

# Shoreham Village



## Pre-School

### **Chair's Report 2022/23**

**22nd November 2023**

#### **Introduction**

At Shoreham Village Pre-School, we pride ourselves in providing a happy, secure yet stimulating environment for your children. Our location within the school ground and in the village community mean we are able to access fantastic resources such as Speller's Wood where we provide our "fun in the woods" sessions and the children become involved with all sorts of aspects of village life like the Village Fete.

We would like to thank the amazing team, from Mrs Michelle, who puts her heart and soul into the Pre-School, superbly supported by her team, Ms Helen and Miss Chelsey. Our children love them, remember them and learn so much in their early year within their care.

As a charity we rely on the generosity of time and efforts from a wide range of volunteers, including the Pre-School Committee. My thanks go out to the Pre-School Committee members and all those parents, carers and community members, in addition, who have given their time to fix things, donate things, and do things to support the Pre-School. At a challenging time for all early years care settings, we must make the most of having such a great community around us. Thank you.

#### **Highlights of the year 2022-23**

It's been a good year, with several fundraising activities, some significant repairs and improvements within the Pre-School but no staffing changes.

Key highlights:

- The children were involved in a sponsored bike ride around the playground. Much fun was had by all, on whatever wheels they wanted. The sponsored ride raised £188.20.

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- There was the annual Halloween trail around the village. This is enjoyed by Pre-School and older siblings alike.
- Pre-School participated in the Shoreham summer music festival and held a sports day, between them raising £440.65
- Some significant repairs were carried out updating and redecorating the bathrooms and storage areas.

### Financial overview

You can find detailed information in the Treasurer's report. Key figures in summary:

- Fixed assets - £5,286
- Cash - £15,754
- Total assets less liabilities - £22,000

### Key challenges this year

- **Funding** - We have had a good year with lots of small fundraising activities, which fund essential improvements and maintenance for Pre-School such as the bathroom revamp. It is critical that we have the ongoing support from parents and carers as well as the committee to raise funds through great events, as well as look for future opportunities for grants.
- **Lease Renewal** – The building was due a lease renewal in 2020. This was raised by KCC 2023. We negotiated a lease renewal with a small increase to £450/annum. This will increase in line with RPI % increase from Oct 2025. At this stage we are working to finalise a 10 year agreement with KCC.

### Plans for 2023-4

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Looking to the year ahead we discussed the need to attract more children to join Pre-School. There were suggestions of advertising in the Monday morning Baby Group at the village hall as well as putting a poster up at Spring House, where many mother and baby classes take place. (Action – Stephanie Dennehy)

We also agreed to set up a Facebook page for Pre-School, again to try to attract potential families and expand enrolment.

There are several fundraising events planned for the year ahead, with the aim of funding new bikes and trikes, supporting on-going repairs and maintenance and additional play area equipment. This includes Shoreham Pre-School co-organising the Shoreham Village Fete June 2024.

### **Committee appointments 2023/4**

All vital roles are currently filled and confirmed they were happy to continue in role for the year ahead.

Chair – Sarah Fraser

Treasurer – Dan Chaplin

Secretary – Rhianna Watts

Committee member – Stephanie Dennehy

**AOB** – none

### **Final words**

In my first year as Chair it has been a pleasure to support the amazing team at Pre-School. Funding is always going to be challenging for a small village Pre-School setting such as ours, but we have a great reputation, for good reason, and play an

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essential role at the heart of the village. Raising money and ensuring we continue with a steady stream of enrolment will be important. With the support from parents and carers and others in the community, we can continue to keep this wonderful setting that gives our children such a nourishing start in their learning journey.

**Sarah Fraser**

Shoreham Village Pre-School Committee Chair

# Balance Sheet

## Shoreham Village PreSchool

As at 31 August 2023

31 AUG 2023

### Fixed Assets

#### Tangible Assets

Equipment - Sizeable Toys	678.91
Fixtures and fittings	6,910.86
Less Accumulated Depreciation on Equipment - Sizeable Toys	(403.91)
Less Accumulated Depreciation on Fixtures and fittings	(4,243.05)
Less Accumulated Depreciation on Office Equipment	(1,377.97)
Less Accumulated Depreciation on Playground fittings	(34,201.55)
Office Equipment	2,279.01
Playground fittings	35,644.00
<b>Total Tangible Assets</b>	<b>5,286.30</b>

<b>Total Fixed Assets</b>	<b>5,286.30</b>
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### Current Assets

#### Cash at bank and in hand

GBP PayPal	260.39
Lloyds - Business Instant	10,273.32
Lloyds - Treasurers account	5,148.99
<b>Total Cash at bank and in hand</b>	<b>15,682.70</b>

Accounts Receivable	1,130.50
Prepayments	1,329.12
Suspense - Paypal Control a/c	143.94
<b>Total Current Assets</b>	<b>18,286.26</b>

