

WHITELEY PRE-SCHOOL

England & Wales · Charity number 1098615

Details

Status Registered

Legal form Other

Registered 2003-07-17

Register [View on the Charity Commission register](#)

Contact

Address Whiteley Community Centre
Gull Coppice
Whiteley
Fareham
PO15 7LA

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Website www.whiteley-preschool.co.uk

Activities

Objects: The aims of the Pre-school 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:(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 opportunities 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 Pre-school Learning Alliance.

Activities: To enhance the development and education of children under statutory school age. This involves offering a safe environment with qualified staff, providing appropriate play facilities and activities.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE WHITELEY, HAMPSHIRE
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£337,368	£322,019	-	-
2023-08-31	£240,071	£250,733	-	-
2022-08-31	£169,956	£189,624	-	-
2021-08-31	£174,596	£169,508	-	-
2020-08-31	£178,639	£165,678	-	-

Trustees

Name	Role	Appointed
James Barrett	Chair	2022-05-23
Gemma Hardy		2014-11-12
Joanna Bailey		2024-12-01
Lisa White		2023-12-01
Nicola Clements		2023-12-01

WHITELEY PRE-SCHOOL

England & Wales - Charity number 1098615

Accounts

Whiteley Preschool AGM – 25th June 2025

9:30 am – Whiteley Community Centre

Attendees

Gemma Hardy – Secretary

James Barrett -Treasure

Steve Ward- Community Centre Manager

Apologies

Lisa White (General Member)

Jo Humphries (General Member)

Carla Rowland (Preschool Childcare Manager)

Minutes

GH welcomes all to AGM.

Committee Report

Since our last AGM, Hayley decided to step down as Chairperson at the end of the year. Lisa White kindly took on the role of Chairperson in the interim. At the moment, we are still looking for a new Chairperson

In October, we welcomed Carla Rowland as our new Childcare Manager, bringing over 18 years of experience in Early Years, including leadership in a busy nursery. During the Spring term, Hannah Fletcher began her maternity leave, and Leonie has stepped up as Deputy Childcare Manager in her absence. To support our growing needs, particularly around Special Educational Needs (SEN), we appointed a dedicated SEN Coordinator who has successfully achieved her Level 3 qualification. The management team has been working diligently to restructure and support our staff, implementing new processes to improve both settings. We have also welcomed two new apprentices, and an unqualified practitioner is currently pursuing her Level 3 qualification. We have faced challenges with recruitment, but both settings have maintained appropriate staff ratios with management offering additional support when necessary.

We're excited to share that the team organised another wonderful Christmas Fayre, and thanks to a grant from NATS, we were able to purchase new equipment for the children. WPS North was full of the start of the year and by January 2024 more children had enrolled at the Community Centre making that full as well. In March 2024, Ofsted came to inspect WPS North, and we were thrilled to receive a 'Good' rating in all areas. This achievement reflects the hard work of the full staffing team.

In April 2024 EYFS funding increased, however rent at the Community Centre increased by 10% and the National Living Wage also increased payroll and pension costs.

Financial Report

The preschool has been under careful oversight from our Business Manager, Chair, and Treasurer, and we're pleased to report a surplus for the 2023-2024 academic year. The first draft is showing a surplus of £39,597, however, there was a delay in Cornerstone sending invoices, April, May, June & July's invoices were not received until November so therefore were not paid in the correct financial year. In addition, a portion of the August payroll was not processed until September 2024. It is therefore anticipated that the final amount will be significantly less. The surplus is a result of recruitment challenges and being unable to replace staff who left during the year on Maternity Leave. We've made concerted efforts to manage rising operational costs by keeping staff expenses in check. This included being reserved on the annual pay review and ensuring management stepped in to support during staff shortages or illness. While initial predictions for the Autumn and Spring terms were modest, we saw a lovely surge in inquiries at the community centre, leading to an increase in enrolments. Additionally, the funding rate for two-year-olds rose in April 2024, resulting in more working parents taking advantage of our services. We anticipate that the number of two-year-olds will continue to grow. It's important to note that we

expect further cost increases due to enhanced funding changes, along with higher staff wages and pension contributions starting in April 2025. Furthermore, the community centre plans to raise rental fees by 10% in April 2025. Thankfully, we're getting new inquiries every day, and we're excited to share that North is fully booked for next year!

We are pleased to share that the income generated from the EYE grant has reached £292,941.28, which includes Special Educational Needs Inclusion Fund (SEN IF) funding for both of our settings. This marks an impressive increase of £97,838.59 compared to last year. While term fees at North saw a slight decrease of £6,857.85, we experienced a rise of £5,303.02 at the community centre. The introduction of 2-year funding has led to the increase in EYE grant funding received. We have reinvested this funding into new equipment and resources across both sites, ensuring our learning environments remain inviting and engaging for all children.

Manager's Report

The North site at Cornerstone has been thriving, reaching full capacity since September and maintaining that throughout the year. We've had a large waiting list, but we've successfully managed to accommodate most of these children at the community centre. While the community centre began the year with low attendance, it reached full capacity by the summer term, thanks to the factors mentioned and the introduction of the new two-year funding. Gemma is actively working to secure a permanent preschool site in North Whiteley, as there is a strong demand for this service in the area. We're committed to achieving this goal. We're pleased to report that our Ofsted inspection in March 2024 was successful, and we received a "Good" rating during the inspection. Recruitment has posed some challenges, and management has been stepping in to support room operations regularly. Nonetheless, we managed to appoint new team members and lunch cover staff for September during the summer term. The additions to our staff have significantly enhanced our team. Our preschool leavers' trip and Christmas Fayre were delightful events, and we've continued to build our presence within the Whiteley Community. To optimise our operations, we've reviewed and streamlined our observation, assessment, and planning processes to enable staff to spend more quality time with the children. The introduction of the SEN Coordinator has been invaluable, with the Deputy Childcare Manager supporting staff to ensure the highest quality of care and education across both settings. As the needs of our children evolve, and with an increase in two-year-olds attending, we've conducted a thorough review of our environment, resources, and daily rhythm. Additionally, we've acquired Famly, which will be implemented from September 2024, enhancing our systems, parent communications, and the documentation of children's learning journeys.

