

TAVISTOCK PRE-SCHOOL GROUP
BROADACRES
FLEET
HAMPSHIRE
GU51 4EU



TEL: 01252 616902

<http://tavistockPre-School.co.uk>

REGISTERED CHARITY NUMBER 1050163

MANAGER: Fiona Clarke

Trustees' Report

The trustees present their annual report on the affairs of the charity together with the financial statements for the year ended 31 August 2022 and confirm they comply with the requirements of the Charities Act 2011 and the Constitution.

Objects and Organisation

Tavistock Pre-School operates out of a separate building on the site of Tavistock Infant School, Fleet, Hampshire. Tavistock Pre-School is an unincorporated charity, run by trustees and members (who are responsible for its business and educational activities). All children are valued, made to feel welcome and given the opportunity to meet their potential.

Our vision at Tavistock Pre-School is to nurture each and every child in a secure, stimulating, fun and play-based environment, thus laying the foundation for a bright future.

Overview of academic year September 2021 to August 2022

We have had a much more settled year this academic year after the previous few years with covid, and although we have previously made losses financially due to the pandemic and the continued rise in cost of living, we continue to have a healthy cohort and waiting list.

We have done slightly better than last year, but unfortunately have still made a loss of £7,390.65, so will need to keep a close eye on finances in the coming months, focussing on generating income and also cost cutting where possible.

Total receipts were £137,464 up from the previous year when it was £123,666.

Total payments for the year were £144,855 up from £132,589 the previous year.

In planning all our activities and policies the Trustees have kept in mind the Charity Commission's guidance on public benefit.



Staffing

The management team has been a strong guiding presence to the staff. We are proud of the fact that there is generally a very low turnover, with just one member of staff leaving after deciding not to return to her role after maternity leave. Other members of staff who have stepped up to cover the position over the last year of maternity leave will continue to do so, and we have decided not to replace the member of staff for now. All staff are now level 3 trained, with their safeguarding training updated in the last few months.

Committee

We have a committee of parent volunteers, which include named roles of Chair, Treasurer and Secretary. The committee is responsible for agreeing Pre-School policies, recruitment of staff, fundraising and organising social events to name a few. The committee meets regularly with staff to ensure good communication between all parties. At these meetings we discuss ideas for fundraising and all areas that need to be actioned in order to maintain the effective operation of the Pre-School and its continued development. We also hold one to one meetings between the Chair and Manager on a regular basis.

There has been a positive influx of new committee members this year which ensures a positive handover period as some committee members will be standing down at the end of this year. The committee is back up to strong numbers and is running effectively as shown by successful fundraising and events.

Fundraising

Fundraising has picked up again after the covid restrictions and this year we were able to raise £1,561.13 from cake sales, uniform sales and a sponsored bunny hop. Plus we received £136.22 from snack donations. Hopefully this total will increase once again moving forward. The committee remains committed to finding new ways to raise money for the playroom.

Ofsted

We have not had an inspection since July 2017 however we are well prepared for the next one. One of our main goals is to return to our rating of outstanding at the next inspection. We therefore, at present, maintain our 'Good' rating.

The Pre-School is well thought of locally with far more demand than spaces and a very healthy waiting list. We do not have to advertise due to the Pre-School's good standing in the community.

Risk assessment and management

Risk assessments are reviewed and updated annually when necessary, this is a continual process, the daily

risk assessments have continued and ensure a safe environment for the children to learn.

The accident evaluation process has continued and is effective in identifying any patterns that can be fixed.

Fire drills are completed half termly, they are documented, timed and evaluations made to assist with improvements are noted and passed on to staff during meetings. New equipment has risk assessments completed before use and are revised soon after to assess how the equipment is used and where changes to safety can be made. We encourage children to manage their own risks through discussion and positive role modelling. There are regular staff meetings where any issues can be raised, discussed and addressed.

Reserves

As a guiding principle, the committee aims to hold cash reserves equating to six months expenditure.

The outside area has been given a makeover in recent months, bringing in a more natural feel to the area. Unfortunately we had to put on hold plans for a canopy because of the rise in costs for building materials. This is still something we would love to be able to do in the future all being well.

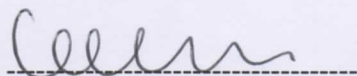
Any work carried out in the following months will not reduce the reserves to an inappropriate level.

The main financial issue we have had this year was the rise in the National Living Wage which was increased by 6.6% in April, leading to a huge overhaul of our pay structures. We were faced with the challenge of giving an increase to those who needed it, while also trying to maintain the pay gaps between the different roles.

