

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

ANNUAL REPORT AND ACCOUNTS

For the period

1st August 2023 to 31st July 2024

**Bretton Community Preschool
Trustee Annual Report
For the year ended 31st July 2024**

The trustees present their report and independently examined financial statements for the year ended 31st July 2024.

Reference and Administrative Details:

Registered Name:	Bretton Community Preschool	
Charity No:	1055385	
Operational Address:	Watergall Children & Family Centre Watergall Bretton Peterborough PE3 8NX	
Trustees at date of Report:	Chair	Gwynneth Foster
	Treasurer	Donna Hewitt
	Others	Charlette Adams
		Zoe Capon
		Ngarlui Janssens
		Hannah Mortlock
Other Trustees who served in the year:	Left 06/02/25	Lisia Blacely Land
	Left 12/11/24	Emma Cornwall
	Left 12/11/24	Naomi Richards
Bankers:	HSBC Bank Plc	
Independent Examiner:	Mark J Ruffles & Co 4 Baron Court Werrington Peterborough PE4 7ZE	

Structure Governance and Management

This is a membership organisation governed by the model Pre-school Learning Alliance Constitution 2011, which was adopted at the Annual General Meeting held on 9th November 2011. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Committee members are appointed / confirmed at the Annual General Meeting. All Committee members give their time on a voluntary basis and receive no remuneration or other benefits.

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Objects and Activities

The aims of the Preschool 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 the 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.

Public benefit

The committee and staff have regard to Charity Commission guidance on public benefit when setting objectives and planning activities. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old. Fees are charged for children who attend between the ages of 2 and 3 but these are kept as low as possible so that our childcare is affordable to all families using our service.

Achievements and Performance

This year has been full of learning, growth, and community involvement.

In the autumn term, the children enjoyed nature walks and seasonal learning activities. They took part in a Book Start story session and visited Blossom Court, while festive celebrations included a Christmas party with Father Christmas, crafts, and games.

The spring term brought further excitement, with the chick hatching project captivating and engaging the children. A visit from the police helped the children to understand safety and community roles.

During the summer term, the Family Fête successfully raised £421.75 towards a zoo trip, and children starting school attended transition visits at Lime Academy. Highlights included a successful trip to Hamerton Zoo and an engaging visit from Zoolabs.

Throughout the year, key events such as Children in Need, Red Nose Day, the Family Fête, and Christmas and Leavers' parties created fun and lasting memories.

Staff members actively pursued training opportunities, focusing on vocabulary, learning bags, and physical development, with additional upskilling in autism, sensory integration, speech, and language. One staff member started an NPQ in Early Years Leadership. The team also welcomed two new staff

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members—one in the Ladybirds room and another in Funky Fish—while bidding a fond farewell to long-serving staff member Helen Girbow.

Overall, it has been a rewarding and activity-packed year for everyone involved.

Reserves policy

Reserves act as a cushion for any loss of income and unforeseen situations. Throughout the year the balances have remained well over the reserves level, set at £70,002 for the accounting period 2023-2024. Reserves are calculated using the amounts needed to settle any 12-week notice periods and redundancy payments plus one month's costs.

Financial Review

Our accounts follow the required Statement of Recommended Practice (Charities SORP) guidelines. This means our report includes a balance sheet, a statement of financial activities (SOFA) showing income sources and expenditures, and explanatory notes. The accruals-based accounting approach offers a clearer view of the Preschool's finances, capturing income and expenses associated with the year in question rather than only recording cash movements.

The preschool reported a surplus of £15,980 for the 2023-2024 accounting year.

Income remained steady overall compared to the prior year. However, income from NEF funding and Local Authority special needs funding decreased, despite a rise in NEF funding rates. Parent fees increased by £3,637. We also received a grant from the Parish Council to enhance our outdoor area with a mud kitchen, bikes, and other equipment. Additionally, we earned more interest from HSBC due to higher interest rates.

Total expenditure rose by 5%. Staffing costs increased by 6.3%, from £184,149 to £195,720, reflecting a 9.8% increase in the National Minimum Wage as of April 2024. Premises costs also rose, primarily due to higher energy expenses. The preschool covers 20% of the energy costs for the Primary School site.

The preschool carries forward a total of £226,174 to the new accounting period.