Nominations and Elections

James Barrett to remain in post as Treasurer and stand in Chairperson until we are able to secure a Chairperson – all agreed.

Gemma Hardy to remain as Secretary – all agreed.

Lisa White - to remain as a general member– all agreed

Joann Bailey – to remain as a general member– all agreed

Profit and Loss

Whiteley Preschool

For the year ended 31 August 2024

	2024	2023	2022
Turnover			
Cornerstone EYE Grant	-	30,015.34	-
Cornerstone Reg Fees	665.00	620.00	-
Cornerstone Term Fees	13,931.50	20,789.75	-
Donations	-	-	70.00
Eye Grant	292,941.28	165,087.35	141,334.11
Fundraising	3,137.57	1,837.90	879.47
Interest Income	1,179.54	720.25	42.41
Other Grants	-	1,000.00	1,860.00
Registration/Holding Fees	1,365.00	1,155.00	1,831.65
Term Fees	24,148.52	18,845.50	23,938.94
Total Turnover	337,368.41	240,071.09	169,956.58
Cost of Sales			
County Supplies	1,971.19	3,078.16	2,326.00
DBS Checks	360.00	239.67	217.00
Equipment	6,431.19	4,915.43	2,217.24
Fee refund	-	-	196.99
Functions /Days out	4,614.27	1,949.44	1,648.09
Resources Cornerstone	4,654.15	2,825.33	6,625.85
Resources WCC	4,655.59	2,594.68	2,274.00
Snack Cornerstone	1,129.61	614.46	-
Snack WCC	1,050.46	621.08	779.62
Total Cost of Sales	24,866.46	16,838.25	16,284.79
Gross Profit	312,501.95	223,232.84	153,671.79
Administrative Costs			
Audit & Accountancy fees	400.80	400.00	402.00
Bank Fees	670.77	453.80	215.60
Charitable and Political Donations	50.00	859.77	120.00
Cleaning	501.63	-	60.51
Consulting	80.00	-	-
Cornerstone Rent	15,240.00	14,560.00	-
Corporation Tax	-	-	0.56
Entertainment-100% business	485.00	-	-
Insurance WCC	1,428.86	789.11	767.56
Insurance Cornerstone	78.00	821.81	-
Marketing & Website	5,243.47	930.44	1,179.95
Motor Vehicle Expenses	-	2.00	-
Ofsted	48.00	-	85.00
Payroll WCC	229,870.91	170,365.31	136,323.47
Pensions Costs	8,399.42	6,919.30	4,648.83

	2024	2023	2022
Photocopying & printing	1,905.40	557.97	723.10
Postage, Freight & Courier	43.25	66.50	20.00
Recruitment Fees	346.56	682.38	1,808.04
Rent - Hall Hire	24,923.43	27,633.07	20,659.89
Repairs & Maintenance	1,012.79	719.00	474.69
Staff Expenses	656.70	923.09	937.88
Staff Training	1,451.39	2,271.52	1,700.80
Staff Uniforms	534.56	377.26	646.32
Stationery & Software	2,404.49	3,195.11	1,661.71
Subscriptions	406.63	349.87	109.89
Telephone & Internet	970.48	1,017.58	793.46
Total Administrative Costs	297,152.54	233,894.89	173,339.26
Operating Profit	15,349.41	(10,662.05)	(19,667.47)
Profit on Ordinary Activities Before Taxation	15,349.41	(10,662.05)	(19,667.47)
Profit after Taxation	15,349.41	(10,662.05)	(19,667.47)



Whiteley Pre School
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

27th June 2025

Dear Committee

I have today finalised the 2023/24 accounts, as agreed.

Your accounts have been prepared on an accrual basis, including some large bills incurred during the year but not paid until September 24.

All bank transactions have been imported into Xero via a direct bank feed. These transactions have then been allocated to the relevant income or expenditure category headings.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely

Trudy Braithwaite MICB CB.Cert



WHITELEY PRE-SCHOOL

England & Wales - Charity number 1098615

Accounts

Whiteley Preschool AGM – 18th June 2024

9:30 am – Whiteley Community Centre

Attendees

Hayley Montague (HM) – Chairperson

Gemma Hardy (GH) – Secretary

Mark Grey (MG) Community Centre Manager

Apologies

James Barrett Treasurer

Lisa White (General Member)

Nicola Clements (General Member)

Minutes

HM welcomes all to AGM.

Committee Report

Since our previous AGM, Matthew Joyce withdrew his EY2 with Ofsted so was unable to join Committee and Hayley Montague returned to the Committee as Chair. We welcomed two new Committee members and continued to seek new parents to join the Committee.

There was a change in Childcare Manager with Hannah Fletcher (Deputy Childcare Manager) stepping into the role in the interim in September 2023 until Carla Rowland was appointed as Childcare Manager in October 2023. Carla has brought a wealth of EYFS experience to WPS and has successfully implemented new ways of working in a positive way. The management team have all worked hard together to restructure and support the staffing team and introduce new processes to improve Pre-School. We have also welcomed a dedicated SEN Co-ordinator, additional Practitioners and Apprentices who have all strengthened our staffing team.

The Committee and Staff ran a successful Christmas Fayre together which raised over £500 for Preschool, and we also received a grant from NATS, both of which funded new equipment for the children. By January 2024 WPS North was operating at full capacity, with the number of children enrolled at the Community Centre also increasing. In March 2024 WPS North was inspected by Ofsted and were rated as 'Good' across all areas of the setting. The report was a fantastic achievement for all the staff involved at North, well done!

In April 2024 EYFS funding increased, however rent at the Community Centre increased by 10% and the National Living Wage also increased payroll costs. To address the gap between funded hours and outgoings, it was decided to increase non-funded sessions and malleable charges. WPS North is full of September 2024 and minimum numbers per session for September 2024 are already reached at the Community Centre so projections for enrolments next year are positive. There will be a change in the Chairperson of Committee as Hayley Montague is resigning with effect at this AGM. Nominations and Elections of Trustees to be decided at the end of this meeting.

?