### Creditors: amounts falling due within one year

Accruals	1,195.62
PAYE and NIC Payable	500.87
Wages Payable - Payroll	0.20
<b>Total Creditors: amounts falling due within one year</b>	<b>1,696.69</b>

<b>Net Current Assets (Liabilities)</b>	<b>16,589.57</b>
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<b>Total Assets less Current Liabilities</b>	<b>21,875.87</b>
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<b>Net Assets</b>	<b>21,875.87</b>
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### Capital and Reserves

Current Year Earnings	2,907.27
Retained Earnings	18,968.60
<b>Total Capital and Reserves</b>	<b>21,875.87</b>

# Profit and Loss

## Shoreham Village PreSchool For the year ended 31 August 2023

2023

### Turnover

Fundraising - Other	997.35
Grants and Donations	53.00
KCC Funding - Extended	7,876.11
KCC Funding - FF2	4,805.67
KCC Funding - Universal	33,664.16
Parental Fee Payments	26,174.04
Parental Snack Income	1,590.46
Uniform Sales	195.00
<b>Total Turnover</b>	<b>75,355.79</b>

<b>Gross Profit</b>	<b>75,355.79</b>
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### Administrative Costs

Audit & Accountancy fees	842.40
Bank Fees	212.95
Cleaning	1,721.54
Depreciation Expense	1,609.51
Equipment and consumables	3,776.70
Insurance	440.54
Interest Paid	(54.07)
Light, Power, Heating	1,827.50
Miscellaneous purchases	149.78
Pensions Costs	991.68
Rent	398.54
Salaries	58,307.41
Snack purchases	857.14
Staff Training	493.00
Subscriptions	452.58
Telephone & Internet	421.32
<b>Total Administrative Costs</b>	<b>72,448.52</b>

<b>Operating Profit</b>	<b>2,907.27</b>
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<b>Profit on Ordinary Activities Before Taxation</b>	<b>2,907.27</b>
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<b>Profit after Taxation</b>	<b>2,907.27</b>
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From: Rhianna Watts  
Sent: 21 October 2024 19:24  
To: Shoreham Village Preschool Office  
Cc: Daniel Chaplin; Sarah Fraser; Michelle Philbrick  
Subject: Re: finances 2022-2023

Hello

Yes sure. Thanks

Do we want to use the finances to generate a business / finance plan to help moving forward - set a budget for different areas of spending / set aside £ for maintenance / a sinking fund etc?

May help work out % of spending going to each area and a rough idea of what comes in year on year etc.

Bw

Rhianna

Sent from my iPhone

On 19 Oct 2024, at 16:09, Shoreham Village Preschool Office wrote:

Hello again, just looking to get this finalised.

Rhianna – are you ok with the explanations on the items you'd flagged? Sarah – could you share your chairs report?

Thanks,

Dan

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From: Daniel Chaplin  
Sent: 03 October 2024 13:22  
To: Rhianna Watts; Shoreham Village Preschool Office; Sarah Fraser ; Michelle Philbrick  
Subject: RE: finances 2022-2023

Hi Rhianna, thanks for a thorough review again, I've gone through the red items in the sheet and an explanation for each is below:

1. On the main expenditure discrepancy around salaries, pensions and HMRC, due to the way these are reported the three overall should align as the HMRC costs are withing the 814 salaries code and the pensions shown on the accounts is the employer contributions whereas the amount transferred to NEST includes employee contributions which we debit at source. In addition there is approx. £500 accrued against this HMRC as the payment for this was made in the following financial year, this then balances out these amounts.
2. On bank charges – these are the PayPal transaction costs and are charged against each transaction, these are only seen on the PayPal statement so there is not an invoice/bill for these.
3. Interest paid – this is actually a credit from the interest on our savings account so again no invoice/bill.
4. The item showing as miscellaneous mainly covers the hire of the village hall.
5. On the yellow items this looks to be how costs have been split across various invoices for snack, cleaning and equipment in your review vs. the accounts themselves.

Hope all that makes sense, let me know if any other queries.

Sarah – could I get a copy of your chairs report for September 2023 and then I can get all this uploaded to the charity commission.

Thanks,  
Dan

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From: Rhianna Watts  
Sent: 01 October 2024 16:04  
To: Shoreham Village Preschool Office; Sarah Fraser; Michelle Philbrick  
Subject: finances 2022-2023

Hi all,

Apologies for the delay with this - I have been through the finances for 2022-2023 and I think they look okay. As with the last lot, I generated a spreadsheet to sort so assuming the relatively minor differences in overall figures reflect errors in allocating invoices etc to areas.

Dan - would you mind checking it over to see if it makes sense to you. I have highlighted the differences in yellow again. I think it is okay to be submitted if you can make sense of the minor differences, and everyone is in agreement.

Best wishes  
Rhianna