



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2020      Period start date  
To 31/08/2021      Period end date

**Charity name: Cuckoo Meadow Pre-School**

**Charity registration number: 1077815**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance development and education of children under school age. <ul style="list-style-type: none"><li>- Offering play, education and care facilities.</li><li>- Encouraging study of the needs of children and their families.</li><li>- Adhering to aims of Pre-School Learning Alliance.</li></ul>
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	Cuckoo Meadow offer high quality early years childcare to the local community. It has excellent links to the local primary school and collaborates frequently with the village community. It supports national charities e.g. Children in Need. Trustees have over-riding duty to act lawfully and in the best interests of the charity and its beneficiaries. They are responsible for the effective running of the charity to further its charitable aims.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's public benefit guidance

## 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	During the time period specified, Cuckoo Meadow Pre-School ran morning and afternoon supervised pre-school session for children aged 2-4years, reaching 21 children for the 38 week school year.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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	See attached accounts
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To hold six months running costs which equates to £58,593.47 at the end of August 2021. This meets fluctuations in receipts or payments. It also covers unforeseen financial circumstances.
Amount of reserves held	Para 1.22	£58, 593.47
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
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	
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	
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
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	<p>Not less than two weeks before the date of the Next Annual General Meeting of the Pre-School at which the election of elected Committee members will take place, each member shall be sent a form which any member wishing to stand as candidate for election to the committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.</p> <p>At the AGM, the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a max of 12 elected Committee members in total.</p>

### 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		

## Reference and Administrative details

Charity name	Cuckoo Meadow Pre-School
Other name the charity uses	
Registered charity number	1077815
Charity's principal address	Rathbone Pavilion Church Road North Waltham Basingstoke, Hants RG25 2BL

### **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	Joanne Harman		October 2017 - present	
2	Fiona Cotterell		October 2017 - present	
3	Hayley Thomas	Chair	October 2019 - present	
4	Sarah Austin	Secretary	October 2018 - present	
5	Julie Masefield	Treasurer	October 2014 - present	
6	Claire Angell		October 2017 - present	
7	Sarah Prickett		October 2020 – present	
8	Arabella Laxton		October 2020 - present	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Fiona Cotterell & Jo Harman, Joint Managers

## 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)		
Full name(s)	Sarah Prickett	
Position (eg Secretary, Chair, etc)	Chair	
Date		

**CUCKOO MEADOW PRE-SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDING 31ST AUGUST 2021**

Charity Number 1077815



**CUCKOO MEADOW PRE-SCHOOL**

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# CUCKOO MEADOW PRE-SCHOOL

## CHARITY INFORMATION

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**Trustees**

Hayley Thomas - co-chair  
Claire Angell - co-chair  
Julie Masefield - treasurer  
Sarah Prickett  
Sarah Austin  
Arabella Laxton  
Jo Harman  
Fiona Cotterell

**Charity registration number**

1077815

**Charity address**

Rathbone Pavilion  
Church Road  
North Waltham  
Basingstoke  
Hampshire  
RG25 2BL

**Independent Examiner**

Sarah Butler  
Little Miss Bookkeeper Limited  
58 Knight Street  
Basingstoke  
Hampshire  
RG21 8AX

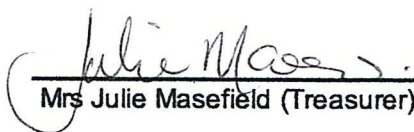
**Bankers**

Santander  
Bootle  
Merseyside  
G1R 0AA

Signed on behalf of the Trustees



Hayley Thomas (Chair)

  
Mrs Julie Masefield (Treasurer)

**Cuckoo Meadow Pre-School**  
**Receipts and Payments Account**  
**for the Period 1st September 2020 to 31st August 2021**

		2021	2020
<b><u>INCOME</u></b>			
Grants - Hampshire County Council		43,990 ✓	61,272
Fees	Note 2 ✓	14,404 ✓	7,099
Fundraising	Note 3 ✓	1,898 ✓	3,155
Donations		5 ✓	536
Sale of uniform		246 ✓	167
Gift Aid		0	185
Bank Interest		287 ✓	348
Other	Note 4	1,010 ✓	651
		61,839	73,413
<b><u>EXPENDITURE</u></b>			
<b><u>Charitable Expenditure</u></b>			
Rent		5,248 ✓	5,782
Staff Salaries	Note 5	51,719 ✓	62,520
Training		0	445
Nursery Consumables & Classroom Supplies		657 ✓	567
Management and Administration Costs	Note 6	3,509 ✓	2,988
Other Costs	Note 7	875 ✓	803
		(62,007)	(73,106)
<b><u>Costs of Generating Funds</u></b>			
Fundraising costs	Note 8	97 ✓	298
		(97)	(298)
		(62,104)	(73,404)
TOTAL surplus of Expenditure Over Income	Note 1	-266	9

There were no other gains and losses during the year apart from the Income and Expenditure shown.

All funds held are unrestricted and available to be applied in furtherance of Cuckoo Meadow Pre-School's charitable objectives at the discretion of the Trustees.