Financial Report

The preschool was closely monitored by the Business Manager and Chair and Treasurer. The preschool run at a loss of £10,662.05 for the 2022-2023 academic year. This was due to the following:

- Increase in wages of £34,041.84 (this figure does include both sites)
- Increase in Pensions of £2,270.47
- Increase in hall hire of Community Centre £6,973.18. Fees went up by 10% in April 2023. In February we vacated the Sweethills room in hope to reduce the running costs, however, a charge was then incurred for the Yew Tree room to store the preschool equipment of £4.50 per hour, which was increased to £5 in April, term time only. This, along with the increase in April cancelled out the initial saving.

We worked hard to try to mitigate the impact of the rising operational costs by vacating Sweethills and working to ratio each session at both sites, this does have an impact on staff and management. However, it is anticipated that this cost will continue to grow. The community centre has increased the rental charges again in April 2024 by 10% and National living wage has increased significantly again in April 2024. New enquiries have increased and both settings are full for 2023/2024 year.

Income raised through the EYE grant at Community Centre totalled 165,087.35 and at North £30,015.34 which was an increase of £23,753.24 compared to the previous year at the Community Centre. Term fees accounted for £8,845.50 This was a decrease of £5,093.44.

Money has been invested in new equipment at both sites to ensure our environments remain inviting and engaging and to meet the needs of all children.

To address the deficit in our accounts, fees for non-funded/extra sessions were increased in January 2023 to £5.50/hour. The Government also announced that Early Years funding would increase, and we have seen our funded children's rate increase by 4.5%. The loss has been incurred because the community centre had low numbers during the autumn term and lower than historically numbers during the Spring term.

Managers Report

The north site running out of Cornerstone opened in September, it accounts for most new enquiries and was full before opening. I have continued to look for a permanent site on that side of Whiteley in hope to meet the demand of the enquires we receive. It was a successful first year and it was confirmed that we could operate for a second year. The community centre did not receive the same number of enquiries at the start of the year and management worked to increase our presence in the local community which was achieved. Numbers were very low during the Autumn term.

At the AGM a new chair was appointed, this absorbed much of the Business Managers and committees time and had a negative impact on the settings as much time was spent inducting the new Chair. He later withdrew his EY2 application and Hayley agreed to remain in post for another year. The Managers roles have increased 2-fold with the second satellite site opening. The Childcare Manger was unable to cope with this increased workload and was reluctant to work alongside the committee. This concluded in the Childcare Manger parting ways with the preschool and the Deputy taking over in the interim until newly appointed Childcare Manger starts in October 2023.

The preschool school leavers trip and Christmas Fayre did not go ahead, however, both Graduations were successful.

MG What are the numbers like for Community Centre for September?

HM They are a lot healthier than they were for September this year, we are at the break even point for September already and are receiving weekly enquiries.

GH North has been full for September since February so we are offering places at the Community centre for those parents wishing/able to travel to this side of Whiteley.

Nominations and Elections

James Barrett to remain in post as Treasurer – All agreed.

Gemma Hardy to remain as Secretary – All agreed.

Hayley Montague has resigned as Chair.

Lisa White to hold the Chairperson post in the interim while we wait for a current parent nomination for position of Chairperson – all agreed

Nicola Clements to remain on Committee as general member – all agreed

Joann Bailey – nominated as general member – awaiting DBS & EY2 forms.

Tanya Grajkowski - nominated as general member – awaiting DBS & EY2 forms.

Whiteley Pre-School

Detailed Receipts and Payments Account

Payments	Year ended	Year ended	Year ended	Receipts	Year ended	Year ended	Year ended
	31-Aug-23	31-Aug-22	31-Aug-21		31-Aug-23	31-Aug-22	31-Aug-21
	£	£	£		£	£	£
Payroll WCC	170,365.31	136323.47	128,616.40	Cornerstone EYE Grant	30,015.34		
Pension WCC	6,919.30	4648.83	3,992.42	Cornerstone Reg Fees	620.00		
Recruitment	682.38	1808.04	823.08	Cornerstone Term Fees	20,789.75		
Resources WCC	2,594.68	2274	5,052.02	Registration/Holding Fees	1,155.00	1831.65	685.00
Resources Cornerstone	2,825.33	6625.85		Term Fees	18,845.50	23938.94	30,958.72
Training	2,271.52	1700.8	1,085.94	Eye Grant	165,087.35	141334.11	137,474.10
Hall Hire WCC	27,633.07	20659.89	15,031.02	Other Grants	1,000.00	1860	
Cornerstone Rent	14,560.00			Fundraising	1,837.90	879.47	219.50
Fee Refund		196.99	26.25	Miscellaneous			
Snack WCC	621.08	779.62	1,110.44	Donations		70	10.00
Snack Cornerstone	614.46			Interest	720.25	42.41	8.45
Malleable			13.08	Extra sessions			
Cleaning		60.51	326.62	Training & Consultation			
Accounting	400.00	402	978.00	Payroll Refund			5,240.63
Postage	66.50	20	15.21				
Telephone	1,017.58	793.46	947.82				
Stationery & Software	3,195.11	1661.71	1,423.15				
County Supplies	3,078.16	2326	457.53				
Nappy Bin			90.48				
Maintenance	719.00	474.69	109.55				
Equipment	4,915.43	2217.24	6,423.71				
Photocopying & Printing	557.97	723.1	585.52				
Miscellaneous			150.00				
Staff Uniforms	377.26	646.32	556.68				
Insurance WCC	789.11	767.56	725.61				
Insurance Cornerstone	821.81						
Subscriptions	349.87	109.89	35.00				
Marketing & Website	930.44	1179.95	345.01				
Functions/Days out	1,949.44	1648.09	75.00				
DBS	239.67	217	100.10				
Charitable donation	859.77	120					
Corporation tax		0.56					
Staff Expenses	923.09	937.88	282.73				
Bank & CC Charges	453.80	215.6	30.00				
Offsted		85	100.00				
Motor Vehicle Expenses	2.00						
Total Expenditure	250,733.14	189,624.05	169,508.37	Total Income	240,071.09	169,956.58	174,596.40
Surplus of Income over Expenditure					-10,662.05	-19,667.47	5,088.03

Balance Sheet

	as at	as at	as at	as at
	31-Aug-23	31-Aug-22	31-Aug-23	31-Aug-22
	£	£	£	£
Capital				
Reserves at 01/09/22	97,817.01	117,484.48	Bank Reserve Account	81223.52
Surplus of Income in year	-10,662.05	-19,667.47	Bank Current Account	6267.98
			Cash	63.46
			less: creditors	-400.00
				-402.00
Balance at 31/08/22	87,154.96	97,817.01		

Creditors
Accounting

Whiteley Pre School
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

12th June 2024

Dear Committee

I have today finalised the 2022/23 accounts, as agreed.

