



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	August	2023		31st	July	2024

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	Helen Thorp	Chair		Westbury-on-Trym Baptist Church
2	Moira Nicoll	Trustee		Westbury-on-Trym Baptist Church
4	Tim Gilmour	Trustee		Westbury-on-Trym Baptist Church
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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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Section C Objectives and activities

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The preschool started the year with 24 children on the register. Numbers increased over the academic year with 41 children on the register in the summer term. In order to manage the difference in preschool children attending between the autumn and summer terms the staff have worked hard together as a team and offered flexibility in their hours. The trustees are very grateful to the staff for their commitment and flexibility. 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.

This year the preschool has enjoyed 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, maths workshops, Christmas crafts and the nativity play as well as sports day and end of year celebrations. Visits to the preschool have enabled the children to learn about oral hygiene, enjoy mini athletics and learn about Eid.

The preschool was inspected by Ofsted in April 2024 and was pleased to receive an overall good rating. The preschool also received a very positive report which identified that all children were making good progress, including those with additional needs. The report also highlighted the safe and stimulating environment with plenty of praise for the staff.

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.

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.

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.

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.

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	09.01.2025	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Westbury Baptist Pre-School

On accounts for the year
ended

31.07.2024

Charity no
(if any)

1097997

Set out on pages

8-10

(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 **31/07/2024**

Responsibilities and
basis of report

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: 26.01.25

Name:

Brian Edward Ray

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

FCA

Address:	30 Old Sneed Ave, Bristol, BS9 1SE

Section B	Disclosure
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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.

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Receipts and payments accounts

CC16a

For the period from	1st August 2023	To	31st July 2024
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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					
Consumables	1,006	2,836		3,842	1,615
Fees Invoiced	18,748	-		18,748	18,622
Local Authority Grants	94,698	-		94,698	76,927
Fundraising	185	-		185	120
Deposits Taken	600	-		600	700
Interest on Term Deposit	495	-		495	-
0	-	-		-	-
Sub total (Gross income for AR)	115,732	2,836	-	118,568	97,984
A2 Asset and investment sales, (see table).					
				-	-
Sub total	-	-	-	-	-
Total receipts	115,732	2,836	-	118,568	97,984

A3 Payments					
Consumables	267	1,778		2,045	2,628
Parties/ Leavers Presents/ Fundraising	15	-		15	145
Staff Wages	88,311	-		88,311	77,361
Redundancy	-	-		-	-
Training and Other Costs	568	-		568	305
Rent	16,000	-		16,000	16,000
Insurance	563	-		563	536
Premises Costs	-	-		-	-
Printing, Postage and Stationery	19	-		19	130

Advertising and Recruitment	340	-		340	200
Membership Subscriptions	329	-		329	372
DBS Checks	154	-		154	38
Legal Fees	-	-		-	-
Independent Examination	462	-		462	420
Sundries	886	-		886	656
Deposits Refunded	150	-		150	251
Sub total	108,064	1,778	-	109,842	99,042

A4 Asset and investment purchases, (see table)					
Shredder, Cameras		-		-	-
Printer	899			899	199
Sub total	899	-	-	899	199

Total payments	108,963	1,778	-	110,741	99,241
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Net of receipts/(payments)	6,769	1,058	0	7,827	(1,257)
A5 Transfers between funds	-	-		-	-
A6 Cash funds last year end	93,261	-		93,261	94,518
Cash funds this year end	100,030	1,058	-	101,088	93,261

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	49,439	1,058	
	Bank Term Deposit	50,496	-	
	Petty Cash	95	-	
	Total cash funds	100,030	1,058	-
	(agree balances with receipts and payments account(s))	OK	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	Garden Railings	Unrestricted	1,260	378
	Cost of rain canopy	Unrestricted	5,499	2,657
	Cupboards	Unrestricted	1,120	-
	IT Equipment	Unrestricted	2,209	838
	Outside Equipment	Unrestricted	1,041	538
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
	Wages - July Overtime and Holiday Pay (paid August)	Unrestricted	8,766	Aug 24
	Wages - Pension (on August pay)	Unrestricted	250	Aug 24
	Deposits to be repaid	Unrestricted	450	Jul 25
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 	Helen Thorp Tim Gilmour	14.01.25 14.01.25	

