



# Trustees' Annual Report for the period

		Period start date		Period end date		
<b>From</b>	01	09	2020	<b>To</b>	31	08 2021

## Section A Reference and administration details

**Charity name** Chipstead Pre School

**Other names charity is known by**

**Registered charity number (if any)** 1055601

**Charity's principal address**

Peter Aubertin Hall

Elmore Road

Chipstead, Surrey

**Postcode** CR5 2SE

### Names of the 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)
1	Shelley Bray	Chairperson		Pre School committee
2	Katie Burrows	Treasurer		
3	Alexis Marz	Secretary		
4	Samantha Rogers	Committee Officer		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre School Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by majority committee vote

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To provide local parents with high quality, affordable and flexible childcare.  
To encourage each child to be an individual, within a safe, supportive and stimulating environment.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

As a long established local pre school, we have been of benefit to local families, providing a warm and welcoming setting for both parent and child.  
The pre school is committed to safeguarding and promoting the welfare of children and expects all staff, committee members and volunteers to share this commitment.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

The pre school held an open morning and invited all local families to attend.

The pre school children are all involved in the Chipstead Village Flower Show held in July each year. We run a tombola stall for fundraising and the children submit craft items into classes in the main marquee.

We aim to keep costs as low as possible and one way this is achieved is through fundraising. We hold Christmas and Easter raffles, a tombola at the Flower Show and a sponsored obstacle course day for the children.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The reserve account currently contains enough to pay staff redundancy and also to enable the pre school to cover restart up costs in the event of a fire, etc.  
The reserve is able to cover fees for a hardship fund, children with special educational needs and one to one supervision.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Shelley Bray	
<b>Full name(s)</b>	Shelley Bray	
<b>Position (eg Secretary, Chair, etc)</b>	Current Chair	
<b>Date</b>	01/02/2022	

CHIPSTEAD PRE-SCHOOL PLAYGROUP  
BALANCE SHEET AS AT 31 AUGUST 2021

	2021 £	2021 £	2020 £	2020 £
FIXED ASSETS				
Equipment, at net book value		298		397
CURRENT ASSETS				
Bank - CAF Current account	32,514		33,367	
Bank - CAF Gold account	30,351		30,349	
Other debtors	420		-	
	<u>63,285</u>		<u>63,716</u>	
CURRENT LIABILITIES				
Creditors and accruals	632		220	
	<u>632</u>		<u>220</u>	
		<u>62,652</u>		<u>63,496</u>
NET ASSETS		<u>62,950</u>		<u>63,893</u>

Represented By:

ACCUMULATED FUND

Surplus brought forward	63,893	54,476
Surplus for the year	<u>- 943</u>	<u>9,417</u>
Surplus carried forward	<u>62,950</u>	<u>63,893</u>

Approved

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Rachel O'Leary  
Chairperson

\_\_\_\_\_  
Samantha Rogers  
Administrator

Date

## CHIPSTEAD PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 AUGUST 2021

	2021 £	2021 £	2020 £	2020 £
<u>Income</u>				
Fees				
Direct	35,157		14,796	
Surrey County Council Fees	<u>47,669</u>		<u>64,104</u>	
		82,826		78,900
Fundraising				
Raffle	723		806	
Obstacle Course	-		76	
Flower Show	-		55	
Photographs	23		-	
Sweatshirts	70		407	
Other	<u>87</u>		<u>-</u>	
		903		1,344
Other Income				
Grant received	-		3,742	
Interest	3		46	
Other income	<u>-</u>		<u>39</u>	
		3		3,828
TOTAL INCOME		<u>83,732</u>		<u>84,072</u>
<u>Expenditure</u>				
Operational Costs				
Salaries	66,265		62,021	
Pension costs	1,935		1,952	
Fees	260		202	
Rent	9,550		5,000	
Equipment	1,537		375	
Insurance	585		560	
Training	105		260	
Consumables	801		1,009	
Stationery	588		596	
Depreciation	99		132	
Petty Cash - Consumables	483		1,131	
Advert	60		60	
Bank Charges	84		60	
Accountancy	246		270	
Telephone	84		155	
Fencing	750			
Other	<u>462</u>		<u>496</u>	
		83,893		74,278
Fundraising				
Flower Show	-		55	
Sweatshirts	644		149	
Other	<u>137</u>		<u>173</u>	
		781		378
TOTAL EXPENDITURE		<u>84,675</u>		<u>74,656</u>
(DEFICIT)/SURPLUS FOR THE YEAR		<u>- 943</u>		<u>9,416</u>



## **Independent Examiner's report Chipstead Pre-School Playgroup**

I report on the accounts for Chipstead Pre-School Playgroup for the year ended 31 August 2021 which are set out on page 1  
Charity number 1055601

### **Respective responsibilities of trustee and independent examiner**

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 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the accounts, and seeking explanations from the management committee 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 accounts.

### **Independent examiner's 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
  - to keep accounting records in accordance with section 130 of the 2011 Act; orto prepare accounts which accord with these accounting records 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.

Signed:

Date: 21/3/2022

Richard Bell  
13 Santana Close  
Heath End  
Farnham  
Surrey  
GU9 0LD