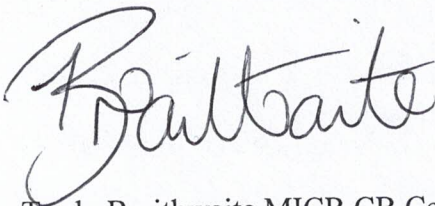
Your accounts have been prepared on a receipt and payment basis.

All bank transactions have been imported into Xero via a direct bank feed. These transactions have then been allocated to the relevant income or expenditure category headings.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely



Trudy Braithwaite MICB CB.Cert

WHITELEY PRE-SCHOOL

England & Wales - Charity number 1098615

Accounts

Whiteley Preschool AGM – 10th May 2023

7:30 pm – Rookery Room, Whiteley Community Centre

Attendees

Hayley Montague (HM) – Chairperson

Gemma Hardy (GH) – Secretary

James Barrett (JB) Treasurer

Laura Bilbie (LB)

Hannah Fletcher (HF)

Sarah Southall (SS)

Zoe Afaha (ZA)

Steve Ward (SW) – Whiteley Community Centre Manager

Matthew Joyce (MJ)

Minutes

HM welcomes all to AGM.

Chair Report

In September 2022 our second site, Whiteley Pre-School North, opened at Cornerstone CofE Primary School. It has proved very popular with families of North Whiteley and the staff worked hard during the summer term and this year settling into the new site and welcoming new families.

Committee devoted much of their time addressing the financial position of the preschool, to reduce overheads at the Community Centre as increasing rent costs has meant the Pre-School were operating at a loss. It was decided that we would no longer rent Sweethills but given the pack away nature of the setting we needed storage space. We have had to rent Yew Tree to store resources as no suitable cupboard space could be found in the Community Centre. Although removing the cost of renting Sweethills will lead to a saving, it is not as great as projected when factoring in the rental of Yew Tree. However, it is still an overall reduction in rent costs. Sweethills was cleared out and redecorated by staff and Committee with resources being sorted out and the room was handed back to the Community Centre at the end of February 2023.

To address the deficit in our accounts, fees for non-funded/extra sessions were increased in January 2023 to £5.50/hour. The Government also announced that Early Years funding would increase, and we have seen our funded children's rate increase by 4.5%. National Living Wage also increased in April 2023, and this will further increase payroll costs.

Constitution Amendments

At the beginning of the year, it was recognised that our current secretary, Gemma Hardy, has been in post almost 10 years. To retain their knowledge and expertise it was agreed to amend our constitution in conjunction with the Early Years Alliance so that Trustees can remain for 14 consecutive years. To formalise this the amended constitution must be adopted at this AGM, are we all in agreement to adopt?

Agreed.

Financial Report

The preschool was closely monitored by the Business Manager and Chair a new treasurer was appointed at the last AGM and has gradually become more involved with his role. The preschool run at a loss of £19,667.47 for the 2021-2022 academic year. This was due to the following:

- Set up costs associated with the opening of the satellite setting – Whiteley Preschool North (approx. costs £6,625.85 – taken from reserve later in 2022, not shown on accounts).
- Increase in wages of £7,707.07
- Increase in Pensions of £656.41
- Increase in hall hire of £5,628.84. Fees went up by 10% in April 2022. Recommenced paying full amount for Sweethills on 1st June 2022, majority of the year paying for breakfast club, Mondays and for the staff to use it for one hour per day.

We have worked hard to try to mitigate the impact of the rising operational costs and have done this successfully with regards to the impact it has on staff and children. However, it is anticipated that this cost will continue to grow. The community centre has increased the rental charges again in April 2023 by 10% and National living wage has increased significantly in April 2023. Laura and I will continue to drive new enquiries and registrations.

It was identified that there was no longer a need for us to hire Sweethills, it had not been used as a preschool room for many years. During covid we identified that when payment recommenced it would have a significant impact on the preschool's financial situation and would no longer be affordable. Last year it was decided that we would vacate the Sweethills room to reduce running costs at the community centre. We hire Yew Tree now at £5 per hour, term time only to store preschool equipment in.

Income raised through the EYE grant totalled 141,334.11 which was an increase of £3,860.01 compared to the previous year. Term fees accounted for £23, 938.94. This was a decrease of £7,019.78.

SS – will HM continue as a general member?

HM- no, I am standing down but will remain available to provide newly appointed chairperson a handover.

SS – how many members are needed: will it be checked.

HM – a minimum of 5 trustees are needed. We must be recruiting for new members when this is not fulfilled. We can have a maximum of 12.

GH – there will be no physical check, committee members are named on charity commission website and Ofsted are notified so preschool are transparent as to who serves on the committee.

Managers Reports

The north site is doing well and majority of enquires, and enrolments are for North site. Looking for a permanent site on that side of Whiteley. Enrolments at North are not taking from community centre.

MJ – Agreed that they are not, with my knowledge and background with involvement with the council the North side of Whiteley is where the affordable housing is and where young families are living. The closet preschool to North side would have been Fairthorne manor had the North site not opened.

Nominations and Elections

In March 2023 there was a drive for current parents to join the Committee which has resulted in many parents stepping forward so that 60% of Committee members will be family members as required by the Pre-School constitution.

To enable the 60% split to be met I have resigned as Chair and this position will need to be filled and agreed by the new members. I would like to take the opportunity to thank all the staff for their hard work and dedication throughout my tenure as Chair, navigating Covid, adjusting to new ways of working, dealing with Ofsted inspections, and opening a new site. It has been a busy three years.

James Barrett to remain in post as Treasurer – All agreed.

Gemma Hardy to remain as Secretary – All agreed.

Hayley Montague has resigned as Chair.

Matthew Joyce nominated as Chairperson – DBS & EY2 applied for – Agreed.

A nomination has been received from a parent who was unable to attend the AGM, this will be actioned upon her availability.

Committee will continue to recruit for a 5th member, who must be a current parent.

