



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01 Sept 2021 Period start date To 18 Oct 2022 Period end date

Charity name: Micheldever and Stratton Pre School

Charity registration number: 1076656

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Pre-School's aim is to provide excellent care and education which meets the needs and aspirations of the families in the community it serves within the terms of its constitution. More specifically it has identified medium and long-term goals as follows:</p> <ul style="list-style-type: none">- to develop staff pedagogy and raise qualifications in line with government guidelines;- to develop the learning opportunities for all children by developing the outdoor area and extending opportunities for those with special educational needs;- to raise the profile of the setting within the wider local community;- to strengthen the management structure of the setting;- to ensure the preschool is financially sustainable;- to continue to improve the flexibility of the sessions offered by the setting thereby meeting the needs of parents.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Since it was established in 1999 the Pre-School has grown considerably in size and is very well regarded both by the parents who use it and the local community. Its core strength is its links with parents and the wider community in which it operates. A majority of the staff live within the local area and are part of the local community, cementing the strong links with the parents and children. The local community is highly valued by those who live in it and this is reflected in the preschool and the support that it enjoys. The Pre-School also has a strong active committee of parents.</p> <p>The Pre-School ensures that all children in the local area, whatever their race, culture, religion, means or ability, can benefit from our services. We have no catchments area.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All trustees have full regards to the guidance on public benefits issued by the Charity Commission.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Over the year the main focus has been on consolidating changes introduced in previous years namely:</p> <ul style="list-style-type: none"> - weekly dance sessions with a specialist teacher - regular cooking opportunities with the children - a calendar of events involving parents and their children <p>A shed was put up at over the summer to store some of the outdoor equipment. The Pre School intends to put up fencing in the near future to increase the outdoor space available to children.</p> <p>The pandemic restricted the fundraising that could take place but now the Pre School intends to resume activities once more.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity maintains a Reserve Policy which is updated annually. We aim to hold reserves sufficient to fulfil our financial obligations in the event of closure and to give a maximum of a term and a halves notice of closure. Reserve funds are held in a separate bank account and topped up when appropriate.
Amount of reserves held	Para 1.22	£22,828
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In 2021-22 Early Years Education funding made up around half of our income with the rest coming from parents. We also received a substantial sustainability grant from Hampshire County Council.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Our biggest current risk is our ability to attract children to the pre-school due to challenging demographics. This is compounded by difficulty in staff recruitment and retention.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected annually at AGM in September/ October

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		The preschool is managed by a voluntary committee of trustees made-up of parents of the preschool children. The activities of the preschool are run by a remunerated Pre-School leader and a team of remunerated staff. A remunerated administrator is employed to produce administrative assistance and consistency in an organisation where the committee can change on an annual basis.

Reference and Administrative details

Charity name	Micheldever and Stratton Pre School
Other name the charity uses	
Registered charity number	1076656
Charity's principal address	Warren Centre, Andover Rd, Micheldever Station, Winchester, SO21 3AR

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	Sam Smith	Chair		
2	Ruth Jeffrey	Treasurer		
3	Emily Clark	Secretary	Elected 18.10.22	
4	Marcus Mann			
5	Ben Bell		Elected 18.10.22	
6	Chris Ham		Elected 18.10.22	
7	Amelia Prescott	Secretary	1.9.21 - 17.10.22	
8	Meila Roy			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

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

Signed on behalf of the charity's trustees

Signature(s).

	
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Full name(s)

Samantha Smith

Position (eg Secretary,
Chair, etc)

Chair

Date

18/10/2022

Micheldever & Stratton Pre School**Receipts and Payments Account for the year ended 31 August 2022**

Cash book balance brought forward at 01.09.21

£31,733.99

from Statement of Assets and Liabilities 2021

	Unrestricted	Restricted
RECEIPTS		
Fees & Deposits from Parents	£29,135.11	
EYE Funding	£30,233.29	
Fundraising	£179.91	
Grants	£5,099.00	
Donations	£50.00	
Interest	£3.67	
Other	£96.35	
<i>Total Receipts</i>	<i>£64,797.33</i>	<i>£64,797.33</i>
		<u><u>£96,531.32</u></u>

	Unrestricted	Restricted
PAYMENTS		
Premises	£9,863.54	
Wages	£44,293.78	
Pensions	£1,386.26	
Bills (inc Insurance)	£1,663.76	
Classes	£1,182.00	
Consumables	£1,488.65	
Equipment	£143.40	
Fundraising	£0.00	
Training	£855.20	
Other	£19.50	
<i>Total Payments</i>	<i>£60,896.09</i>	<i>-£60,896.09</i>

Cash book carried forward at 31-08-22

£35,635.23**Statement of Assets & Liabilities at Year end 31 August 2022**

Cash Funds

Current Account - bank balance	£12,807.15
Less cheques not cleared	£0.00
Deposit Account	£22,828.08

£35,635.23

Other Monetary Assets

None

Investment Assets

None

Liabilities

None

Assets retained for the Charity's own use

Various

Signature

Print name

Date

Signed by the Chair of the Committee

A handwritten signature in blue ink, appearing to be 'SSM', is written over the signature line.

Samantha Smith

10th October 2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Micheldever & Stratton Pre-school

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1076656

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2022.

**Responsibilities and
basis of 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.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 28/06/23

Name:

Meila Roy

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

Address:

7 Canada Cottages, Overton Road, Micheldever Station,

Winchester, Hampshire

SO21 3AN

Only complete if the examiner needs to highlight 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.

Micheldever & Stratton Pre-School/



Reserve Policy

Statement of intent

We recognise that planning and financial management are important for the future financial security of our setting. This reserve policy will assist committee members when planning and budgeting. We will publish this policy in our annual report as is legally required by the Charity Commission.

Aim

1. To ensure that we can provide a consistent level of service protecting against unforeseen losses to income or increases in expenses.
2. To ensure that our liabilities can be met should our setting need to close.

Method

We hold regular committee meetings to make decisions about the current and future management of the setting.

At each meeting of the committee the Treasurer shall normally present an up to date written statement of accounts. All decisions made by the committee should be made in view of the current financial situation of the setting and the required reserves.

We will aim to build and maintain a reserve of £29,000, approximately one and a half terms income.

The committee will annually review this reserve level to ensure that it will meet the following:

- Statutory redundancy liability for all staff.
- Pay for the notice period required to be given to staff.
- Outstanding holiday pay entitlement for staff.
- Outstanding bills such as premises rent.

In addition this reserve will include a small contingency to cover a temporary shortfall, for example due to low children numbers in the Autumn term.

Key points about charity reserves:

- Charity law requires any income received by a charity to be spent within a reasonable period of receipt. Trustees should be able to justify the holding of income as reserves.
- Reserves are that part of a charity's unrestricted income funds that is freely available to spend.
- Where the trustees have a reserves policy, this policy must be set out in the trustees' annual report.
- If the trustees have not set a reserves policy, this should be stated in the trustees' annual report.
- A good reserves policy takes into account the charity's financial circumstances and other relevant factors.
- It is good practice to monitor the level of reserves held throughout the year.
- It is good practice to keep the reserves policy under review to ensure it meets a charity's changing needs and circumstances.

This policy was adopted at a meeting of Micheldever & Stratton Pre-school Committee

Held on 18th October 2022

Signed on behalf of the Management Committee

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a final sharp stroke.

Chair of Management Committee: Samantha Smith

Date of next review: October 2023