



Trustees' Annual Report for the period 01/08/2021 - 31/07/22

Charity Name: Staple Pre-School
Charity Number: 1051270

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document.	<p>To enhance the development and education of children primarily under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>Offering appropriate play, education and care facilities, family learning and extended hours groups.</p> <p>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>Instigation 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.	<p>We offer 9am-3pm Early Years education for children aged 2-5years. This service is provided primarily with the use of funded hours from KCC, otherwise at as low a cost as possible to the families who rely on our service. The main focus of our work is always the children's development, health and happiness and we work hard to meet each individual child's needs and to support the parents to do so also.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>All trustees have had regard to the 'public benefit' guidance issued by the Charity Commission. All decisions made are in the interest of public benefit and all trustees hold each other to account.</p>
Additional Information	<p>We are very lucky to have a dedicated Board of Trustees who volunteer copious amounts of time and energy to keep the pre-school running.</p>

Achievements and Performance

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.	Through an incredibly difficult year, we provided continuity and security for 26 children. Despite staff shortages, the ongoing effects of COVID and the worsening financial climate, we continued to give the same high level of enrichment and nurturing care to all children. We ventured around the village, explored nature, visited local wildlife and farm animals, enjoyed our indoor and outdoor resources and spent time in our woodland area. We continued to support our outstanding apprentice in working towards her Level 3 qualification and we supported 14 children to go on to primary school. We were able to provide a free end of year party for all children, in July, and had a local animal company visit with their various farm animals for the children to meet.
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Financial Review

Review of the charity's financial position at the end of the period.	The charity has struggled financially this year, having paid agency staff (at an incredibly high cost) for nearly 8 months. We ran at a loss of more than £8000. This was also partly due to much higher running costs and we hired external HR advisors at a cost of more than £2000.
Statement explaining the policy for holding reserves stating why they are held.	We hold reserves to cover staff notice and redundancy if this became necessary.
Amount of reserves held.	Cash at bank at 31/7/2022 was £35,598.95. The fund held are adequate to pay staff notice and redundancy to cover all eventualities.
Reasons for holding zero reserves.	Not applicable
Details of fund materially in deficit.	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern.	The charity faces uncertainty in the coming year due to increased costs and chronic underfunding in the sector, as well as staff shortages.

Structure, Governance and Management

Type of governing document	Constitution adopted 16th November 1995, amended 24th January 2017
How is the charity constituted?	Unincorporated association
Trustees selection methods including details of any constitutional provisions.g. election to post or name of any person or body entitled to appoint one or more trustees	Trustees are appointed or reappointed annually at the AGM in November.
Additional Information	All appointed Trustees apply for Enhanced DBS and EY2 (OFSTED approval) and undergo Safeguarding Level 2 Training.

Reference and Administrative Details

Charity Name	Staple Pre-School
Other names the charity uses	Not applicable.
Registered Charity Number	1051270
Charity's principal address	Staple Village Hall Mill Road Staple Canterbury CT3 1LB

Names of 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)
Bridget Burridge		Full year	
Lauren Gupta-Miles	Chairperson	Full year	
Emma Freeman	Treasurer	Full year	
Debbie	Secretary	Resigned May 5th 2022	
Hannah Biggs-Halles		Appointed 27th July 2022	
Samantha Burton		Appointed 27th July 2022	
Thomas Carek		Appointed 27th July 2022	
Amy Karczewski		Appointed 27th July 2022	
Lucy Carek		Appointed 27th July 2022	
Amelia Donohoe		Appointed 27th July 2022	
Emily James		Appointed 27th July 2022	



Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and and segregation of such assets from the charity's own assets	Not applicable

Declarations

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

Signed on behalf of the charity's trustees

Signature		
Full name	MRS HANNAH BIGGS-HALLES	MRS SAMANTHA BURTON
Position	CHAIRPERSON	VICE CHAIR
Date	14/5/23	12/05/23

STAPLE PRE-SCHOOL

**Receipts and Payments Account for the Year ended
21 July 2022
With Statement of Assets and Liabilities**

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5	NOTES TO THE ACCOUNTS

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**Independent Examiners Report to The Trustees of Staple Pre-School
21 July 2022**

I report on the accounts of the Trust for the year ended 21 July 2022 which are set out on pages 2 to 5.

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 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the Act,

to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention.

Basis of Independent Examiners report

My examination was carried out in accordance with general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the trust 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 of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent Examiners Unqualified Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- a) to keep accounting records in accordance with section 130 of the 2011 Act and
- b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and the regulations there under 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.

Martin Roby FMAAT
Batchelor Coop Limited
Chartered Accountants
The New Barn, Mill Lane, Eastry
Sandwich CT13 0JW

Martin Roby

08 November 2022 | 1:43 PM GMT

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Date

STAPLE PRE-SCHOOL
ANNUAL REPORT
21 July 2022

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Legal and administrative information

Charity Commission registered number 1051270

Principal correspondence address Operating address

2 School Cottages
 School Lane
 Staple
 Canterbury
 Kent CT3 1LJ

Staple Village Hall
 Mill Road
 Staple
 Canterbury
 Kent CT3 1LB

Governing document

A constitution was made on the 5th May 2009. The most recent amendment was made on 24th January 2017.

Charity objectives

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 facilities and training courses, 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, regardless of race, culture, religion or means
- (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 aim of the Pre-school Playgroups Association

Public benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charities Commission's general guidance on public benefit, Charities and Public Benefit.

Trustees

Hannah Biggs-Hales (Appointed 26 July 2022)
 Samantha Burton (Appointed 26 July 2022)
 Thomas Carek (Appointed 26 July 2022)
 Amy Karczewski (Appointed 26 July 2022)
 Lucy Carek (Appointed 26 July 2022)
 Amelia Donohoe (Appointed 26 July 2022)
 Emily James (Appointed 26 July 2022)
 Ronald Chuquillanqui (Appointed 26 July 2022 and Resigned 28 September 2022)
 Debbie Ann Carthew (Resigned 5 May 2022)
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 Bridget Burrridge (Resigned 12 September 2022)
 Lauren Victoria Gupta-Miles (Resigned 15 September 2022)
 Emma Jane Freeman (Resigned 16 September 2022)

Chairperson

Hannah Biggs-Hales

Vice Chairperson

Samantha Burton

Treasurer

Thomas Carek

Secretary

Amy Karczewski

Trustee selection method

Committee members are elected each year at the AGM.



Hannah Biggs-Hales

07 November 2022 | 11:40 AM GMT

Date

**STAPLE PRE-SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING**
21 July 2022

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	2022	2021
INCOME		
Fundraising / donations	198.00	-
Funding	45,344.67	35,663.76
Fees	14,923.30	13,424.16
Miscellaneous	-	-
Lunch Club money	-	-
Covid Grant Income	231.24	7,713.61
	<u>60,697.21</u>	<u>56,801.53</u>
OTHER INCOME		
Bank Interest received	<u>-</u>	<u>-</u>
PAYMENTS		
Rent	7,370.00	3,420.00
Wages and agency staff	52,391.58	49,992.57
Insurance	536.95	-
Activities and resources	1,741.57	1,702.31
Printing, postage, stationery and advertising	710.20	449.37
Sundry	289.65	83.20
Training	348.99	906.88
Uniforms	356.23	169.68
Repairs and renewals	-	96.25
Subscriptions	85.00	85.00
Telephone and internet	299.77	358.88
Accountancy	1,745.76	794.40
Legal and professional fees	2,603.81	4,158.52
Staff entertaining	-	-
Snacks	352.16	64.25
	<u>68,831.67</u>	<u>62,281.31</u>
ASSET PURCHASES	-	265.00
CORPORATION TAX	1.14	
TOTAL PAYMENTS	<u>68,832.81</u>	<u>62,546.31</u>
NET (PAYMENTS)/RECEIPTS	(8,135.60)	(5,744.78)
CASH FUNDS LAST YEAR END	44,230.11	49,974.89
CASH FUNDS THIS YEAR END	<u>36,094.51</u>	<u>44,230.11</u>

STAPLE PRE-SCHOOL
STATEMENT OF ASSETS AND LIABILITIES AS AT THE 21 July 2022

	Unrestricted Funds 2022	Unrestricted Funds 2021
CASH FUNDS		
Bank account	36,094.51	44,217.11
Deposit account	-	-
Cash held	-	13.00
	<u>36,094.51</u>	<u>44,230.11</u>
 ASSETS RETAINED FOR CHARITY'S OWN USE		
Equipment	<u>8,641.00</u>	<u>12,374.00</u>



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On behalf of the Trustees
Hannah Biggs-Hales

07 November 2022 | 11:40 AM GMT
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STAPLE PRE-SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 21 July 2022

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Accounting Policies

The receipts and payments account has been prepared on the basis of recognising income on the date it is received as cash or cheque and expenditure at the date of payment.

The accounts have not been prepared on an accruals basis as the trustees have taken advantage of the accounting exemption available to small charities in the Charities Act 2011.

No Balance Sheet has been produced as the Trustees have taken advantage of the accounting exemptions available to small charities in the Charities Act 2011.

A Statement of Assets and Liabilities is provided in accordance with practice suggested by the Charities Commission.

Fund Accounting.

The trustees are not required to show detailed fund accounting in these accounts due to the small charities exemptions. They do however ensure that when gifts or grants are received for a specific purpose that the expenditure matches that gift. There was no surplus from any grant received over expenditure made from these specific donations and grants at 21st July 2022.

Trustees' remuneration

During the year salaries were paid to the following trustees under contracts of employment

Paul Wells	£736.70
Lauren Gupta-Miles	£207.41

STAPLE PRE-SCHOOL

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