

ALPINGTON & YELVERTON PRESCHOOL

TRUSTEES REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2023

ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

Trustees Annual Report

Reference and Administration Details

Charity's principal address

The Village Hall, Church Road, Alington, Norwich, Norfolk, NR14 7NU.

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for the whole year
Doro Barnes		Resigned 1 November 2022
Ben Warminger		Resigned 1 November 2022
Charlotte Dixon		Resigned 1 November 2022
Emma Stevens		Resigned 1 November 2022
Suzi Whiting		
Laila Goodbody		
Jen Cushing		
Amy Allman	Chair	
Sarah Heelas	Treasurer	Appointed 1 November 2022
Laura Sneddon		Appointed 1 November 2022
Joanne Barlow		Appointed 1 November 2022

Structure, Governance and Management

Description of the charity's trusts:

Type of governing document	Constitution dated 20 May 1998
How the charity is constituted	Association
Trustee selection methods	Elected by members

Objectives and Activities

The aim of the Charity is to advance the education of children below compulsory school age in Alington & Yelverton.

When planning the activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit. In particular, The Trustees have sought to:

- (a) provide safe and satisfying group play in which parents have the right to take part; and
- (b) encourage other charitable activities through which parents may help children.

Trustee Responsibilities

The Trustees are accountable for the overall safety and wellbeing of the children as well as managing staff. They are also responsible for the overall running of the Preschool and ensuring that any monies received are managed and controlled effectively to meet the objectives of the Preschool.

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Risk Management and Reserves

The Trustees seek to maintain good governance across the organisation and to operate within best practice. The Trustees aim to hold sufficient cash in reserve at any time to enable the organisation to fulfil its objects and to meet any unforeseen expenditure that may fall due. At 31 August 2023 the organisation held cash funds amounting to £4,865.58. The Trustees consider that the position is precarious to continue the support of the Preschool in future years and this is being attempted to be addressed with a drive to increase numbers, assess staff hours and a push for fundraising.

Achievements and Performance

During Autumn term we had a repeat of mouse gate in the toy cupboard, but due to the swift action by the Cottontails staff the damage this time round was nowhere near as bad as before. Thank you to the village hall for ensuring that the issue was dealt with quickly and safely. There have been no further mouse sightings for now.

Steph joined the team, after Alice resigned from her position as deputy manager. Steph has been an absolute ray of sunshine and is a true asset to the team bringing her positivity and smile in to work with her every day!

Cottontails' life started to feel a bit frantic towards the later part of 2023, Jasmin was going on maternity leave and we needed to find a new manager! After many tears, tantrums and a few sleepless nights, along came the lovely Lizzy! Thank you Lizzy for being a true superstar. You have been with us only a short time, however you are developing and growing Cottontails making it an even more wonderful setting. Personally I am enjoying the small changes you have made so far, the newsletter is fab and you have such a proactive way of working, which the committee adore!

Cottontails got Wifi – Jo did lots of research and found a charity that got us the best deals and managed the installation. I know this was not an easy job, so thank you for tirelessly working and liaising with the village hall, BT and everyone else to ensure the process was smooth(ish). We cannot thank you enough for making this happen, and we will be forever grateful.

Staff have continued to show their dedication to Cottontails, always ensuring above anything else the utmost care of the children. Thank you for your time in sprucing up the garden, creating wish-lists and spending your days covered in flour, shaving foam and snot! We appreciate you ladies so much. Again thank you for your patience through some uncertain times.

Fundraising and recruiting more committee members must be our focus for this year.

Financial Review

Overview

The accounts which have been prepared on a receipts and payments basis show a net deficit for the year of £5,644.97 (2022: surplus £3,386.08).

Fees and Funding

Fees and funding have increased over the two years now that confidence has been restored following Coronavirus. Numbers were lower in September and increased throughout the year.

Fundraising

Our fundraising income increased during the year due to Easter and Christmas fundraising together with a Tropic event.

Wages

Wages costs decreased by approximately 3% this year.

