

**ST PETERS FURZE PLATT LITTLE FISHES PRESCHOOL**

**REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2024**

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## **TRUSTEES ANNUAL REPORT**

*FOR THE YEAR ENDED 31 AUGUST 2024*

### **LEGAL & ADMINISTRATIVE**

|                    |  |
|--------------------|--|
| Trading Name:      | The charity trades under the abbreviation Little Fishes Preschool                                      |
| Charity Number:    | 1070343  |
| Principal Address: | Furze Platt War Memorial Hall, 75 Furze Platt Road, Maidenhead, Berkshire, SL6 7NG (at 31 August 2023) |
| Trading Address:   | Furze Platt War Memorial Hall, 75 Furze Platt Road, Maidenhead, Berkshire, SL6 7NG                     |

### **TABLE OF TRUSTEES:**

| NAME             | OFFICE     | DATE APPOINTED<br>(if during 2023/24) | DATE RESIGNED<br>(if during 2023/24) |
|------------------|------------|---------------------------------------|--------------------------------------|
| Hannah Redman    | Chair      |                                       |                                      |
| Rob Harris       | Vice Chair |                                       |                                      |
| Nicky Freemantle | Secretary  |                                       |                                      |
| Tim Eldridge     | Treasurer  |                                       |                                      |
| Lizzie Stone     |            |                                       | 19/12/2023                           |
| Emma Olorenshaw  |            |                                       | 02/04/2024                           |
| Charlotte Gage   |            |                                       |                                      |
| Lilian McKie     |            | 17/10/2023                            |                                      |
| Darlene Davies   |            | 21/05/2024                            |                                      |
| Daniella Lovejoy |            | 21/05/2024                            |                                      |

### **GOVERNING DOCUMENT:**

The Charity is governed by the procedures laid down in its Constitution. This was initially adopted on 13 May 1998. Amendments have been made and approved by the Preschool Committee and Parochial Church Council, at the AGMs held on 5 May 2010 and 17 October 2017.

### **OBJECTIVES OF THE CHARITY:**

1. To enhance the development and education of children under statutory school age, primarily within the parish of Furze Platt.
2. To promote and encourage Christian and British Values.

### **STRUCTURE AND MANAGEMENT:**

The charity is run by a management committee of voluntary trustees who receive no remuneration or benefits for the work they undertake in managing the Preschool. The Trustees are mostly drawn from parents of children who attend or have attended the Preschool in the recent past.

## **REVIEW OF THE FINANCIAL AFFAIRS AND ACTIVITIES**

1. Overview:

There was a deficit after fundraising of £8,600 compared to a deficit of £19,708 in 2022/23. This shift is mainly due to increased fundraising, slightly higher child numbers, additional grant income and less grant expenditure compared to the previous year. The deficit itself is due to the 1<sup>st</sup> autumn funding payment arriving a day early (i.e. in the previous year).

2. Direct Income:

RBWM continue to provide most of the income to the Preschool based on predetermined Government funding rates. In addition to this funding, parents pay session fees for those children who are not eligible for funding due to their age or additional hours attended. The session fees payable by parents remained the same at £6.25 per hour, with each session lasting 3.75 hours. Four sessions a week enable all children to achieve their full 15-hour entitlement from the Government. Average pupil NOR (numbers on roll) for the year were 31 (28 in 2022/23), with 37 at the end of Summer term.

3. Direct Costs:

The total direct costs fell from £108,381 in 2022/23 to £104,747 in 2023/24. The Preschool's main costs are staff costs and rent. This year staff costs increased by £1,584, mainly due to wage increases to align with the National Living Wage increase (around 9.7%). The rent cost was £13,174, compared to £12,277 last year due to an increase in hourly rate.

4. Grants

The Committee successfully applied for the Spoore, Merry and Rixman grant of £1,350 and the Marsh Meadow Trust grant of £750 in 2023/24, both to be used for resources for the children. These were both received in the summer term and will be carried forward and spent in 2024/25.

5. Fundraising:

Fundraising is an essential part of the Preschool's income and has served to reduce the final deficit by £3,520 which is £1,956 more than 2022/23. This increase is due to a £1,000 donation from GR.IT Consultancy, as well as a very successful summer fair which raised £983. Other notable fundraising events include the "Teddy toddle" sponsored event which raised £386, a mini Christmas fair which raised £388 a popup shop of donated household goods which raised £203. There were also £180 in parental contributions, which is similar to last year. Funds are used to supplement the Preschool's main direct costs including salaries, rent, and the purchase of new equipment and resources.

6. New Equipment:

The Preschool spent £2,728 during the year on equipment and resources, compared to £6,750 in 2022/24, mostly due to higher utilisation of grants last year for big purchases. The spending this year included £947 on play resources, £527 on sand and water play, £318 on arts and crafts, £304 on learning resources and £148 on outdoor play resources. These were partly funded by the Early Years Pupil Premium and partly by grants carried forward from 2022/23.