Zoe Afara expressed an interest in joining the committee. LB encouraged a fundraising committee as opposed to nominating herself as a general member. GH to follow this up at a later date once 60% of family's members has been achieved.

Whiteley Pre-School

Detailed Receipts and Payments Account

<u>Payments</u>	<u>Year ended</u> <u>31-Aug-22</u>	<u>Year ended</u> <u>31-Aug-21</u>	<u>Year ended</u> <u>31-Aug-20</u>	<u>Receipts</u>	<u>Year ended</u> <u>31-Aug-22</u>	<u>Year ended</u> <u>31-Aug-21</u>	<u>Year ended</u> <u>31-Aug-20</u>
	<u>£</u>	<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>	<u>£</u>
Payroll WCC	136323.47	128,616.40	125,482.87	Registration/Holding Fees	1831.65	685.00	925.00
Pension WCC	4648.83	3,992.42	3,534.66	Term Fees	23938.94	30,958.72	29,488.60
Recruitment	1808.04	823.08		Eye Grant	141334.11	137,474.10	134,207.47
Resources WCC	2274	5,052.02	5,387.76	Other Grants	1860		
Resources Cornerstone	6625.85			Fundraising	879.47	219.50	2,508.47
Training	1700.8	1,085.94	1,519.11	Miscellaneous			130.56
Hall Hire	20659.89	15,031.02	16,067.88	Donations	70	10.00	380.00
Fee Refund	196.99	26.25	496.80	Interest	42.41	8.45	103.08
Snack WCC	779.62	1,110.44	1,099.13	Extra sessions			35.00
Malleable		13.08	15.46	Training & Consultation			722.03
Cleaning	60.51	326.62		Payroll Refund		5,240.63	10,139.54
Accounting	402	978.00	828.00				
Postage	20	15.21	21.42				
Telephone	793.46	947.82	608.15				
Stationery & Software	1661.71	1,423.15	174.98				
County Supplies	2326	457.53	528.30				
Nappy Bin		90.48	121.26				
Maintenance	474.69	109.55					
Equipment	2217.24	6,423.71	2,325.15				
Photocopying & Printing	723.1	585.52	432.24				
Miscellaneous		150.00	156.60				
Staff Uniforms	646.32	556.68	437.33				
Insurance	767.56	725.61	745.40				
Subscriptions	109.89	35.00	564.48				
Marketing & Website	1179.95	345.01	114.76				
Functions/Days out	1648.09	75.00	862.80				
DBS	217	100.10	259.12				
Charitable donation	120						
Corporation tax	0.56						
Expenses	937.88	282.73	236.44				
Bank & CC Charges	215.6	30.00	30.00				
Offsted	85	100.00					
Andrea payout			3,628.75				
Total Expenditure	189,624.05	169,508.37	165,678.85	Total Income	169,956.58	174,596.40	178,639.75
					-19,667.47	5,088.03	12,960.90

Surplus of Income over Expenditure

Balance Sheet

	<u>as at</u> <u>31-Aug-22</u>	<u>as at</u> <u>31-Aug-21</u>	<u>as at</u> <u>31-Aug-22</u>	<u>as at</u> <u>31-Aug-21</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital				
Reserves at 01/09/21	117,484.48	112,396.45		
Surplus of Income in year	-19,667.47	5,088.03		
Balance at 31/08/22	97,817.01	117,484.48	97,817.01	117,484.48
Represented by:				
Bank Reserve Account	90503.27	89,435.96		
Bank Current Account	7652.28	28,963.06		
Cash	63.46	63.46		
less: creditors	-402.00	-978.00		
plus: Andrea amount owed				
less: credit card				

Whiteley Pre School
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

15th March 2023

Dear Committee

I have today finalised the 2021/22 accounts, as agreed.

Your accounts have been prepared on a receipt and payment basis.

All bank transactions have been imported into Xero via a direct bank feed. These transactions have then been allocated to the relevant income or expenditure category headings.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely

Trudy Braithwaite MICB CB.Cert

WHITELEY PRE-SCHOOL

England & Wales - Charity number 1098615

Accounts

Whiteley Preschool AGM – 23rd May 2022

7:30 pm – Rookery Room, Whiteley Community Centre

Attendees

Hayley Montague (HM) – Chairperson

Gemma Hardy (GH) – Secretary

Laura Bilbie (LB) – Childcare Manager

Mark Grey (MG) – Whiteley Community Centre Manager

James Barrett (JB)

Sheri Parsons (SP)

Laura Speak (LS)

Apologies

Louise Curd

Minutes

HM welcomes all to the first face-to-face meeting since the pandemic.

At the beginning of Summer Term 2021 Laura was appointed as Childcare Manager and has managed the staff well and ensured the EYFS is fully delivered. EY Log has been more fully utilised with invoicing, accident forms & parent observations now being completed online, as well as staff observations and tracking. With Gemma as Business Manager and overseeing safeguarding as DSL, the management team is stable, highly experienced and works effectively together.

At the end of the Summer Term 2021, Ofsted inspected Pre-School and we were awarded a 'Good' rating across all areas of the inspection. This fantastic report reflected the dedication and hard work the Team had put into welcoming children back into the setting after the disruption of covid. All the improvements and plans which had been implemented to drive forward the necessary changes were recognised by Ofsted and rewarded with our improved rating which more accurately reflected the setting.

Unfortunately, Autumn Term 2021 had many disruptions, again due to Covid. The Christmas Fundraising Fayre was cancelled, as well as the Quiz Night and Christmas performances by the children. This reduced the Pre-School's ability to further interact with our parents, removed our fundraising events and increased pressure on the staff.

However, with a reduction in Covid restrictions during Spring term 2021 we were gradually able to welcome parents back in at pick-up time and begin to hold some events, such as our Mother's Day Afternoon and Easter Parade. This has increased our parent contact and allowed them to see Pre-School first-hand again and get more involved in Pre-school life and supporting the Pre-school. We have had more response when seeking Trustees and are pleased to welcome a new Treasurer, James Barrett.

After Easter the play equipment in the garden was upgraded by the Community Centre, revitalising the space and providing new experiences for the children in their play. The children who will be graduating after Summer Term had a trip to Marwell Zoo. The first leavers trip in three years which was lovely day out and we are thankful to the staff and the parent volunteers who supported the trip.

