

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 2023 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 2022 to August 2023**

We have had a positive academic year building upon the work undertaken in the previous year, and continue to have a healthy cohort and waiting list. Our total receipts were slightly higher than last year and our total payments are almost identical to the previous year.

Total receipts were £139,688 up from the previous year when it was £137,464.

Total payments for the year were £149,970, higher than £144,855 the previous year.



We have done slightly better than last year, but unfortunately have still made a loss of £10,282 so will need to keep a close eye on finances in the coming months, due to the continued rise in the cost of living, focus on generating income and cost cutting where possible.

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 during the past academic year. We have decided not to replace the member of staff immediately, and have adapted the staff rota accordingly to ensure child ratios are maintained. All staff are level 3 trained, statutory training is up to date, and we have returned to staff cleaning the premises. We continue to have a strong team in terms of qualifications and experience, and we are always keen to encourage and support staff with any further training.

### **Committee**

We have a committee of parent volunteers, which include named roles of Chairperson, 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.

A new Chairperson and Secretary were appointed with a year handover to ensure a smooth transition and maintain stability. Committee numbers remain strong and we are able to run effectively as shown by successful fundraising and events.

### **Fundraising**

Fundraising has been successful this year, we were able to raise £1,625 from the cake sales, uniform sales, company sponsorship, sponsored activities, and mother's day sale. Plus we received £1,298 raised by a parent who ran the London Marathon and £153 from snack donations. Hopefully this total will increase once again moving forward. The committee remains dedicated to finding new ways to raise money for the items needed by the Pre-School.



## Ofsted

We had our Ofsted inspection in February 2023 and we maintained our "Good" rating, with several outstanding elements. The whole inspection process was a positive experience which discussed and celebrated our achievements. We continue to maintain all required standards, and one of our goals is to achieve an "Outstanding" result at the next inspection.

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 reputation in the community.

## Risk assessment and management

Risk assessments are updated as required and formally reviewed annually. The daily risk assessments are ongoing and ensure a safe environment for the children to learn.

The accident evaluation process has continued and is effective in identifying any patterns that need to be resolved.

Fire drills are completed half-termly, they are documented, timed and evaluations are made to assist with improvements, which are documented and communicated to staff during meetings. New equipment is risk assessed before use, then periodic reviews soon after to assess how the equipment is used and whether improvements to safety are required. 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, and any work carried out in the following months will not reduce the reserves to an inappropriate level.

We have therefore put on hold all plans for improvements to the outside area, to ensure that finances are maintained within appropriate levels. This is still something we would like to be able to do in the future.

The main financial issue we have had this year was the rise in the National Living Wage which was increased by 10% in April 2023, 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 £1,785 since last year.

Total cash funds stand at £55,252 down from £65,534 but still at a healthy level.

Signed on behalf of the Trustees of Tavistock Pre-School

E K Cooper

Chair person

17/4/24.

Signature

Position

Date



# Tavistock Pre-School Group

Registered Charity No 1050163

## Receipts and Payments Account for the year ended 31 August 2023

	2023			2022
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
<b>Receipts</b>				
Donations		1,298	1,298	1,365
Grants		102,899	102,899	99,182
Fund Generation - Fund Raising		1,778	1,778	1,697
Investment Income (Interest/Loyalty Rewards)		159	159	10
Other Income		276	276	250
Fees		33,278	33,278	34,960
COVID-19 Job Retention Scheme Grant				
<b>Total Receipts</b>		<b>139,688</b>	<b>139,688</b>	<b>137,464</b>
<b>Payments</b>				
<b>Direct Charitable Expenditure</b>				
Rent and Rates		10,022	10,022	10,022
Heat, Light, Power and Insurance		6,820	6,820	4,633
Printing and Stationery		1,756	1,756	2,967
Maintenance		1,064	1,064	892
General Expenses/Consumables		3,784	3,784	4,131
Bank Charges		172	172	177
Gross Wages		115,990	115,990	110,378
Professional Fees		150	150	
Food Vouchers Issued		276	276	325
Session Supplies		4,428	4,428	7,201
		144,462	144,462	140,726
<b>Fundraising Expenditure</b>				
Fundraising Expenditure		118	118	409
Equipment purchases		5,390	5,390	3,720
		5,508	5,508	4,129
<b>Total Payments</b>		<b>149,970</b>	<b>149,970</b>	<b>144,855</b>
<b>Net of receipts/(payments)</b>		<b>-10,282</b>	<b>-10,282</b>	<b>-7,391</b>
<b>Net cash funds last year</b>		<b>65,534</b>	<b>65,534</b>	<b>72,925</b>
<b>Net cash funds this year end</b>		<b>55,252</b>	<b>55,252</b>	<b>65,534</b>

# Tavistock Pre-School Group

Registered Charity No 1050163

## Statement of assets and liabilities as at 31 August 2023

	2023	2022
<b>Cash Funds</b>		
<b>Details</b>	<b>£</b>	<b>£</b>
Bank Account (Current)	12,610	28,058
Bank Account (Contingency Fund)	42,173	37,018
Cash in Hand (Float)	469	458
	55,252	65,534

### Assets Retained for the Charity's Own Use

<b>Details</b>	<b>£</b>	<b>£</b>
Parasol	4,000	4,000
Bookkeeper laptop	419	419
Access Control System	1,020	1,020
CCTV	1,380	1,380
Office computer	276	276
Fridge	100	100
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
Numatic Henry Vacuum Cleaner	160	160
Panasonic Digital Camera x 2	238	238
HP Slim S01 -aF0008na Desktop P	249	249
Water World Channelling Set	222	222
Constructa Den Kit	306	306
BEKO DFN0532OW Dishwasher	274	274
Grass It - Artificial Grass	2,765	226
8ft X 10ft Outside Shed	1,400	1,400
Wipe Clean Tub Sofa	264	
Outdoor Hexagon Wicker Den	408	
Outdoor Acrylic Painting Window	360	
Henry Hoover	120	
	19,732	16,041

<b>Other Assets</b>	<b>Details</b>	<b>£</b>	<b>£</b>
		0	0

<b>Liabilities</b>	<b>Details</b>	<b>£</b>	<b>£</b>
	Creditors		
	PAYE & NI		
		0	0

Signed by two trustees on behalf of all trustees

Signature

Print Name

Date

*Ruth Cooper*

Ruth Cooper 17/4/24

*Rachel Harrison*

RACHEL HARRISON 17/4/24

**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 2023.

**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  
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*26 April 2024*