



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 January 2021	To	31 December 2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address   
  
  
 Postcode

### 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	Sarah Webb	Chair		
2	Emma Frost	Secretary		
3	Justine Wells	Treasurer		
4	Avril Doyle			
5	Julianty Noble			
6	Rev Kevin Mills		From July 2021	
7	Camilla Foyle		From July 2021	
8	Laura Devine		From Sept 2021	
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)**

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Appointed

**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.

--

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the charity is to provide a Pre-School to facilitate educational, physical, social and spiritual development of children under statutory school age by:

- offering appropriate educational and recreational facilities
- actively promoting the virtues of the Christian faith affiliating to and furthering the aims of the Preschool Learning Alliance

**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)**

**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**

Continued to provide pre-school education to 43 children aged between 2 and 5 years old.

We were open for 39 weeks of the year, five mornings a week.

Continued to provide training to all staff.

The charity continues to support itself in non-profit making ways, fundraising to provide additional equipment for the preschool.



## Section E Financial review

Brief statement of the charity's policy on reserves

The reserves policy is retain sufficient funds to cover the operational costs of the preschool for a term. £17,500 is held in reserve.

Details of any funds materially in deficit

Nil

### 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.

Government funding is the prime source of funding for the children that are 3 years old and parental fees for those under 3 years old.

The preschool currently holds just over £60,000. Of this £17,500 is held in reserves, £12,000 is proposed for a new canopy, £6,000 was an advance of the Spring 2022 grant, a donation of £1000 will be made to church towards costs of improvements to the hall to reduce the noise and £400 in rent. This leaves £23,000 unallocated. This is higher than expected and is partly due to not having to pay rent for the 5 terms that the preschool was in a temporary building, which we had previously built up reserves to pay. At the end of the academic year, which is a year on from being back in our permanent premises, it is proposed to review the resources / equipment that the Ark has and assess what additional / new resources the Ark require.



## Section F Other optional information

The preschool moved back into its permanent premises in September 2021.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah Webb	Justine Wells
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

17.7.22

## **Treasurer's Report on the Accounts for the Period 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021**

Attached is the Summary Statement of Receipts and Payments for the financial year 1<sup>st</sup> January to 31<sup>st</sup> December 2021.

### **Overview**

The Ark current and deposit accounts are held with HSBC. The balance in the current account as of the 31<sup>st</sup> December 2021 was £35,437.30 (compared with £23,493.40 at the end of 2020). The amount held in the deposit account was £24,903.10 (compared with £24,900.64 at the end of 2020).

### **Details**

The summary of accounts shows payments of £50,519.90, an increase in spending of £5,334 and receipts of £62,466.26, an increase of £12,995. Overall there was surplus of £11,946.

### **Receipts**

- Grant payments were comparable to previous years. There was a considerable increase in income from children paying fees. This was due to having a higher number of under 3s attending the setting. There were also a higher number of sessions attended in the Autumn Term than in previous years. The preschool remained open during the Covid-19 restrictions which meant the preschool did not lose income during 2021.
- The donations that the Ark received were higher than in previous years. Part of this was due to the fact that normal fundraising events were able to be held during the year whereas they were cancelled due to Covid-19 restrictions in 2020.
- Receipts from events now include the cost of the Christmas party and photographs. The commission received was included in the donations.

### **Payments**

- Staff costs were higher than previous years due to the preschool being fully open during 2021 and lunch clubs being offered. Also due to the higher children numbers an additional member of staff was required to maintain a good staff / child ratio. The staff also worked additional hours to relocate the preschool from Wellington College back to Crowthorne Baptist Church.
- Staff training was resumed in 2021 after being put on hold during the Covid – 19 restrictions in 2020. A part of the expense was a deposit for first aid training due in 2022.
- Membership Fees / subscriptions were lower due to not having to pay additional Ofsted fees because of operating from alternative premises.

