



# Trustees' Annual Report for the period

Period start date		Period end date		
From	01	09	2023	To 31 08 2024

## 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	Katie Burrows	Chairperson		Pre School committee
2	Sean Clare	Treasurer		
3	Chanelle Kesta	Secretary		
4	Samantha Rogers	Committee Officer		
5	Rose Page	Fundraising		
6	Steph O'Shea	Fundraising		
7	Kerry Barrett	Fundraising		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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

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

**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

Signature(s) Katie Burrows

Full name(s) Katie Burrows

Position (eg Secretary, Chair, etc) Current Chair

Date 13/03/2025

CHIPSTEAD PRE-SCHOOL PLAYGROUP  
BALANCE SHEET AS AT 31 AUGUST 2024

	2024 £	2024 £	2023 £	2023 £
FIXED ASSETS				
Equipment, at net book value		125		167
CURRENT ASSETS				
Bank - CAF Current account	33,436		45,630	
Bank - CAF Gold account	31,430		30,671	
Other debtors	-		140	
	<u>64,865</u>		<u>76,441</u>	
CURRENT LIABILITIES				
Creditors and accruals	549		385	
	<u>549</u>		<u>385</u>	
		<u>64,316</u>		<u>76,057</u>
NET ASSETS		<u>64,442</u>		<u>76,224</u>

Represented By:

ACCUMULATED FUND

Surplus brought forward	76,224	64,039
Surplus for the year	<u>(11,782)</u>	<u>12,185</u>
Surplus carried forward	<u>64,442</u>	<u>76,224</u>

Approved

_____	Katie Burrows Chairperson
_____	Samantha Rogers Administrator

Date

## CHIPSTEAD PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 AUGUST 2024

	2024 £	2024 £	2023 £	2023 £
<u>Income</u>				
Fees				
Direct	12,394		12,161	
Surrey County Council Fees	<u>75,671</u>		<u>81,003</u>	
		88,065		93,164
Fundraising				
Raffle	631		921	
Obstacle Course	560		115	
Flower Show	-		532	
Photographs	314		290	
Sweatshirts	539		356	
Other	<u>374</u>		<u>21</u>	
		2,418		2,236
Other Income				
Interest	863			391
Other income	<u>400</u>		<u>-</u>	
		1,263		
TOTAL INCOME		<u>91,746</u>		<u>95,792</u>
<u>Expenditure</u>				
Operational Costs				
Salaries	83,874		67,395	
Pension Costs	2,790		1,947	
Fees	172		263	
Rent	7,845		7,800	
Equipment	2,039		588	
Fencing Repairs	560		-	
Insurance	763		672	
Training	235		78	
Consumables	608		542	
Food Vouchers	195		-	
Stationery	1,036		531	
Depreciation	42		56	
Petty Cash - Consumables	796		1,913	
Advert	192		60	
Bank Charges	61		61	
Accountancy	316		30	
Telephone	116		102	
Other	<u>426</u>		<u>539</u>	
		102,066		82,578
Fundraising				
Obstacle Course	-		79	
Flower Show	-		70	
Sweatshirts	648		363	
Other	<u>814</u>		<u>517</u>	
		1,462		1,029
TOTAL EXPENDITURE		<u>103,528</u>		<u>83,607</u>
(DEFICIT)/SURPLUS FOR THE YEAR		<u>(11,782)</u>		<u>12,185</u>

## **Independent Examiner's report**

I report on the accounts for the Chipstead Pre-School Playgroup for the year ended 31<sup>st</sup> August 2024 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; or
  - to 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.

Richard Bell  
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Heath End  
Farnham  
Surrey  
GU9 0LD

20/4/2025