With a combination of a positive Ofsted report, increasing advertising, Covid restrictions reducing, being able to show parents around Pre-School, holding events and increasing contact with parents, we have found that demand for places has increased.

As demand has increased, we have noticed that many of these enquiries were coming from the new housing development in North Whiteley, however, many parents were struggling to get from North Whiteley to the Community Centre. Due to there being no provisions for early years childcare in North Whiteley it has been decided to open a Whiteley Pre-School satellite setting in Cornerstone C of E Primary School in North Whiteley. This will enable children in North Whiteley to have access to the high quality, affordable childcare Whiteley Pre-School currently provides at a site nearer to them. We are excitedly looking forward to welcoming many new families at our new site, Whiteley Pre-School North in September 2022.

Again, this year presented many new challenges which has tested the resilience and ability of the staff to adapt, and we have been proud of how the team have worked together to support one another and continued to provide excellent care for our children. We look forward to a new chapter for Whiteley Pre-School with the satellite setting opening next year.

GH added -

Along with staff shortages due to Covid we have struggled to recruit staff again this year and those that we did recruit did not work out. We have spent a lot on recruitment with Indeed, but it fails to provide any candidates. All staff that are successful have been found through Facebook or word of mouth/ ex or current parents. Difficulty in recruiting in Early Years is a nationwide problem. We will continue will employing apprentices in both settings next year.

We have seen a change in both Childcare Manager and Deputy Childcare Manager. These roles are providing increasingly more difficulty to fill. We have reflected over the past two years on our induction process to ensure we fill each role at the setting with the right individuals.

We have faced difficulty in finding new committee members and generally with parent interaction with the setting, I believe this to be a result of covid. This is now improving. Parent partnerships have always been a huge strength of our setting and we are working hard to return them to pre-covid standards.

Operating out of a community centre has posed bigger challenges than previous years throughout lockdown and during the Covid outbreak we had in October-November. The staff have again faced another challenging year and have worked hard to ensure that preschool remained open and operational.

Financial Report

The preschool was closely monitored by the Business Manager and Chair, Louise has been unavailable during large parts of the year. The preschool achieved a surplus of £ 5,088.03, however, this has only been achieved because of the community centre not charging us for the Sweethills room for the whole of the year and the ability to claim Furlough payments. The lack/inability of fundraising has impacted the with a total of £ 219.50 compared to £2,508.47 the previous year.

Wages have increased significantly over the past two years, and this is expected to continue. From 2019 wages have increased by £12,746. Mainly due to minimum wage increases.

Income raised through the EYE grant totalled 137,474.10 which was an increase compared to the previous year. Term fees accounted for £30, 958.72.

For the last two years we have been fortunate that due to Covid the community centre have not charged us for the full amount (not charged for Sweethills). This has saved us over £10,000 meaning the preschool has been able to remain sustainable. From 1st June 2022 we will be recommencing the full charges for hiring both the main hall and Sweethills, including the 10% increase that came into place on April 1st 2022. This means that Whiteley Preschool will no longer be a sustainable business and will likely not be able to operate beyond the next financial year. We are currently in negotiations with the community centre committee to significantly reduce these costs in hope that we can secure the future of the preschool.

Had we paid the full amount for hire chargers for last year the preschool would have been deficit £7,680.52. Income was £174, 596.40 and expenditure would have been £182,276.92.

JB asked if the rent goes up annually, if all utilities are included and if the community centre is in receipt of any grants.

MG responded that the community centre has never had much assistance in the forms of grants.

GH confirmed rent has not been increased for many years and that electricity is included in hire charges.

MG – community centre committee are thinking about small incrementations in hire charges annually instead of the larger jump every few years.

SP asked what parents can do to help to ensure that the preschool can remain open as it is needed in the community.

LB answered that we need parents support with fundraising and volunteering.

SP asked if parents are aware that the preschool is a charity and reliant on fundraising?

HM responded that they are, it is told to every parent on their first visit to the setting, but Covid has had a lasting impact on this and on fundraising generally.

LB we pride ourself on being affordable and do not want to have to ask parents to top up fees, this is what makes us unique in an over saturated area for childcare provision.

GH asked if there were any further questions. There were none.

Voting then took place.

HM and GH are happy to remain in their current role. All said yes.

LS nominated as general member – awaiting ID check for DBS & EY2 form.

JB nominated as Treasurer – DBS & EY2 form already completed.

SP will possibly join and/or form a separate fundraising committee.

Therefore, the current committee will continue as:

Chairperson – Hayley Montague

Treasurer – James Barrett

Secretary - Gemma Hardy

General Member – Laura Speak

We will continue to recruit for a minimum of one more general member.

The removal of Louise Curd has been requested and will be actioned.

Whiteley Pre-School

Detailed Receipts and Payments Account

<u>Payments</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Receipts</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Year ended</u>
	<u>31-Aug-21</u>	<u>31-Aug-20</u>	<u>31-Aug-19</u>		<u>31-Aug-21</u>	<u>31-Aug-20</u>	<u>31-Aug-19</u>
	<u>£</u>	<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>	<u>£</u>
Payroll	128,616.40	125,482.87	115,852.15	Registration/Holding Fees	685.00	925.00	625.00
Pension	3,992.42	3,534.66	2,547.81	Term Fees	30,958.72	29,488.60	31,659.89
Recruitment	823.08			Eye Grant	137,474.10	134,207.47	119,525.08
Resources	5,052.02	5,387.76	4,078.61	Other Grants			17,843.69
Training	1,085.94	1,519.11	1,493.80	Fundraising	219.50	2,508.47	453.46
Hall Hire	15,031.02	16,067.88	27,799.57	Miscellaneous		130.56	126.14
Fee Refund	26.25	496.80		Donations	10.00	380.00	
Snack	1,110.44	1,099.13	872.42	Interest	8.45	103.08	128.71
Malleable	13.08	15.46	107.90	Extra sessions		35.00	
Cleaning	326.62			Training & Consultation		722.03	60.00
Accounting	978.00	828.00	660.00	Payroll Refund	5,240.63	10,139.54	5,787.14
Postage	15.21	21.42	12.36				
Telephone	947.82	608.15	618.19				
Stationery & Software	1,423.15	174.98	254.43				
County Supplies	457.53	528.30					
Nappy Bin	90.48	121.26					
Maintenance	109.55		6.45				
Equipment	6,423.71	2,325.15	4,550.71				
Photocopying & Printing	585.52	432.24	718.53				
Miscellaneous	150.00	156.60	1,269.30				
Staff Uniforms	556.68	437.33	413.98				
Insurance	725.61	745.40	740.44				
Subscriptions	35.00	564.48					
Marketing & Website	345.01	114.76	260.56				
Functions/Days out	75.00	862.80	1,742.22				
DBS	100.10	259.12	54.08				
Expenses	282.73	236.44	803.44				
Bank & CC Charges	30.00	30.00	32.00				
Offsted	100.00		50.00				
Andrea payout		3,628.75					
Total Expenditure	169,508.37	165,678.85	164,938.95	Total Income	174,596.40	178,639.75	176,209.11
					5,088.03	12,960.90	11,270.16

