body