**Cuckoo Meadow Pre-School**  
**Notes to the Financial Statements**  
**for the Period Ended 31st August 2021**

	<u>2021</u> £	<u>2020</u> £
<b>1. BALANCE OF ACCOUNTS</b>		
Santander Business Account - balance as at 1st September 2020	15,622	17,145
Santander Business Account - balance as at 1st September 2020	58,306	57,959
Petty cash in hand - balance as at 1st September 2020	1,284	134
Accruals and prepayments	<u>0</u>	<u>0</u>
Total Funds Held at the Start of the Year	75,212	75,238
TOTAL surplus of Income Over Expenditure	-266	9
TOTAL FUNDS HELD as at the 31st August 2020	<u><u>74,946</u></u>	<u><u>75,247</u></u>
<b>Represented by:</b>		
Santander Business Account - balance as at 31st August 2021	14,377	15,622
Santander Business Account - balance as at 31st August 2021	58,593	58,306
Petty cash in hand - balance as at 31st August 2021	1,976	1,319
Accruals and prepayments	<u>0</u>	<u>0</u>
TOTAL FUNDS HELD as at the 31st August 2021	<u><u>74,946</u></u>	<u><u>75,247</u></u>
<b>2. FEE INCOME</b>		
Fees invoiced	14,354	6,999
Deposits taken	50	100
	<u><u>14,404</u></u>	<u><u>7,099</u></u>
<b>3. FUNDRAISING INCOME</b>		
Paypal Giving Fund	165	0
Easter Raffle	374	0
Your School Lottery	310	0
Sale of Hand Sanitizer	177	0
Dinosaur Raffle	129	0
Amazon Smile	76	0
Sale of Christmas Cards	132	304
Quiz Night	0	1,647
Teddy Bear Auction	0	108
Nativity (including fund match)	0	370
Clothing collection commission	536	652
Easyfundraising commission	0	75
	<u><u>1,898</u></u>	<u><u>3,155</u></u>
<b>4. OTHER INCOME</b>		
Parental Donations	1,010	645
Sale of water bottles	0	6
	<u><u>1,010</u></u>	<u><u>651</u></u>



**Cuckoo Meadow Pre-School**  
**Notes to the Financial Statements**  
**for the Period Ended 31st August 2021**  
**(continued)**

	<u>2021</u>	<u>2020</u>
	£	£
<b>5. STAFF SALARIES</b>		
Gross Salaries	48,267	57,867
Employers National Insurance Contributions	0	706
Workplace Pension Contributions: Employee	2,016	2,256
Employer	1,436	1,692
	<u>51,719</u>	<u>62,520</u>
<b>6. MANAGEMENT AND ADMINISTRATION COSTS</b>		
Administration (printing/photocopying/office supplies/new laptop)	1,226	401
Website costs - including redesigning in 2020	36	572
Advertising - Facebook	20	0
Membership of Ofsted	50	50
Pre-School Learning Alliance	109	108
British Telecom - Telephone & Internet	993	994
Insurance	428	428
Accountancy inc independent examination	452	360
DBS Checks & Updates	195	76
	<u>3,509</u>	<u>2,988</u>
<b>7. OTHER COSTS</b>		
Activities from parental donations: Rugby Tots	185	0
Children's Uniform & Book Bags	354	199
Staff Uniform	36	0
Children's Water Bottles	0	22
Hand Sanitizer Bottles	153	0
Staff Christmas Party	0	240
Transfer to fees to childminder due to covid closure	0	54
Gifts - childrens & committee leavers	148	289
	<u>875</u>	<u>803</u>
<b>8. FUNDRAISING COSTS</b>		
Fundraising costs	97	298
	<u>97</u>	<u>298</u>

**9. TRUSTEES' EXPENSES**

No expenses were paid to any Trustees during the year, except to re-imburse them for purchases made on behalf of the charity.

**10. TRUSTEES' INDEMNITY INSURANCE**

No charitable funds have been used to purchase insurance to indemnify the Trustees against the consequences of any neglect or default on their part.

**11. ACCOUNTING POLICIES**

Cuckoo Meadow Pre-School is a registered charity and as such is governed by the Charities Act 2006. Under this Act and the Charities (Accounts and Reports) Regulations 2008, it is classified as a small charity since it has gross income of £500,000 or less and gross assets £2.8m or less and may elect to have an independent examination. This is a simpler form of scrutiny than an audit, but still provides trustees and the public with an assurance that the accounts have been reviewed by an independent person. As in prior years, only a Receipts and Payments Account has been prepared and presented.

**Cuckoo Meadow Pre-School**  
**Statement of Assets and Liabilities**  
**as at 31st August 2021**

**Current account - Santander**

Bank statement at this date	31/08/2021	14,376.54 ✓
Less: outstanding cheques	-	0.00
	Total	<u>0.00</u>
Plus: outstanding deposits	-	0.00
	Total	<u>0.00</u>
Reconciled bank balance		<b>14,376.54</b>

**Deposit account - Santander**

Bank statement at this date	31/08/2021	<b>58,593.47</b> ✓
Less: outstanding payments	-	0.00
Plus: outstanding deposits	-	0.00
Reconciled bank balance		<b>58,593.47</b> *
* 6 months running costs & redundancy packages		


**Petty Cash**

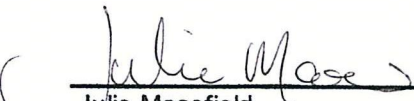
Cash book balance	31/08/2021	<b>1,976.34</b> ✓
Petty Cash count	31/08/2021	<b>1,976.34</b>

<b>TOTAL FUNDS HELD - as at 31st August 2020</b>	<b>74,946.35</b>
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All funds held are unrestricted and available to be applied in furtherance of Cuckoo Meadow Pre-School's charitable objectives at the discretion of the Trustees.

Signed on behalf of the Trustees

  
 Hayley Thomas  
 Chair

  
 Julie Masefield  
 Treasurer





**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Report to the trustees/  
members of

Charity Name  
**CUCKOO MEADOW PRE-SCHOOL**

On accounts for the year  
ended

**31 AUGUST 2021**

Charity no  
(if any)

**1077815**

Set out on pages

**1-5 of attached**

(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 AUGUST 2021**.

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:

**SARAH BUTLER**

Date:

**20/6/22**

Name:

**SARAH BUTLER**

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

**AAT**

Address:

**58 KNIGHT STREET**

**BASINGSTOKE**

**RG21 8AX**

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.

N/A.