This Report has been approved by the Trustees and has been signed on their behalf by:

Signature: 

Full Name: Gwyneth Foster

Date: 16-5-25

BRETTON COMMUNITY PRESCHOOL

CHARITY COMMISSION REGISTERED NO: 1055385

STATEMENT OF FINANCIAL ACTIVITIES**For the Period 1st August 2023 to 31st July 2024**

	NOTE	UNRESTRICTED FUNDS THIS YEAR	RESTRICTED FUNDS THIS YEAR	TOTAL FUNDS THIS YEAR	TOTAL FUNDS LAST YEAR
<u>INCOMING RESOURCES</u>	3	£	£	£	£
Income and endowments from:					
Donations and legacies	4	5	1,200	1,205	1,740
Charitable activities		268,583	0	268,583	275,556
Other trading activities		481	0	481	856
Investments		1,887	0	1,887	880
Separate material item of income		0	0	0	0
Other		0	0	0	0
Total		270,956	1,200	272,156	279,032
<u>RESOURCES EXPENDED</u>	5	£	£	£	£
Expenditure on:					
Raising funds		(69)	0	(69)	(129)
Charitable activities		(254,907)	(570)	(255,477)	(243,474)
Separate material item of expense		0	0	0	0
Other		0	0	0	0
Total		(254,976)	(570)	(255,546)	(243,603)
Net incoming/outgoing resources		15,980	630	16,610	35,429
Extraordinary items		0	0	0	0
Transfers between funds		0	0	0	0
Other recognised gains/(losses):		0	0	0	0
Gains and losses on revaluation of fixed assets for the charity's own use		0	0	0	0
Other gains/(losses)		0	0	0	0
Net movement in funds		15,980	630	16,610	35,429
Reconciliation of funds:					
Total funds brought forward		210,194	0	210,194	174,765
Total funds carried forward		226,174	630	226,804	210,194

BRETTON COMMUNITY PRESCHOOL

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Balance Sheet as at 31st July 2024

	NOTE	UNRESTRICTED FUNDS	RESTRICTED INCOME FUNDS	TOTAL THIS YEAR	TOTAL LAST YEAR
<u>FIXED ASSETS</u>		£			
Intangible Fixed Assets		0	0	0	0
Tangible Fixed Assets	8	5,505	0	5,505	4,462
Heritage Assets		0	0	0	0
Total Fixed Assets		5,505	0	5,505	4,462
<u>CURRENT ASSETS</u>		£			£
Stocks		0	0	0	0
Debtors and prepayments	9	1,941	0	1,941	1,909
Investments		0	0	0	0
Cash at Bank and in Hand	10	227,736	630	228,366	222,487
Total Current Assets		229,677	630	230,307	224,396
<u>CREDITORS</u>					
Amount Falling Due Within One Year	11	(9,008)	0	(9,008)	(18,664)
Amount Falling Due After One Year		0	0	0	0
<u>TOTAL NET ASSETS OR LIABILITIES</u>		226,174	630	226,804	210,194
<u>FUNDS OF THE CHARITY</u>					
Endowment funds		0	0	0	0
Restricted income funds		0	0	0	0
Unrestricted funds		226,174	630	226,804	210,194
Revaluation reserve		0	0	0	0
<u>TOTAL FUNDS</u>		226,174	630	226,804	210,194

The notes on pages 3 - 6 form part of these financial statements.

Signed on behalf of the Trustees:


 Signature

 Gwyneth Foster
 Name

 16-5-25
 Date

BRETTON COMMUNITY PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 1 – BASIS OF PREPARATION

The accounts have been prepared in accordance with the applicable accounting standards and comply with SORP FRS102 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There are no material uncertainties related to events or conditions that cast doubt on the charity's ability to continue as a going concern.

The accounts present a true and fair view and the accounting policies adopted are those outlined in Note 2.

No material prior year errors have been identified in the reporting period.

NOTE 2 – ACCOUNTING POLICIES

2.1 INCOME

Recognition of Income	These are included in the Statement of Financial Activities (SoFA) when the charity becomes legally entitled to the resources and the amount can be quantified with reasonable accuracy.
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted under FRS 102 SORP or FRS 102.
Grants and Donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Volunteer Help	The value of any voluntary help is not included in the accounts.
Income from interest	This is included in the accounts when receivable.

2.2 EXPENDITURE AND LIABILITIES

Resources Expended	Expenditure and liabilities are recognised in the period to which they relate.
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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

Governance Costs Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. This includes cost of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Support Costs Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute a direct charitable activity. Support costs include administration functions such as accounting, payroll, and IT.

2.3 FUNDS All incoming and outgoing resources are allocated to the fund to which they relate.

Unrestricted Funds Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees.

Restricted Funds Restricted funds are those funds where the donor has placed a restriction of use that is narrower than the general objects of the charity.

2.4 ASSETS

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £250. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Depreciation of fixed assets is provided at the rates shown below so as to write off their costs over their expected useful life, as follows:

	<u>Rate</u>	<u>Basis</u>
Equipment	20% p.a.	Straight line

BRETTON COMMUNITY PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 3 - ANALYSIS OF INCOME