Surplus of Income over Expenditure

Balance Sheet

	<u>as at</u>	<u>as at</u>	<u>as at</u>	<u>as at</u>	
	<u>31-Aug-21</u>	<u>31-Aug-20</u>	<u>31-Aug-21</u>	<u>31-Aug-20</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
Capital					
Reserves at 01/09/20	112,396.45	99,435.55	Bank Reserve Account	89,435.96	79,427.51
Surplus of Income in year	5,088.03	12,960.90	Bank Current Account	28,963.06	33,733.48
			Cash	63.46	63.46
			less: creditors	-978.00	-828
			plus: Andrea amount owed		
			less: credit card		0.00
Balance at 31/08/21	<u>117,484.48</u>	<u>112,396.45</u>		<u>117,484.48</u>	<u>112,396.45</u>
			Creditors		
			Accounting	978	
				<u>978</u>	



22 Park Farm Avenue, Fareham, Hants, PO15 6LQ

Whiteley Pre School
Gull Coppice
Yew Tree Drive
Whiteley
PO15 7LA

30th May 2022

Dear Committee

I have today finalised the 2020/21 accounts, as agreed.

Your accounts have been prepared on a receipt and payment basis.

All bank transactions have been imported into Xero from the CSVs downloaded from your internet banking. These transactions have then been allocated to the relevant income or expenditure category headings.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

The Xero account is now up and running ready for up to date bank feeds and more real time information, waiting on your instructions to proceed.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely

Trudy Byles AICB CB.Cert

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WHITELEY PRE-SCHOOL

England & Wales - Charity number 1098615

Accounts

Whiteley Pre-School AGM - via Zoom 12/03/2021

Agenda

1. Welcome & Apologies
2. Committee Report
3. Financial Report
4. Committee nominations
5. AOB

Attendees

Hayley Montague - Chair

Gemma Hardy - Secretary and Business Manager

1. Welcome & Apologies:

An 'in person' AGM was hoped to be held at Pre-School, however given restrictions on the access to the Community Centre during the pandemic and the most recent lockdown, the AGM was held online via Zoom. Despite the Meeting being advertised, no parents joined the Zoom call and the only attendees were Chair, Hayley Montague and Secretary/Business Manager, Gemma Hardy.

2. Committee Report:

In January 2020 an Ofsted inspection took place at Whiteley Pre-School which identified that personal development and leadership and management of the setting required improvement, although the quality of education and behaviour and attitudes were judged to be good. This was hugely disappointing and led to a change in Childcare Management and Designated Safeguarding Lead at the Pre-School, as well as changes to the Committee. Subsequently the Pre-school has undergone a great change in the last year, a new Childcare Manager has been welcomed, six members of staff have left and five new members of staff have joined the setting. The Committee has also had a change of Chair and we continue to seek appropriate Trustees to ensure the governance of Pre-School.

Safeguarding processes were reviewed, overhauled and improved by the new DSL, Gemma Hardy, following Ofsted's inspection. Improvements were also made to the structure of group time and the sizes of groups which led to more adult led moments each morning. Children who only attend in the afternoon's also have sessions of adult led moments, as well as Educators meeting at the end of session with their children. A buddy system was also introduced so that each Key Worker has another member of staff as support who are able to act as their Co-Key worker if required which has further strengthened the role. Management and Leadership of the setting has been fully audited with new procedures for time recording, supervisions and observations and policies being implemented ensuring that management and leadership is now highly effective.

In March 2020 we unfortunately were required to close Pre-School for three months which was disappointing, but in June 2020 we were able to re-open the setting to most families for the end of the Summer term.

The COVID-19 Pandemic has brought many challenges this year in terms of increased pressure on staff, increased costs, further regulations and restrictions and a reduction in the numbers of children attending the setting which affected funding levels. This was further compounded by restrictions on events Pre-School could organise and hold which further reduced income. Despite the pressures of the pandemic and the Ofsted inspection, we have had incredible feedback from our Parents who felt the rating did not accurately reflect the setting. We were delighted that so many Parents returned their children to Pre-School when we were able to reopen and we have been very thankful for the feedback and support we have had from our Parents.

The Pre-School was re-vamped over the summer and investment made for new resources being added inside and outside, as well as more shelter being created in the garden to extend the use of the space. We continue to develop the space and make improvements and look forward to the Community Centre updating the equipment in the garden. This improvement was delayed due to Covid and we are hopeful this work will be able to take place over the next holiday.

From September 2020 we introduced EYLog, an online platform to record children's observations and developments, which has been hugely beneficial in terms of more easily tracking the children, as well as strengthening our partnerships with Parents. Parents are now able to receive updates on their phone with photos showing their child in setting and the ability to comment back to the Educator. Parents are also able to upload their own observations of their child for the Educator to view. This extra communication channel has been useful during the pandemic when we have been unable to allow Parents into setting, but they have been able to see their children and their activities and developments through EYLog frequently. Parents have also been fully supportive of our risk assessments, maintained social distancing, worn masks at drop off/collection times and supported our staggered drop off and collection system.

In January 2021 EYLog was further utilised as a Home-Link when many parents chose to keep their children at home during the latest lockdown, despite EYFS settings remaining open during this time. This was really effective in terms of keeping children involved in Pre-School life and appreciated by Parents who felt well supported.