Rent

Full rent was paid during the year as the Preschool was open all year. The hourly rate charged by the Village Hall remained at £10 per hour.

Food, Snacks and Drinks

The contributions from parents have been included as income this year rather than netted off the expenditure.

Petty Cash

There were no transactions in cash during the year and the balance in cash is zero.

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Declaration

The Trustees declare they have approved the Trustee's Report above.

Signed on behalf of the Charity's Trustees:

Signature 

Date 17.06.2024

Full Name SARAH HEELAS

Position Treasurer

ALPINGTON & YELVERTON PRESCHOOL

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Independent Examiner's Report to the Trustees of Alington & Yelverton Preschool

I report on the accounts of the Preschool for the year ended 31 August 2023 which are set out on pages 6 and 7.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the Accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 disclosure in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

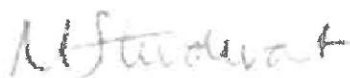
(a) which gives me reasonable cause to believe that in, any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act, and
- to prepare accounts which accord with the accounting records and comply with the account requirements of the Charities Act;

have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature



Date

24 May 2024

Name

Nicola Sturdivant

Address

Greenacres
Church Road,
Little Ellingham
NR17 1JN

**Professional
Qualification**

MAAT

ALPINGTON & YELVERTON PRESCHOOL
Charity Number : 1072330

Statement of Financial Activities for the Year Ended 31 August 2023

	Unrestricted £	Restricted £	TOTAL £	2022 £
Receipts				
Fees from parents	20,135.58	-	20,135.58	9,986.00
Gross fundraising proceeds	1,624.56	-	1,624.56	1,704.83
Donations	25.44	-	25.44	10,471.41
Government voucher funding	32,235.12	-	32,235.12	37,677.99
Grants	-	-	-	3,750.00
Deposits	330.00	-	330.00	240.00
Uniform sales	-	-	-	-
Craft and snack income	421.50	-	421.50	207.5
Interest received	1.62	-	1.62	0.34
Total Receipts	54,773.82	-	54,773.82	64,038.07
Payments				
Wages	45,411.59	-	45,411.59	47,050.85
Rent	9,554.89	-	9,554.89	8,972.65
Courses and training	455.00	-	455.00	627.00
Office expenses	263.86	-	263.86	566.89
Postage, stationery and telephone	527.84	-	527.84	339.08
Publicity	-	-	-	-
Annual subscriptions	530.74	-	530.74	181.68
Insurance	666.88	-	666.88	630.96
Bookkeeping	770.70	-	770.70	698.94
School uniform	122.59	-	122.59	-
Cleaning equipment	250.59	-	250.59	216.99
Toys and equipment	-	174.24	174.24	276.26
Art and craft materials	191.55	65.46	257.01	185.90
Food, snacks and drinks	727.03	-	727.03	360.44
Fundraising expenses	243.30	-	243.30	106.00
Other expenses	462.53	-	462.53	438.35
Total Payments	60,179.09	239.70	60,418.79	60,651.99
Net Receipts / (Payments)	(5,405.27)	(239.70)	(5,644.97)	3,386.08
 Cash Funds brought forward	 9,748.62	 761.93	 10,510.55	 7,124.47
Cash Funds carried forward	4,343.35	522.23	4,865.58	10,510.55

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Statement of Assets and Liabilities at 31 August 2023

	Unrestricted	Restricted	TOTAL
	£	£	£
Cash Funds			
Santander – current account	(458.13)	522.23	64.10
Santander – high interest deposit account	4,801.48	-	4,801.48
Petty cash	-	-	-
	<u>4,343.35</u>	<u>522.23</u>	<u>4,865.58</u>

Assets Retained for the Charity's Own Use

The majority of assets held are toys and equipment, including a computer for use by the children and a digital camera and printing equipment for recording key moments for the children's learning stories. There is also a lockable filing cabinet containing staff records, past financial records etc.

Liabilities

The preschool owes £874.71 to HM Revenue and Customs in respect of Paye deducted from wages at 31 August 2023.