7. Payments to Trustees:

The following trustees were paid as part of their employment at Little Fishes:

- a. Lilian McKie as Preschool Manager
- b. Charlotte Gage as Business Manager
- c. Darlene Davies as Deputy Preschool manager
- d. Daniella Lovejoy as Practitioner

No further payments have been made to Trustees during the year.

8. Deposits:

The Preschool returned all refundable deposits held upon a child's enrolment. After parental consent, some deposits were retained as a parental contribution (£180). Deposits held relating to children who had not yet started totalled £100.

9. Children's Entertainment:

In the summer term, Hartbeeps visited the Preschool to provide parties for the children, at a cost of £100.

10. Accounting Policies:

The Accounts have been prepared under the historical cost convention, in accordance with:

applicable accounting standards; the Statement of Recommended Practice, 'Accounting and Reporting by Charities', issued in March 2005; and the Charities Act 2011. The trustees have reviewed the reserves and deemed that they are adequate for cover the event of the closure of the preschool if required.

11. Employees:

There were 7 permanent members of staff employed for the year, with 1 fixed term contract employee joining during the summer term to cover maternity leave.

## **THANKS**

Thank you as always to the whole of the staff team for all their hard work, dedication, and willingness to do whatever is needed to make Little Fishes the much-loved preschool that it is. This year has continued to be difficult with the additional challenges caused by the change in preschool manager and the team have gone above and beyond to ensure that the pupils could continue their journey at Little Fishes, with their wellbeing always being paramount.

A massive thanks to Lilian McKie (Preschool Manager), Darlene Davies (Deputy Manager), and to Charlotte Gage (Business Manager), who have showed excellent resilience and commitment in running the Preschool.

We were ably supported throughout the year by the Early Years team from RBWM. We appreciate and thank you for your expertise, experience, and commitment.

Special thanks go to the Hall's administrator, Iris Yui, and the wider team for all their work in maintaining and refurbishing to provide the best venue for Little Fishes.

St Peter's Church has remained a close partner of the Preschool. Thank you to Sandy Young in the church office for her assistance, and to the congregation of St Peter's who continue to support the Preschool.

Little Fishes would like to provide special thanks to the following organisations for their kindness and understanding in providing the Preschool with grants and donations which were invaluable this year:

- GR.IT Consultancy for their generous donation of £1000 as well as their time and services
- The Little Nook Gift Shop in Bourton-on-the-water for donation of their stock, which made us just over £200
- Marsh Meadows trust for the £750 grant
- The Spoore, Merry and Rixman Foundation for the £1350 grant



Final thanks go to the Committee, parents, and other community stakeholders for their constant support of the Preschool, be it organising or attending fundraising events or promoting the Preschool.

**INDEPENDENT EXAMINER**

The Preschool is required under the Charities Act of 2011 to have an Independent examination of its accounts. This year we owe thanks to Louise Axford for her review of the financial statements.

**DECLARATION**

The Trustees have approved the report.

|   |   |
|---|---|
| <b>Signed:</b><br> | <b>Signed</b><br> |
| <b>Name:</b> Tim Eldridge   | <b>Name:</b> Rob Harris   |
| <b>Position:</b> Treasurer  | <b>Position:</b> Vice Chair of Trustees   |
| <b>Date:</b> 13/6/2025  | <b>Date:</b> 13/06/2025   |

## **INDEPENDENT EXAMINER'S REPORT**

*TO THE TRUSTEES OF ST PETER'S FURZE PLATT LITTLE FISHES PRESCHOOL*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the financial year ended 31 August 2023, which are set out on pages 9 to 11.

### **RESPONSIBILITIES AND BASIS OF THE REPORT**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning 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 STATEMENT**

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:

- accounting records were not kept in accordance with section 130 of the Act, or;
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

|                               |   |
|-------------------------------|---|
| Signed: <i>Kirstie Walker</i> | Date: 29/04/2025                              |
| Name: Kirstie Walker          | Address: 7 Litton Gardens<br>Oakley, RG23 7JS |