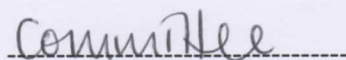
Our electricity bills have also increased, which has had a huge impact on finances with a rise of £1.5k since last year.

Total cash funds stand at £65,534, down from £72,925 but still at a healthy level.

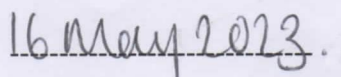
Signed on behalf of the Trustees of Tavistock Preschool



Signature


Chair

Position



Date

Tavistock Pre-School Group

Registered Charity No 1050163

Receipts and Payments Account for the year ended 31 August 2022

	2022			2021
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
Receipts				
Donations		1,365	1,365	651
Grants		99,182	99,182	94,604
Fund Generation - Fund Raising		1,697	1,697	1,550
Investment Income (Interest/Loyalty Rewards)		10	10	14
Other Income		250	250	642
Fees		34,960	34,960	25,084
COVID-19 Job Retention Scheme Grant				1,121
Total Receipts		137,464	137,464	123,666
Payments				
Direct Charitable Expenditure				
Rent and Rates		10,022	10,022	11,666
Heat, Light, Power and Insurance		4,633	4,633	3,441
Printing and Stationery		2,967	2,967	1,911
Maintenance		892	892	1,040
General Expenses		4,131	4,131	4,333
Bank Charges		177	177	193
Gross Wages		110,378	110,378	101,517
Professional Fees				
Food Vouchers Issued		325	325	642
Session Supplies/Consumables		7,201	7,201	5,174
Furlough Salary Cost				1,121
		140,726	140,726	131,038
Fundraising Expenditure				
Fundraising Expenditure		409	409	399
Equipment purchases		3,720	3,720	1,152
		4,129	4,129	1,551
Total Payments		144,855	144,855	132,589
Net of receipts/(payments)				
		-7,391	-7,391	-8,923
Net cash funds last year		72,925	72,925	81,848
Net cash funds this year end		65,534	65,534	72,925

Tavistock Pre-School Group

Registered Charity No 1050163

Statement of assets and liabilities as at 31 August 2022

Cash Funds

	2,022	2021
Details	£	£
Bank Account (Current)	28,058	35,744
Bank Account (Contingency Fund)	37,018	37,013
Cash in Hand (Float)	458	168
	65,534	72,925

Assets Retained for the Charity's Own Use

Details	£	£
Parasol	4,000	4,000
Bookkeeper laptop	419	419
Smart tablets x 3		356
Access Control System	1,020	1,020
CCTV	1,380	1,380
Office computer	276	276
Fridge	100	100
Vacuum cleaner		99
Gazebo	142	142
Book Trolley	180	180
Low Circular Storage Unit	396	396
Mobile Shelf Back Display	900	900
Fusion Open Shelf Bookcase x2	504	504
Tilted Tray Tidy Clear Trays	276	276
Toddler Low Square Play Table	276	276
Book Browser Box	168	168
Storage 4 Shallow/4 Deep	264	264
Mobile Outdoor Classroom	105	105
HP 477dw Printer (Office)	392	392
Flooring in Bathrooms	1,429	1,429
Meaco 20L LE Low Energy Dehumid	253	253
Walk up change table + blue mat	486	486
High Quality Gym Rebounder		194
Numatic Henry Vacuum Cleaner	160	160
Panasonic Digital Camera x 2	238	238
HP Slim S01 -aF0008na Desktop P	249	
Water World Channelling Set	222	
Constructa Den Kit	306	
BEKO DFN0532OW Dishwasher	274	
Grass It - Artificial Grass	226	
8ft X 10ft Outside Shed	1,400	
	16,041	14,013

Other Assets

Details	£	£
	0	0

Liabilities

Details	£	£
Creditors		
PAYE & NI		
	0	0

Signed by two trustees on behalf of all trustees

Signature

Print Name

Date

Rachel Kemp

RACHEL KEMP 15/5/23

Clare Clark

CLARE CLARK 16.5.23.

**Independent Examiner's Report
to the Trustees of Tavistock Pre-School Group**

I report to the trustees on my examination of the accounts of Tavistock Pre-School Group for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of Tavistock Pre-School Group, 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 accounts of Tavistock Pre-School Group 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of Tavistock Pre-School Group as required by section 130 of the Act; or
- the accounts do not accord with the accounting records

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.



S J Wright FCA DChA
3 Haig Lane
Church Crookham
Fleet
Hampshire GU52 8UN

17 May 2023