



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/09/2022** Period start date To **31/08/2023** Period end date

Charity name: **Parson Drove Pre-school**

Charity registration number: **1079441**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of the charity are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by...</p> <ul style="list-style-type: none">a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunity for all children whatever their race, culture, religion, means or ability;b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;c) Instigating and adhering to and furthering the aims and objects of the Early Years Alliance.
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	Childcare.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Parson Drove Pre-school trustees have regard for the guidance provided and used it to help complete the necessary documents to fulfil our returns.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not relevant

Policy on social investment including program related investment	Para 1.38	Not relevant
Contribution made by volunteers	Para 1.38	Not relevant
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>We held a Teddy Bear's Picnic at the end of the Summer Term.</p> <p>Children received consistent and good quality childcare and education and a robust transition to their chosen Primary School.</p>

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	
	Para 1.41	

Investment performance against objectives		
Other		Not relevant

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Overall, we are in a comfortable position and do not foresee any issues going forwards.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To have sufficient funds (reserves) in our bank account(s) at the end of each term to cover basic running costs for the beginning of the next. (Minimum of three months, preferably six). These funds will also cover any redundancies and repairs to the internal structure of the building.
Amount of reserves held	Para 1.22	£51906
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	The majority of our funds come from Government funding for 2,3 and 4 year-old children. Fundraising comes in the form of Christmas Fairs and Teddy Bear picnics.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	Potential impact of the Governments introduction of the Working Parent Entitlement Summer 2024.
Other		All of our expenditure goes towards fulfilling our key objectives, building upkeep/utilities with the majority being spent on staffing.

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	Affiliated with the Early Years Alliance adopted annually at the AGM
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 by other committee members and approved by Ofsted.

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	Policies and procedures adopted and adhered to are Early Years Alliance and Safeguarding model policies provided by Cambridgeshire County Council.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The pre-school has a committee comprising of a Chairperson, a Treasurer, a Secretary and other members (Early Years Manager and the Headteacher of the on-site Primary School.
Relationship with any related parties	Para 1.51	n/a
Other		

Reference and Administrative details

Charity name	Parson Drove Pre-school
Other name the charity uses	n/a
Registered charity number	1079441
Charity's principal address	Main Road Parson Drove Wisbech Cambs PE13 4JA

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	Sheree Richardson	Chairperson	Up to 23/11/23	Ofsted
2	Alice Simpson	Secretary	Up to 10/01/23	Ofsted
3	Lorraine Dudley	Treasurer	Up to 23/11/23	Ofsted
4	Sue Blyth			Ofsted
5	Carol Grooms	Manager		Ofsted
6	Joann Handley	Secretary	From 10/01/23	Ofsted
7	Chloe Hillyard	Treasurer	From 23/11/23	Ofsted
8	Karen Johnson	Chairperson	From 23/11/23	Ofsted
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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)**Names and addresses of advisers (Optional information)**

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

Carol Grooms Manager

Exemptions from disclosure**Reason for non-disclosure of key personnel details**

n/a

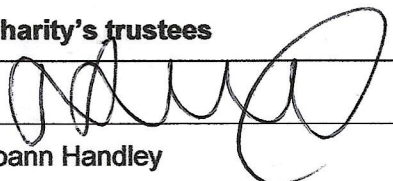
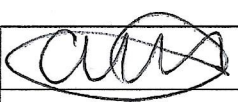
Other optional information

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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)	Joann Handley	Chloe Hillyard
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 21st March 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name **Parson Drive Pre-school** No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Government funding	93,342	-	-	93,342	-
Fundraising	335	-	-	335	-
Other income	1,658	-	-	1,658	-
Fees	31,629	-	-	31,629	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	126,964	-	-	126,964	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	126,964	-	-	126,964	-
A3 Payments					
Wages inc. pension contributions	96,189	-	-	96,189	-
NIC	6,381	-	-	6,381	-
Insurance/membership fees	1,945	-	-	1,945	-
Consumables and food	1,235	-	-	1,235	-
equipment	6,710	-	-	6,710	-
Admin and petty cash	7,983	-	-	7,983	-
Training and other costs	3,463	-	-	3,463	-
Rates and rent	3,215	-	-	3,215	-
Transferred account	3,307	-	-	3,307	-
Sub total	130,428	-	-	130,428	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	130,428	-	-	130,428	-
Net of receipts/(payments)	- 3,464	-	-	- 3,464	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,464	-	-	- 3,464	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Closing bank balance	72844 -	-	-
		-	-	-
	Reserves	51906 -	-	-
	Total cash funds	124750 -	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

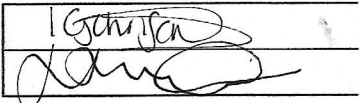
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Karen Johnson JO HANDLER	21/3/24 21/3/24



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Parson Drove Pre-School Committee

On accounts for the year
ended

31 August 2023

Charity no
(if any)

1079441

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 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.

Signed:

Gillian Ross

Date:

1 November 2023

Name:

Gillian Ross

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

Address:

47 Garnsgate Road, Long Sutton, Lincolnshire, PE12 9BT

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

Parson Drove Pre School
Income and Expenditure for the year 2022 - 2023

1 September 2022 - 31 August 2023

<u>Income</u>	<u>£</u>	<u>Expenditure:</u>	<u>£</u>
Fees	£ 31,628.95	Wages	£ 93,097.45
Government Funding 2022-2023	£93,342.61	NIC	£ 6,381.29
Fund Raising	£ 335.00	Insurance / membership fees	£ 1,944.66
Other refunds / income	£ 1,658.11	Consumables	£ 1,234.79
Other grants	£ 0.00	Equipment	£ 6,709.55
Total income	£ 126,964.67	Admin	£ 2,090.66
		Petty Cash/food items	£ 5,891.67
		Pension contributions	£ 3,092.15
		Other costs inc training / repairs	£ 3,462.96
		All services, rates & rent	£ 3,214.90
		Tranfered reserve account	3,307.45
		Total expenditure	£ 130,427.53
Excess of expenditure over income	-£ 3,462.86		

PARSON DROVE PRE SCHOOL BANK RECONCILIATION

<u>£</u>	<u>£</u>
OPENING BANK BALANCE at 1 September 2022	£ 76,307.08
Paid in	£ 126,964.67
Paid out	£ 130,427.53
CURRENT BALANCE at 31 August 2023	72,844.22
CLOSING BALANCE Cashbook 31 August 2023	£ 72,844.22
Unreconciled to bank statement	£ 0.00
CLOSING BALANCE per bank statement 31 August 2023	£ 72,844.22
Current Account	£ 72,844.22 As of 31 Aug 2023
Reserve account	£48,139.69 As of 1 September 2022
Funds paid in	£ 3,307.45
Funds withdrawn	
Reserve interest	£ 459.03
	£ 51,906.17 Reserve as of 31 Aug 2023
Total funds	£ 124,750.39 As of 31 Aug 2023

I certify these figures reflect the true position of the above fund for the year 2022-2023

Gillian Ross 1 November 2022