## STATEMENT OF FINANCIAL ACTIVITIES

| <b>Financial Statement for the Year Ended 31 August 2024</b> |        |                              |                     |                              |                     |
|--|--------|------------------------------|---------------------|------------------------------|---------------------|
| <b>Income and Expenditure Account</b>                        |        |                              |                     |                              |                     |
|  |        | <b>Cash Accounting</b>       |                     | <b>Cash Accounting</b>       |                     |
|  |        | <b>1 Sep 23 to 31 Aug 24</b> |                     | <b>1 Sep 22 to 31 Aug 23</b> |                     |
|  |        | <b>FY 23/24</b>              |                     | <b>FY 22/23</b>              |                     |
|  |        | £                            | £                   | £                            | £                   |
| <b>Direct Income</b>   |        |                              |                     |                              |                     |
| RBWM funding   |        | 84,238.08                    |                     | 79,852.29                    |                     |
| Session Fees   |        | 6,768.91                     |                     | 8,823.45                     |                     |
| Deposits   |        | 100.00                       |                     | -                            |                     |
| Grants   | Note 4 | 2,100.00                     |                     | 500.00                       |                     |
| Bank Interest  |        | 436.59                       |                     | 112.37                       |                     |
| <b>Total Receipts</b>  |        |                              | <b>93,643.58</b>    |                              | <b>89,288.11</b>    |
| <b>Direct Costs</b>  |        |                              |                     |                              |                     |
| Staff Costs  |        | (85,216.92)                  |                     | (83,633.21)                  |                     |
| Agency Worker Costs  |        | -                            |                     | (1,476.32)                   |                     |
| Rent   |        | (13,173.75)                  |                     | (12,276.55)                  |                     |
| Professional Services & Subscriptions                        |        | (1,566.96)                   |                     | (1,101.53)                   |                     |
| Arts & Crafts, Cooking                                       |        | -                            |                     | (201.01)                     |                     |
| School Equipment & Resources                                 | Note 3 | (2,727.65)                   |                     | (6,749.57)                   |                     |
| Telephone & Internet   |        | (615.61)                     |                     | (431.73)                     |                     |
| Admin & Stationery   |        | (9.99)                       |                     | (329.80)                     |                     |
| IT Software & Consumables                                    |        | (384.91)                     |                     | (367.91)                     |                     |
| Marketing  |        | (98.80)                      |                     | (326.32)                     |                     |
| Recruitment  |        | -                            |                     | (960.18)                     |                     |
| Staff Training   |        | (652.56)                     |                     | (359.62)                     |                     |
| Staff Uniform  |        | (300.00)                     |                     | (167.11)                     |                     |
| <b>Total Direct Costs</b>                                    |        |                              | <b>(104,747.15)</b> |                              | <b>(108,380.86)</b> |
| <b>Contribution of Fees to Overheads</b>                     |        |                              | <b>(11,103.57)</b>  |                              | <b>(19,092.75)</b>  |
| <b>Overheads</b>   |        |                              |                     |                              |                     |
| Refreshments, Consumables & Cleaning                         |        | (517.56)                     |                     | (695.26)                     |                     |
| Childrens Entertainment, Trips & Gifts                       |        | (137.54)                     |                     | (350.83)                     |                     |
| IT Hardware  |        | -                            |                     | (297.60)                     |                     |
| Staff & Committee Gifts, Outings                             |        | (119.99)                     |                     | (176.04)                     |                     |
| Miscellaneous  |        | -                            |                     | -                            |                     |
| Petty Cash   | Note 5 | (240.86)                     |                     | (659.57)                     |                     |
| <b>Total Overheads</b>                                       |        |                              | <b>(1,015.95)</b>   |                              | <b>(2,179.30)</b>   |
| <b>Surplus / (Deficit) before Fundraising</b>                |        |                              | <b>(12,119.52)</b>  |                              | <b>(21,272.05)</b>  |
| <b>Fundraising</b>   |        |                              |                     |                              |                     |
| Fundraising Income   |        | 4,548.60                     |                     | 1,962.30                     |                     |
| Fundraising Expenditure                                      |        | (1,028.97)                   |                     | (398.52)                     |                     |
| <b>Total Net Fundraising</b>                                 | Note 2 |                              | <b>3,519.63</b>     |                              | <b>1,563.78</b>     |
| <b>Surplus / (Deficit) after Fundraising</b>                 |        |                              | <b>(8,599.89)</b>   |                              | <b>(19,708.27)</b>  |
| <b>Balance b/f</b>   | Note 1 | <b>68,274.66</b>             |                     | <b>87,982.93</b>             |                     |
| Current Account c/f  |        | 27,394.38                    |                     | 36,430.86                    |                     |
| Savings Account c/f  |        | 32,280.39                    |                     | 31,843.80                    |                     |
| <b>Balance c/f</b>   |        | <b>59,674.77</b>             |                     | <b>68,274.66</b>             |                     |
|  |        |                              | <b>(8,599.89)</b>   |                              | <b>(19,708.27)</b>  |

## NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

| <b>Financial Statement for the Year Ended 31 August 2024</b> |                    |                    |                   |                  |
|--|--------------------|--------------------|-------------------|------------------|
| <b>Notes to the Income and Expenditure Account</b>           |                    |                    |                   |                  |
| <b>Note 1: Cash &amp; Bank Balance</b>                       | <b>1 Sep 24</b>    | <b>31 Aug 24</b>   | <b>Movement</b>   |                  |
| Barclays Current Account                                     | 36,430.86          | 27,394.38          |                   |                  |
| Barclays Savings Account                                     | 31,843.80          | 32,280.39          |                   |                  |
| <b>Total Balance Per Cashbook</b>                            | <b>68,274.66</b>   | <b>59,674.77</b>   | <b>(8,599.89)</b> |                  |
| <b>Note 2: Fundraising</b>                                   | <b>Income</b>      | <b>Expenditure</b> | <b>Net</b>        |                  |
| Amazon Smile   | -                  | -                  | -                 |                  |
| Bags 2 School  | 96.80              | -                  | 96.80             |                  |
| Charitable Donation  | 1,000.00           | -                  | 1,000.00          |                  |
| Christmas Cards  | 22.00              | -                  | 22.00             |                  |
| Christmas Decorations  | -                  | -                  | -                 |                  |
| Christmas Fair/Raffle/Auction                                | 673.20             | (280.00)           | 393.20            |                  |
| Church Services (Harvest, Nativity, Easter)                  | 38.50              | (30.00)            | 8.50              |                  |
| Easter Egg Trail / Easter Raffle                             | 162.40             | (60.00)            | 102.40            |                  |
| Easy Fundraising   | 22.76              | -                  | 22.76             |                  |
| Gift Aid   | -                  | -                  | -                 |                  |
| Ice Cream sales  | -                  | -                  | -                 |                  |
| Parental Contribution  | 180.00             | -                  | 180.00            |                  |
| Popup shop   | 242.90             | (40.00)            | 202.90            |                  |
| Pre-School Uniform & Bags                                    | 18.00              | -                  | 18.00             |                  |
| School Photograph  | -                  | -                  | -                 |                  |
| Scoot-athon / Sports day                                     | 91.60              | (40.15)            | 51.45             |                  |
| Smartie Tubes  | 67.65              | (15.30)            | 52.35             |                  |
| Summer Fair/Raffle/Auction                                   | 1,546.79           | (563.52)           | 983.27            |                  |
| T Towel  | -                  | -                  | -                 |                  |
| Teddy Toddle   | 386.00             | -                  | 386.00            |                  |
| <b>Total Net Fundraising</b>                                 | <b>4,548.60</b>    | <b>(1,028.97)</b>  | <b>3,519.63</b>   |                  |
| <b>Note 3: School Equipment &amp; Resources</b>              | <b>Expenditure</b> |                    |                   |                  |
| 4 tier wooden rack   | 12                 |                    |                   |                  |
| Arts and Crafts  | 318.2              |                    |                   |                  |
| Changing mat   | 27.85              |                    |                   |                  |
| First Aid  | 71.35              |                    |                   |                  |
| Gazebo   | 79.99              |                    |                   |                  |
| Learning resources   | 304.2              |                    |                   |                  |
| Office resources   | 128.12             |                    |                   |                  |
| Play resources   | 946.92             |                    |                   |                  |
| Sensory resources  | 43.47              |                    |                   |                  |
| Outdoor play resources                                       | 148.19             |                    |                   |                  |
| Indoor Climbing Frame  | 119.99             |                    |                   |                  |
| Sand and water play  | 527.37             |                    |                   |                  |
| <b>Total School Equipment &amp; Resources</b>                | <b>2,727.65</b>    |                    |                   |                  |
| <b>Note 4: Grant Expenditure</b>                             | <b>B/F</b>         | <b>Received</b>    | <b>Utilised</b>   | <b>Remaining</b> |
| RBWM 2 yr Grant  | 5,000.00           | -                  |                   | 5,000.00         |
| Marsh Meadows Trust  | 43.89              | 750.00             |                   | 750.00           |
| Spoore, Merry and Rixman                                     | -                  | 1,350.00           |                   | 793.89           |
| <b>Total Grant Expenditure</b>                               | <b>5,043.89</b>    | <b>2,100.00</b>    | -                 | <b>6,543.89</b>  |
| <b>Note 5: Petty Cash</b>                                    | <b>Starting</b>    | <b>Movement</b>    | <b>Retained</b>   |                  |
| Petty Cash Float   | 340.00             |                    |                   |                  |
| Milk Rebate  |                    | -                  |                   |                  |
| Snack  |                    | 76.79              |                   |                  |
| Admin / Postage / Stationery                                 |                    | 14.60              |                   |                  |
| Arts / Crafts / Equipment                                    |                    | 107.59             |                   |                  |
| Refreshments / Consumables                                   |                    | 30.38              |                   |                  |
| Staff Presents   |                    | -                  |                   |                  |
| Fundraising  |                    | -                  |                   |                  |
| Miscellaneous  |                    | 11.50              |                   |                  |
| <b>Total Petty Cash</b>                                      | <b>340.00</b>      | <b>(240.86)</b>    | <b>99.14</b>      |                  |