

# **Phase 5 Preschool**

## **Annual Trustee Report**

### **1. Managers Report**

Tracy Thornton is the manager of Phase 5. This year we have had 12 members of staff working alongside her of varying qualifications. We have worked to gain planning permission for a new building to replace the current one on our Kelston close site.

We have done lots with children and their parents in the past year. In Dec we took the children to a snow mouse production and to Avon valley on a school Xmas trip and Santa visit. In February we had an open day in the afternoon, April we did an Easter bonnet parade also holding an open session with parents. Some staff came into work over half term to do a garden tidy up. In June we did a king and queen day for the celebration of the queens jubilee. In July we started preparing children for the next stages, acorn children went to visit Oak tree setting and play ready for September. We had sports day in the summer term too.

### **2. Treasurer Report:**

We currently have 3 bank accounts. 1<sup>st</sup> account has 59,870.92, in the reserve account has 20,000. The redundancy pot has £23,000. We made around £10,000 last year. We are saving for new building for both settings to be under the same roof and have planning permission to do so however will need to continue fund-raising.

### **3. Committee Chair report:**

We are a registered charity, and although the day to day running of the preschool is done by Tracy and team, the committee manages it and makes the overall decisions. Our committee is made up of volunteer parents/carers of past and present children who attend the preschool.

As a committee we are committed to ensuring the best for the preschool, its staff and the children who attend. We are keen to support where necessary and particularly to ensure the longevity of Phase 5. I feel that in order for this to happen we need to fund-raise for a new preschool building next year to safeguard our future.

**Accounts Report for**  
**Phase 5 Pre - School Playgroup**  
**Kelston Close**  
**Yate**  
**South Gloucestershire**  
**BS37 8SZ**  
**For the year ended**  
**###**

**Charity Number: 1079768**



## Receipts and payments accounts

For the period  
from

1/2/1900

To

8/31/2022

### 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 £
<b>A1 Receipts</b>				
Voluntary Income	139,706	-	-	139,706
Fundraising	1,830	-	-	1,830
Charitable activities income	39,168	-	-	39,168
Government Grants	1,790	-	-	1,790
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	182,493	-	-	182,493
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	182,493	-	-	182,493
<b>A3 Payments</b>				
Rent	11,042	-	-	11,042
Utilities	1,557	-	-	1,557
Salaries and wages costs	140,518	-	-	140,518
Uniform	586	-	-	586
Cleaning & Laundry	1,337	-	-	1,337
Repairs and maintenance	5,543	-	-	5,543
Licences & Insurance	1,664	-	-	1,664
Printing, Postage & Stationery	1,989	-	-	1,989
Consumable equipment	5,509	-	-	5,509
Telephone	1,634	-	-	1,634
Memberships	1,199	-	-	1,199
Staff perks, gifts and donations	688	-	-	688
Training & DBS costs	971	-	-	971
Advertising & Marketing	163	-	-	163
Audit & Accountancy	844	-	-	844
Other Expenses	5,201	-	-	5,201
<b>Sub total</b>	180,445	-	-	180,445
<b>A4 Asset and investment purchases, (see table)</b>				
Computer equipment and FF	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	180,445	-	-	180,445
<b>Net of receipts/(payments)</b>	2,048	-	-	2,048
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	73,173	-	-	73,173
<b>Cash funds this year end</b>	75,221	-	-	75,221

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>		75,221	-
		-	-
		-	-
	<b>Total cash funds</b>	75,221	-
	(agree balances with receipts and payments account(s))	OK	OK
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>			-
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>	PAYE owing	707	-
			-
			-
			-
		707	-

  

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name
	Jason Scantlebury	Jason Scantlebury
	Matt Pritchard	Matt Pritchard

**CC16a**



**Last year**

**to the nearest £**

<b>139,125</b>
<b>484</b>
<b>27,415</b>
<b>4,313</b>
-
-
-
-
<b>171,337</b>

-
-

<b>171,337</b>
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<b>9,068</b>
<b>1,591</b>
<b>128,854</b>
<b>621</b>
<b>2,155</b>
<b>5,555</b>
<b>4,244</b>
<b>1,705</b>
<b>2,869</b>
<b>1,278</b>
<b>1,097</b>
<b>174</b>
<b>1,134</b>
<b>257</b>
<b>1,518</b>
<b>4,890</b>
<b>167,011</b>

<b>579</b>
<b>579</b>

<b>167,590</b>
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<b>3,747</b>
-
<b>69,426</b>
<b>73,173</b>



**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval

<b>6/28/2023</b>
<b>6/28/2023</b>



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

Charity Name  
Phase 5 Pre School Playgroup

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1079768

Set out on pages

1-3

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 31/08/2019

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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

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

Signed:

Date: 28/06/23

Name:

Christopher John Bush

Relevant professional  
qualification(s) or body

FCA

(if any):

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Address:

24-25 Barnack Business Centre, Blakey Road, Salisbury,

Wiltshire SP1 2LP

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## Section B

### Disclosure

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

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