	Unrestricted Funds £	Restricted Funds £	Total This Year £	Total Last Year £
A1 Donations				
Donations and gifts	5	-	5	1,740
Grants from government/other charities	-	1,200	1,200	-
Total Donations	5	1,200	1,205	1,740
A2 Charitable Activities				
Nursery Education Funding	230,201		230,201	233,547
Local Authority Funding	13,741		13,741	19,490
Fees from Parents	23,982		23,982	20,345
Other Income	659		659	2,174
Total charitable Activities	268,583	-	268,583	275,556
A3 Other Trading Activities				
Fundraising	481	-	481	856
Total Trading Activities	481	-	481	856
A4 Income from Investments				
Interest Income	1,887	-	1,887	880
			-	
Total Income from Investments	1,887	-	1,887	880
A5 Separate material items of income				
	-		-	
Total Separate Material Items of Income	-	-	-	-
A6 Other				
	-	-	-	-
Total Other	-	-	-	-
TOTAL INCOME	270,956	1,200	272,156	279,032

NOTE 4 - ANALYSIS OF RECEIPTS OF GOVERNMENT GRANTS/OTHER CHARITIES

No government grants were received in the reporting period.

£1,200 was received from Bretton Parish Council for a mud kitchen, bikes and other equipment for the outside area.

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 5 - ANALYSIS OF EXPENDITURE

B1 Expenditure of Raising funds	Unrestricted Funds £	Restricted Funds £	Total £	Prior year £
Fundraising Expenses	69	0	69	129
Total Expenditure Raising funds	69	0	69	129
B2 Expenditure on Charitable Activities				
<u>Direct Charitable Activities</u>				
Wages including PAYE and Pensions	195,720	0	195,720	184,149
Other Staff Costs	2,280	0	2,280	3,919
Preschool Resources & Activities	5,030	570	5,600	6,918
Premises	24,463	0	24,463	22,111
Consumables	4,523	0	4,523	4,352
Other costs	2,725	0	2,725	4,489
Bank Charges	193	0	193	203
Depreciation	1,809	0	1,809	1,238
<u>Support Costs</u>				
Professional Fees	11,394	0	11,394	9,437
Administration	6,633	0	6,633	6,529
<u>Governance</u>				
Governance	137	0	137	129
Total Charitable Activities	254,907	570	255,477	243,474
B3 Other Trading Activities				
	0	0	0	0
Total Trading Activities	0	0	0	0
B4 Separate Material Item of Expense				
	0	0	0	0
Total Separate Material Items of Income	0	0	0	0
B5 Other				
	0	0	0	0
Total Other	0	0	0	0
TOTAL EXPENDITURE	254,976	570	255,546	243,603

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 6 - DETAILS OF CERTAIN ITEMS OF EXPENDITURE

Note 6.1 - Fees for Examination of the accounts

	This Year £	Last Year £
Independent examiner's fees	105	105
Assurance services other than audit or independent examination	0	0
Tax advisory fees	0	0
Other fees paid to independent examiner, e.g. financial advice, consultancy, accountancy services)		0
Total	105	105

NOTE 7 – PAID EMPLOYEES

Note 7.1 – Staff Costs

	This Year £	Last Year £
Salaries and Wages	178,499	168,797
Social Security Costs	13,182	11,641
Workplace Pension Costs	4,039	3,711
Other employee Benefits	0	0
Total	195,720	184,149

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

Note 7.2 – Average Head Count in the Year

	This Year No	Last Year No
Charitable Activities	15	15

BRETTON COMMUNITY PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 8 – TANGIBLE FIXED ASSETS

Cost or Valuation	Preschool Equipment £
At the beginning of the year	6,190
Additions	2,853
Disposals	0
At end of the year	9,043
At beginning of the year	1,729
Disposals	0
Depreciation	1,809
At end of the year	3,538
Net book value at the beginning of the year	4,462
Net book value at the end of the year	5,505

NOTE 9 – DEBTORS AND PREPAYMENTS

	This Year £	Last Year £
Fees from Parents	39	97
Prepayments/Accrued income	1,902	1,812
Totals	1,941	1,909

There are no debtors recoverable in more than 1 year included in the above figures.

NOTE 10 – CASH AT BANK AND IN HAND

	This Year £	Last Year £
HSBC Current	129,423	125,512
HSBC Savings	98,801	96,913
Petty Cash	142	62
Totals	228,366	222,487

NOTE 11 – CREDITORS AND ACCRUALS

	This Year £	Last Year £
Trade creditors	2,310	2,158
Accruals and deferred income	5,716	15,304
PAYE / NI Contributions	768	918
HSBC Credit Card	214	284
Totals	9,008	18,664

There are no creditors payable in more than 1 year included in above figures.

BRETTON COMMUNITY PRESCHOOL

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NOTES TO THE ACCOUNTS

For the Period 1st August 2023 to 31st July 2024

NOTE 12 – TRANSACTIONS WITH TRUSTEES AND RELATED PARTIES

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or related entity.

No trustee expenses have been incurred.

This independent examiner's report relates to the accounts of

BRETTON COMMUNITY PRESCHOOL

Charity Commission Registered No: 1055385

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2024.

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 the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:  Date 30/10/24

Mark Ruffles & Co
4 Baron Court
Werrington
Peterborough
PE4 7ZE

Professional Qualification: FCA