A full SEN review was also completed in September 2020, leading to change in our SEND Co-ordinator. We have implemented two intervention groups which target areas of development identified from both staff and EY Log. Currently the focus is on speech and language as well as Personal and Social Development.

Pre-School has also acknowledged the impact the pandemic has had on our setting and a Well-Being Officer was introduced to help provide resources and support staff and our children with their well-being.

The website and Facebook pages have been well used this year, regularly kept up to date so existing Parents can see the provocations and activities covered at Pre-School that week, as well as serving as a marketing tool for prospective Parents who can see what an excellent setting we are. To strengthen ties to the local community we have supported our local food bank with a Christmas collection by the staff, children and families and met with our local Councillor. Our Deputy-Manager has created discovery walks in our local woods, hiding characters from our 'Book of the Week' in the trees for our families (and other local families) to enjoy whilst walking to Pre-School. These have sparked many conversations and enjoyment.

This year has been a huge challenge for Pre-School, however the changes in Committee and Management have been refreshing and staff have worked tirelessly to ensure we provide excellent care for our children despite all the external factors. We continue to be proud of the setting and staff and hope the coming year will be less challenging and we receive the Ofsted rating which reflects the hard work of all involved with Pre-School.

3. Financial Report:

We received 134,207.47 in EYE Grants and 29,488.60 in fees. The Community Centre did not charge us for hall hire during the closure which significantly reduced our expenditure in this area whilst other payments increased due to Covid. Pre-school utilised the CJRS offered by the Government and we have reduced running costs wherever possible to ensure we could break even as the Pre-School was running at a projected loss when we returned after the first lockdown. Through careful budgeting, increasing fees and welcoming new children we have achieved a surplus of 12,960.90 which was unexpected.

4. Committee nominations:

Committee nominations were completed, all happy to remain although we continue to seek new and appropriate Trustees to support Pre-School.

5. AOB - none.

Whiteley Pre-School

Detailed Receipts and Payments Account

<u>Payments</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Receipts</u>	<u>Year ended</u>	<u>Year ended</u>	<u>Year ended</u>
	<u>31-Aug-20</u>	<u>31-Aug-19</u>	<u>31-Aug-18</u>		<u>31-Aug-20</u>	<u>31-Aug-19</u>	<u>31-Aug-18</u>
	<u>£</u>	<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>	<u>£</u>
Payroll	125,482.87	115,852.15	105,000.00	Registration/Holding Fees	925.00	625.00	275.00
Pension	3,534.66	2,547.81	1,152.82	Term Fees	29,488.60	31,659.89	24,792.04
Resources	5,387.76	4,078.61	3,071.74	Eye Grant	134,207.47	119,525.08	137,563.42
Training	1,519.11	1,493.80	352.20	Other Grants		17,843.69	4,302.57
Hall Hire	16,067.88	27,799.57	25,455.32	Fundraising	2,508.47	453.46	
Fee Refund	496.80			Miscellaneous	130.56	126.14	3,051.53
Snack	1,099.13	872.42	1,123.82	Donations	380.00		
Malleable	15.46	107.90		Interest	103.08	128.71	22.31
Accounting	828.00	660.00	384.00	Extra sessions	35.00		
Postage	21.42	12.36	18.78	Training & Consultation	722.03	60.00	
Telephone	608.15	618.19	424.23	Payroll Refund	10,139.54	5,787.14	
Stationery & Software	174.98	254.43	79.99				
County Supplies	528.30						
Nappy Bin	121.26						
Maintenance		6.45					
Equipment	2,325.15	4,550.71	4,126.35				
Photocopying & Printing	432.24	718.53	700.32				
Miscellaneous	156.60	1,269.30	5,476.54				
Staff Uniforms	437.33	413.98	602.87				
Insurance	745.40	740.44					
Subscriptions	564.48						
Marketing & Website	114.76	260.56	502.83				
Functions/Days out	862.80	1,742.22	822.00				
DBS	259.12	54.08	236.48				
Expenses	236.44	803.44	564.46				
Bank & CC Charges	30.00	32.00	19.03				
Offsted		50.00	50.00				
Andrea payout	3,628.75						
Total Expenditure	165,678.85	164,938.95	150,163.78	Total Income	178,639.75	176,209.11	170,006.87
Surplus of Income over Expenditure					12,960.90	11,270.16	19,843.09

Balance Sheet

	<u>as at</u>	<u>as at</u>	<u>as at</u>	<u>as at</u>
	<u>31-Aug-20</u>	<u>31-Aug-19</u>	<u>31-Aug-20</u>	<u>31-Aug-19</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital				
Reserves at 01/09/19		99,435.55		88,165.39
Surplus of Income in year		12,960.90		11,270.16
Balance at 31/08/20		112,396.45		99,435.55
Represented by:				
Bank Reserve Account			79,427.51	72,804.40
Bank Current Account			33,733.48	27,101.72
Cash			63.46	63.61
less: creditors			-828.00	-660
plus: Andrea amount owed				157.01
less: credit card			0.00	-31.19
			112,396.45	99,435.55
Creditors				
Accounting			828	
			828	



adminEase

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22 Park Farm Avenue, Fareham, Hants, PO15 6LQ

Whiteley Pre School
Gull Copice
Yew Tree Drive
Whiteley
PO15 7LA

26th February 2021

Dear Committee

I have today finalised the Audit of your 2019/20 accounts, as agreed.

Your accounts have been prepared on a receipt and payment basis.

1. Bank statement transactions have been matched to invoices & receipts entered onto the spreadsheet template provided. Missing transactions have been entered and spreadsheet formulas have been corrected. Both bank accounts have now been fully reconciled and I can confirm that all bank transactions have been included in the accounts.

2. Credit card transactions have been added to the spreadsheet, as were not included. The credit cards have been fully reconciled and I can confirm that all transactions have been included in the accounts.

3. Cash transactions have been fully reconciled and I can confirm that all transactions have been included in the accounts.

Based on the information provided, I can confirm that these accounts are a true reflection of the trading activity and the financial position of Whiteley Pre-school.

I am pleased to have been of service and hope I can continue to do so in future years.

Yours sincerely

Trudy Byles AICB CB.Cert

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Associate Member
222022