

# **ALPINGTON & YELVERTON PRESCHOOL**

## **TRUSTEES REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2024**

# 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   |
|----------------|-----------------|---|
| Suzi Whiting   |                 | Resigned 28 <sup>th</sup> February 2024 |
| Laila Goodbody |                 |   |
| Jen Cushing    |                 | Resigned 28 <sup>th</sup> February 2024 |
| Amy Allman     | Chair           |   |
| Sarah Heelas   | Treasurer       |   |
| Laura Sneddon  |                 |   |
| Joanne Barlow  |                 | Resigned 28 <sup>th</sup> February 2024 |
|                |                 |   |
|                |                 |   |
|                |                 |   |
|                |                 |   |

### 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.

# **ALPINGTON & YELVERTON PRESCHOOL**

**Charity Number : 1072330**

## **Trustees Annual Report**

### **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 2024 the organisation held cash funds amounting to £9,409.34. 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**

First and foremost, a huge thank you to our incredible staff team. Your dedication, creativity, and tireless enthusiasm continue to make Cottontails a warm, nurturing, and stimulating environment for every child who walks through our doors. Whether it's through imaginative play, thoughtful learning activities, or quiet moments of support, your work makes a lasting impact on the children and families we serve. The joy, resilience, and curiosity we see in the children every day are a testament to your hard work.

This year has brought with it both new opportunities and challenges, and I'm proud to say our team has met each one with professionalism, passion, and adaptability.

To our committee members, thank you for your invaluable support behind the scenes. As a community-led preschool, we rely heavily on your time, commitment, and expertise. Whether you've helped with fundraising, governance, staffing, maintenance, or events, your contributions have ensured the smooth running of our setting and helped lay the groundwork for our continued success. Your collaborative spirit and shared vision are what help Cottontails thrive.

Together, we've celebrated wonderful events, invested in new resources, and continued to develop our preschool in line with the children's needs and interests. From our festive celebrations to outdoor learning initiatives, these shared moments have strengthened our sense of community and created lasting memories for our families.

### **Financial Review**

#### **Overview**

The accounts which have been prepared on a receipts and payments basis show a net surplus for the year of £4,543.76 (2023: deficit £5,644.97).

#### **Fees and Funding**

Fees and funding have increased. Numbers were lower in September and increased throughout the year.

#### **Fundraising**

Our fundraising income decreased during the year.

**Wages**

Wages costs decreased by approximately 4% 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.

**Petty Cash**

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

**ALPINGTON & YELVERTON PRESCHOOL**  
**Charity Number : 1072330**

**Trustees Annual Report**

**Declaration**

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

Signed on behalf of the Charity's Trustees:

Signature

Date

Full Name

Position

# **ALPINGTON & YELVERTON PRESCHOOL**

**Charity Number : 1072330**

## **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 accounting 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

Name

Address

Professional Qualification

# ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

## Statement of Financial Activities for the Year Ended 31 August 2024

|                                   | Unrestricted<br>£ | Restricted<br>£ | TOTAL<br>£       | 2023<br>£         |
|-----------------------------------|-------------------|-----------------|------------------|-------------------|
| <b>Receipts</b>                   |                   |                 |                  |                   |
| Fees from parents                 | 17,306.00         | -               | 17,306.00        | 20,135.58         |
| Gross fundraising proceeds        | 338.20            | -               | 338.20           | 1,624.56          |
| Donations                         | 326.12            | -               | 326.12           | 25.44             |
| Government voucher funding        | 63,681.40         | -               | 63,681.40        | 32,235.12         |
| Maternity pay provision           | 7,539.51          | -               | 7,539.51         | -                 |
| Deposits                          | 180.00            | -               | 180.00           | 330.00            |
| Craft and snack income            | 235.00            | -               | 235.00           | 421.50            |
| Interest received                 | 22.11             | -               | 22.11            | 1.62              |
| <b>Total Receipts</b>             | <b>89,628.34</b>  | <b>-</b>        | <b>89,628.34</b> | <b>54,773.82</b>  |
| <b>Payments</b>                   |                   |                 |                  |                   |
| Wages                             | 69,879.94         | -               | 69,879.94        | 45,411.59         |
| Rent                              | 9,695.44          | -               | 9,695.44         | 9,554.89          |
| Courses and training              | 281.00            | -               | 281.00           | 455.00            |
| Office expenses                   | 330.50            | -               | 330.50           | 263.86            |
| Postage, stationery and telephone | 858.50            | -               | 858.50           | 527.84            |
| Annual subscriptions              | 295.00            | -               | 295.00           | 530.74            |
| Insurance                         | 706.33            | -               | 706.33           | 666.88            |
| Bookkeeping                       | 817.25            | -               | 817.25           | 770.70            |
| School uniform                    | 42.48             | -               | 42.48            | 122.59            |
| Cleaning equipment                | 292.61            | -               | 292.61           | 250.59            |
| Toys and equipment                | 183.07            | -               | 183.07           | 174.24            |
| Art and craft materials           | 84.88             | -               | 84.88            | 257.01            |
| Food, snacks and drinks           | 776.91            | -               | 776.91           | 727.03            |
| Fundraising expenses              | 256.60            | -               | 256.60           | 243.30            |
| Other expenses                    | 584.17            | -               | 584.17           | 462.53            |
| <b>Total Payments</b>             | <b>85,084.58</b>  | <b>-</b>        | <b>85,084.58</b> | <b>60,418.79</b>  |
| <b>Net Receipts / (Payments)</b>  | <b>4,543.76</b>   | <b>-</b>        | <b>4,543.76</b>  | <b>(5,644.97)</b> |
| Cash Funds brought forward        | 4,343.35          | 522.23          | 4,865.58         | 10,510.55         |
| Cash Funds carried forward        | 8,887.11          | 522.23          | 9,409.34         | 4,865.58          |

## ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

### Statement of Assets and Liabilities at 31 August 2024

|   | Unrestricted<br>£ | Restricted<br>£ | TOTAL<br>£     |
|---|-------------------|-----------------|----------------|
| <b>Cash Funds</b>                         |                   |                 |                |
| Santander – current account               | 3,945.63          | 522.23          | 4,467.86       |
| Santander – high interest deposit account | 4,941.48          | -               | 4,941.48       |
| Petty cash                                | -                 | -               | -              |
|   | <hr/> 8,887.11    | <hr/> 522.23    | <hr/> 9,409.34 |

#### 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

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# **ALPINGTON & YELVERTON PRESCHOOL**

## **TRUSTEES REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2024**

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**Trustees Annual Report**

**Declaration**

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Signed on behalf of the Charity's Trustees:

Signature

Date

Full Name

Position

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Signature

Date

Name

Address

Professional Qualification

# ALPINGTON & YELVERTON PRESCHOOL

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## ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

### Statement of Assets and Liabilities at 31 August 2024

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| Petty cash                                | -                 | -               | -              |
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# ALPINGTON & YELVERTON PRESCHOOL

Charity Number : 1072330

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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 18.7.25

|                               |                   |         |  |
|-------------------------------|-------------------|---------|--|
| Name                          | Nicola Sturdivant | Address | Greenacres<br>Church Road<br>Little Ellingham<br>Norfolk<br>NR17 1JN |
| Professional<br>Qualification | MAAT              |         |  |