



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	August	2022		31st	July	2023

Section A

Reference and administration details

Charity name	Westbury Baptist Pre-School
Other names charity is known by	
Registered charity number (if any)	1097997
Charity's principal address	Westbury Baptist Pre-School
	Westbury Baptist Church
	Reedley Road
Postcode	BS9 3TD

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	Anne MacFarlane	Co-Chair	1 st August 2022 to 28 th July 2023	Westbury-on-Trym Baptist Church
2	Becca Finamore	Co-Chair	1 st August 2022 to 14 th July 2023	Westbury-on-Trym Baptist Church
4	Helen Thorp	Chair	Trustee all year, Chair from 27 th April 2023	Westbury-on-Trym Baptist Church
5	Moira Nicoll	Trustee	Appointed 27 th April 2023	Westbury-on-Trym Baptist Church
6	Tim Gilmour	Trustee	Appointed 27 th April 2023	Westbury-on-Trym Baptist Church
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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)

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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)	Constitution
Trustee selection methods (eg. appointed by, elected by)	Appointed annually at Westbury Baptist Church AGM

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.

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

- a) The advancement of education (including spiritual development) of children below compulsory school age, and
- b) The provision of facilities for the recreation of such children in the interest of social welfare and with the object of improving their conditions of life.

By providing for any children without discrimination by reason of the child's religious persuasion, racial origin, cultural and religious background a safe and satisfying Pre-school in a Christian environment.

Mission Statement

At Westbury Baptist Preschool we inspire curiosity, confidence and creativity by providing a stimulating, safe and nurturing environment. We encourage children to become successful independent learners.

Vision Statement

We will continue to provide experiences that enrich each child's social, emotional, spiritual, physical, intellectual, and creative abilities and interests. Through partnership with their families and the wider community, our goal is for each child to become a lifelong learner.

Statutory declaration

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The preschool started the year with 22 children on the register. Numbers increased over the academic year and there were 38 children on the register in the summer term. The trustees are very grateful to the committed staff for their flexibility which has ensured that the preschool has managed the increase in children attending throughout the year. The preschool continues to be ably led by Angie Loughlin as Manager and Lorraine Edmonds as Deputy and SENCO. Our small and hard working team continues to work well together to provide an engaging, caring and fun environment for the children.

As we moved on from COVID restrictions of previous years the children have had more opportunities to engage in activities with the local community and away from the setting. These have included park trips, forest school, sports day and Christmas and Easter activities with the Church. There have been many opportunities for the parents to engage with the preschool and their children's learning including weekly singing sessions, literacy workshops, Christmas crafts and the nativity play.

It has been another year of change and adjustment with our administrator Vanessa Hayden moving onto a new role outside of the preschool at the end of March. We are very grateful that we were able to recruit Carla O'Sullivan to this role, starting in April. She is quickly adapting to this role and is working hard to support the setting. The summer term was a time of further adjustment and change as two long standing trustees stepped down. We were very pleased to be able to appoint two new trustees to the preschool. The trustees have been meeting regularly throughout the year including four formal meetings of the trustees, the manager, the administrator and the treasurer over the course of the year.

As in many early years settings the staff are managing a large administrative workload as well as an increase in the number of children with SEN and needing extra support. The staff continue to access support from outside agencies as well as increasing support and interventions in the setting, including regular speech and language groups. The preschool provides an accessible early years setting which is inclusive and accessed by a diverse population of local families.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-School has a policy to try to keep a minimum of 6 months of estimated future expenditure in reserve to cater for unforeseen issues. We currently have a £35,707 surplus above this reserve.

The charity's main source of income is Local Authority grants and fees charged to parents. Both of these are based on the number children in attendance. The main costs are staff wages and rent, both of which are largely fixed. This combination of largely fixed costs but variable income based on pupil numbers means that it is prudent to maintain a significant reserve. The committee continuously reviews the excess, taking into account expectations for child numbers, to reduce it in a sensible, effective way.

Details of any funds materially in deficit

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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.

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Section F	Other optional information
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Section G	Declaration
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Helen Thorp	Tim Gilmour
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	05.02.24	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WESTBURY BAPTIST PRE-SCHOOL

On accounts for the year
ended

31 JULY 2023

Charity no
(if any)

1097997

Set out on pages

3-4

(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 31/07/2023.

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:

22/02/2024

Name:

DAVID ALAN OAKENSEN

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

FCA

Address:

WILLIAM PRICE & CO LTD, WESTBURY COURT, CHURCH ROAD
WESTBURY ON TRYM, BRISTOL, BS9 3EF

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.



Receipts and payments accounts

CC16a

For the period from	1st August 2022	To	31st July 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					
Voluntary Contributions	1,615	-		1,615	1,255
Fees Invoiced	18,622	-		18,622	14,905
Local Authority Grants	76,927	-		76,927	81,907
Fundraising	120	-		120	168
Deposits Taken	700	-		700	480
Interest on term deposit	-	-		-	1
Job retention scheme	-	-		-	-
Sub total (Gross income for AR)	97,984	-	-	97,984	98,714
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	97,984	-	-	97,984	98,714
A3 Payments					
Consumables	2,628	-		2,628	2,407
Parties/ Leavers Presents/ Fundraising	145	-		145	66
Staff Wages	77,396	-		77,396	76,167
Redundancy	-	-		-	-
Training and Other Costs	270	-		270	160
Rent	16,000	-		16,000	16,000
Insurance	536	-		536	521
Premises Costs	-	-		-	39
Printing, Postage and Stationery	130	-		130	201
Advertising and Recruitment	200	-		200	432
Membership Subscriptions	372	-		372	249
DBS Checks	38	-		38	-
Legal Fees	-	-		-	-
Independent Examination	420	-		420	378
Sundries	656	-		656	146
Deposits Refunded	251	-		251	74
Sub total	99,042	-	-	99,042	96,840
A4 Asset and investment purchases, (see table)					
Shredder, Cameras		-		-	224
Printer	223			223	
Sub total	223	-	-	223	224
Total payments	99,265	-	-	99,265	97,064
Net of receipts/(payments)	(1,281)	0	0	(1,281)	1,650
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	94,518	-	-	94,518	92,868
Cash funds this year end	93,237	-	-	93,237	94,518



Receipts and payments accounts

CC16a

For the period from	1st August 2022	To	31st July 2023
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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	Bank Current Account	93,249	-	
	Bank Term Deposit	-	-	
	Petty Cash	12	-	
	Total cash funds		93,261	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
	Sundry Equipment	Unrestricted	84	-
	Garden Railings	Unrestricted	1,260	504
	Cost of rain canopy	Unrestricted	1,870	1,030
	Cupboards	Unrestricted	1,120	224
	IT Equipment	Unrestricted	1,334	177
	Outside Equipment	Unrestricted	1,041	643
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent Examination Fee	Unrestricted	420	Dec 23
	Wages - July Overtime and Holiday Pay (paid August)	Unrestricted	7,151	Aug 23
	Wages - Pension (on August pay)	Unrestricted	72	Aug 23
	Deposits to be repaid	Unrestricted	390	Jul 24
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Helen Thorp	22.02.24	
		Timothy Gilmour	22.02.24	