The additional income generated during 2021, approximately £12,000, will be put towards installing a canopy over the outdoor space which will enable the children to utilise more of the outdoor area for more of the year and provide screening from flats that overlook the site. This is planned for 2022. This is subject to Crowthorne Baptist Church approval.\*

In terms of our rental agreement with Crowthorne Baptist Church, when we became tenants we agreed that in recognition of the favourable rates of rent we pay them, we would consider an additional payment based on our financial status at the end of our financial year (December). An additional payment of £400 will be paid to the church in 2022.

### Reserves

The reserves policy of the Ark Pre-School is that we should retain sufficient funds to cover staff costs for a term (approximately £17,500).

The preschool currently holds just over £60,000. Of this £17,500 is held in reserves, £12,000 is proposed for a new canopy, £6,000 was an advance of the Spring 2022 grant, a donation of £1000 will be made to church towards costs of improvements to the hall to reduce the noise and £400 in rent. This leaves £23,000 unallocated. This is higher than expected and is partly due to not having to pay rent for the 5 terms that the preschool was in a temporary building. At the end of the academic year, which is a year on from being back in our permanent premises, it is proposed to review the resources / equipment that the Ark has and assess what additional / new resources the Ark require.

These accounts have been assessed by Ian Burrow as designated independent assessor and signed off by him on the 16<sup>th</sup> April and are subject to approval at the AGM in 2022.

\* It was decided in May 2022 that due to escalating costs of the installation of the canopy that this project is now cancelled.

*SR Webb*

Sarah Webb  
Chairperson  
The Ark Pre-school

17.7.22

*Justine Wells*

11th July 2022

Justine Wells  
Treasurer  
The Ark Pre-school




# The ARK PreSchool


## Summary Accounts for the Period 1st January to 31st December 2021

			2021	2020
Balance Brought Forward			48,394.04	44,108.92
	Held in	Current Account	1st Jan 2021	23,493.40
		Deposit Account	1st Jan 2021	24,900.64
Payments	Salaries		45,485.41	40,111.45
	Income Tax/NI		310.03	594.93
	Running Expenses		3,088.22	3,182.38
	Training		200.00	0.00
	Rent		370.00	0.00
	Uniforms		60.19	58.88
	Insurance		297.16	579.59
	Membership Fees/Subscriptions		165.00	200.00
	Equipment		0.00	0.00
	Donations spent		2.82	0.00
	Events		412.72	366.32
	Publications		92.40	92.40
	Miscellaneous		35.95	0.00
			<u>50,519.90</u>	<u>45,185.95</u>
Receipts	Grant Payments		39,230.84	36,161.36
	Fees		22,060.00	12,244.70
	Nursery Milk		0.00	37.26
	Bank Interest (Deposit Account)		2.46	22.95
	Donations		641.56	250.00
	Events		420.00	597.50
	Uniform		111.40	51.65
	Training		0.00	0.00
	Miscellaneous		0.00	105.65
			<u>62,466.26</u>	<u>49,471.07</u>
Surplus / Loss	Surplus		11,946.36	4,285.12
Balance Carried Forward			<u>60,340.40</u>	<u>48,394.04</u>
Bank Balances	Current Account	31st Dec 2021	35,437.30	
	Deposit Account	31st Dec 2021	<u>24,903.10</u>	
	Total		<u>60,340.40</u>	

Signature

Date

  
 17.7.22  
 Sarah Webb  
 Chairperson  
 The Ark Preschool

  
 11th July 2022  
 Justine Wells  
 Treasurer  
 The Ark Preschool





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Ark Pre-school

**On accounts for the year  
ended**

December 31<sup>st</sup> 2021

**Charity no  
(if any)**

1073525

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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

**Independent  
examiner's 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**

*Ian Burrow*

**Date:**

16/04/2022

**Name:**

Ian John Burrow

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

44 Chaucer Rd

Crowthorne

RG45 7QN

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE