



# Trustees' Annual Report for the period

**From**

**Period start date**

Day  
1

Month  
9

Year  
2019

**Period end date**

Day  
31

Month  
8

Year  
2020

**Charity name**

TILEHOUSE STREET PRESCHOOL AND NURSERY

**Other names charity is known by**

**Registered charity number (if any)**

1102492

**Charity's principal address**

Tilehouse Street Baptist Church

Upper Tilehouse Street

Hitchin

**Postcode**

SG5 2EE

## 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	Phil Earl	Chair		
2	Kerry Parkin	Secretary		
3	Ruth Taunt	Treasurer		
4	Helen Watson			
5	Paul Smyth			
6	Claire Day			
7	Andrew Fotiadis			
8				
9				
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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

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**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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**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by the membership

**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**

<p>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:</p> <p>(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</p>
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<p>race, culture, religion, means or ability;</p> <p>(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;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
<p>Provision of a safe, happy and stimulating environment for 2 ¼ to 5 year olds where children are encouraged to develop to their full potential.</p> <p>I hereby declare that I and the other trustees have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.</p>

**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)**

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You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



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**Summary of the main achievements of the charity during the year**

From September 2020 Mr Chris Roblett took the role of Nursery and Pre-school Manager with Deborah Tobias his newly appointed Deputy working closely with beside him. Deborah Tobias has had several years' experience at Tilehouse Street and has been a constant figure for staff and parents alike through the transition period.

Covid has made this a turbulent time for most education settings. However, we have been proud of the successful measures that have been put in place to keep the setting open to all children. This has been made possible by the cooperation of the committee and the parents who have supported our decisions every step of the way.

From September the decision was made to keep the nursery and Pre-school rooms being as separate as possible, reducing the risk of infection across the setting, we also had limited access to Parents/carers and few external people invited in (and these only, once measures were relaxed). We remained in constant communication with parents/carers/trustees through our online portal Famly as well as via email, this was also a way of continued parental engagement. Additionally, our regular satisfaction questionnaires with opportunities for families to challenge or address any concerns were sent out. Suggestions were then implemented using the 'you said, we did' responses.

By the end of July 2021 with measures slightly relaxed we were able to welcome in teachers from local schools to reinforce transitions for school readiness as well as being able to say farewell to those leaving and their parents having a graduation and leavers picnic. It was noted by several teachers that even through the pandemic the level of school readiness from this setting was exceptional. The feedback from parents has been extremely positive commenting on children's learning and activities over this academic year being fantastic despite the circumstances.

**Brief statement of the charity's policy on reserves**

The preschool holds sufficient reserves to cover redundancy payments consistent with staff T&Cs and expenditure equivalent to approximately half a term's regular payments (including rent and other costs).

**Details of any funds materially in deficit**

N/A

**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.

**Section F**

**Other optional information**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) **PHILIP EARL**

Full name(s) Phil Earl

Position (eg Secretary, Chair, etc) Chair

Date **24 May 2022**

# Management Report

Tilehouse Street Pre-School

For the period ended 31 August 2021

Prepared on

1 September 2021

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# Financial Activities

September 2020 - August 2021

	Total
<b>INCOME</b>	
4000 Fees Received	
4010 Attendance	40,444.74
4020 Nursery Grants	69,862.99
<b>Total 4000 Fees Received</b>	<b>110,307.73</b>
4100 Fund Raising Activities	395.80
4105 Sweatshirt, T-Shirt, Book bag	427.00
4118 Bag 2 School	219.00
4120 4120 Bean grow	620.00
4147 Pajama Day	96.00
<b>Total 4100 Fund Raising Activities</b>	<b>1,757.80</b>
4400 Other Receipts	
4430 Bank Interest Received	2.48
4440 Voluntary Contributions	887.75
<b>Total 4400 Other Receipts</b>	<b>890.23</b>
4600 Miscellaneous Receipts	86.00
<b>Total Income</b>	<b>113,041.76</b>
<b>TOTAL</b>	<b>113,041.76</b>
<b>EXPENDITURES</b>	
6000 Pre-School Running Costs	
6001 Staff Hours Paid	84,460.33
6008 Training Courses & Expenses	354.00
6010 Rent	3,720.50
6015 Insurance	681.38
6020 Phone	923.53
6022 Stamps & Stationery	538.06
6025 Subscriptions & Fees	485.56
6032 Computer expenses	3,478.19
6040 Craft items	1,123.68
6045 Toys & Books	41.50
6046 Updated resources	141.66
6050 Equipment	602.14
6060 Snacks	132.64
6065 Cleaning & First Aid	304.66
6075 Staff Sweatshirts & T-Shirts	254.88
6090 Bank Charges	84.00
<b>Total 6000 Pre-School Running Costs</b>	<b>97,326.71</b>
6100 Fund Raising Costs	160.80
6105 Sweatshirt, T-Shirt, Book bag	519.20
<b>Total 6100 Fund Raising Costs</b>	<b>680.00</b>
6600 Miscellaneous Payments	593.80
6685 Solicitor's Fees	882.00
6695 Accountancy Fees	900.00
<b>Total Expenditures</b>	<b>100,382.51</b>
<b>NET OPERATING INCOME</b>	<b>12,659.25</b>

	Total
NET INCOME/(EXPENDITURE)	£12,659.25

# Balance Sheet

As of August 31, 2021

	Total
<b>FIXED ASSET</b>	
<b>Total Fixed Asset</b>	
<b>CASH AT BANK AND IN HAND</b>	
1010 Caf Cash a/c	3,634.96
1020 Caf Gold a/c	35,138.78
1050 Petty Cash	115.46
<b>Total Cash at bank and in hand</b>	<b>38,889.20</b>
<b>NET CURRENT ASSETS</b>	<b>38,889.20</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>38,889.20</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>38,889.20</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£38,889.20</b>
<b>CHARITY FUNDS</b>	
3000 Restricted Reserve	12,000.00
3201 General Reserve	14,229.95
Surplus/(Deficit)	12,659.25
<b>Total Charity funds</b>	<b>£38,889.20</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Tilehouse Street Preschool and Nursery

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1102492

Set out on pages

1-2

(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 / 08 / 2021.

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

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:

- 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.

Signed: *Tom Parker*

Date: 17/06/2022

Name: Tom Parker

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

ICAEW

Address:

42 Somerford Way

London

SE 16 6QW

**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.**