



# Trustees' Annual Report for the period

**From**

Period start date

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| 1   | 9     | 2021 |

**To**

Period end date

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| 31  | 8     | 2022 |

## Section A details

## Reference and administration

**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  | Paul Smyth     | Chair           |                                   |   |
| 2  | Lara Freeman   | Secretary       |                                   |   |
| 3  | Nitin Parsooth | Treasurer       |                                   |   |
| 4  | Claire Day     |                 |                                   |   |
| 5  | Phil Earl      |                 |                                   |   |
| 6  | Lucy Grimwood  |                 |                                   |   |
| 7  | Kerry Hudson   |                 |                                   |   |
| 8  | Nichola Knight |                 |                                   |   |
| 9  |                |                 |                                   |   |
| 10 |                |                 |                                   |   |
| 11 |                |                 |                                   |   |
| 12 |                |                 |                                   |   |
| 13 |                |                 |                                   |   |
| 14 |                |                 |                                   |   |
| 15 |                |                 |                                   |   |
| 16 |                |                 |                                   |   |
| 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)

|  |
|--|
|  |
|--|

## Section B management

## Structure, governance and

### Description of the charity's trusts

|   |                           |
|---|---------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution              |
| How the charity is constituted<br>(eg. trust, association, company) | Trust                     |
| Trustee selection methods<br>(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

|  |
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|  |
|--|

manage them.



| Section C | Objectives and activities |
|-----------|---------------------------|
|-----------|---------------------------|

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

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.

**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)**

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.

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.

**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.

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

Tilehouse Street Pre-school and Nursery have come out the other side of the Covid pandemic stronger and wiser for the experience. We have learnt many lessons and reflected appropriately because of it. This has impacted positively on our settling in process and communication with parents.

The Pre-school and Nursery have continued to be a force in the local community and our presence is stronger than ever. We were proud to join with Crackerjacks Children's trust this year to raise money for local disabled children.

We have built good connections with the Baptist Church who we are in the grounds of and continue to work with them. Our links with local playgroups and the wider community have shown to be consistent as we have not had to advertise externally to fill our rooms.

Over the past two years we have been introducing weekly Yoga classes to the older nursery aged children. This has proven very popular and we have now employed a yoga teacher to attend to further develop the childrens balance, fitness and mental wellbeing. This is a wonderful addition to our curriculum and has been extremely well received. In addition to the yoga classes we have also introduced cooking as a weekly lesson. This has allowed children to explore different food groups and experiences that they may not have had access to. We have been able to incorporate foods from around the world and our cohorts heritage into these lessons.

We enjoyed joining in the Queen's Jubilee celebrations by holding a tea party in the garden. This was a fantastic morning and showcased how we help promote British Values within our setting.

We were extremely happy to confirm that Mrs Karen Harvey became our permanent Deputy Manager, she has been a great support to myself and the setting.

We continue to use the online Famly app for all our communication and progress tracking as this has proven to be the most effective and preferred form of communication with parents/carers.

We will as always, continue to reflect on our children's and families needs and strive to continue building our excellent local reputation.

## Section E

## Financial review

### 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

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s) **PAUL SMYTH**

Full name(s) Paul Smyth

Position (eg Secretary, Chair, etc)

Chair

**Date**

**26 May 2022**

# Management Report

Tilehouse Street Pre-School

For the period ended 31 August 2022

Prepared on

1 September 2022



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# Financial Activities

September 2021 - August 2022

|  | Total             |
|--|-------------------|
| <b>INCOME</b>                              |                   |
| 4000 Fees Received                         |                   |
| 4010 Attendance                            | 24,414.64         |
| 4020 Nursery Grants                        | 87,665.65         |
| <b>Total 4000 Fees Received</b>            | <b>112,080.29</b> |
| 4100 Fund Raising Activities               | 150.00            |
| 4105 Sweatshirt, T-Shirt, Book bag         | 336.00            |
| 4115 Christmas bags                        | 336.00            |
| 4118 Bag 2 School                          | 168.00            |
| 4120 4120 Bean grow                        | 598.30            |
| <b>Total 4100 Fund Raising Activities</b>  | <b>1,588.30</b>   |
| 4400 Other Receipts                        |                   |
| 4430 Bank Interest Received                | 24.43             |
| 4440 Voluntary Contributions               | 391.27            |
| <b>Total 4400 Other Receipts</b>           | <b>415.70</b>     |
| 4600 Miscellaneous Receipts                | 2,389.12          |
| <b>Total Income</b>                        | <b>116,473.41</b> |
| <b>TOTAL</b>                               | <b>116,473.41</b> |
| <b>EXPENDITURES</b>                        |                   |
| 6000 Pre-School Running Costs              |                   |
| 6001 Staff Hours Paid                      | 91,311.12         |
| 6008 Training Courses & Expenses           | 853.45            |
| 6010 Rent                                  | 3,643.25          |
| 6015 Insurance                             | 795.14            |
| 6020 Phone                                 | 953.50            |
| 6022 Stamps & Stationery                   | 571.08            |
| 6025 Subscriptions & Fees                  | 804.21            |
| 6032 Computer expenses                     | 2,926.35          |
| 6040 Craft items                           | 1,386.22          |
| 6046 Updated resources                     | 19.74             |
| 6050 Equipment                             | 2,559.52          |
| 6060 Snacks                                | 208.41            |
| 6065 Cleaning & First Aid                  | 543.16            |
| 6075 Staff Sweatshirts & T-Shirts          | 387.96            |
| 6090 Bank Charges                          | 93.00             |
| <b>Total 6000 Pre-School Running Costs</b> | <b>107,056.11</b> |
| 6026 DBS checks                            | 293.83            |
| 6100 Fund Raising Costs                    | 204.48            |
| 6105 Sweatshirt, T-Shirt, Book bag         | 172.90            |
| <b>Total 6100 Fund Raising Costs</b>       | <b>377.38</b>     |
| 6600 Miscellaneous Payments                | 1,263.03          |
| 6650 Staff Social                          | 507.60            |
| <b>Total 6600 Miscellaneous Payments</b>   | <b>1,770.63</b>   |
| 6695 Accountancy Fees                      | 900.00            |
| <b>Total Expenditures</b>                  | <b>110,397.95</b> |

|                          | Total     |
|--------------------------|-----------|
| NET OPERATING INCOME     | 6,075.46  |
| NET INCOME/(EXPENDITURE) | £6,075.46 |

# Balance Sheet

As of August 31, 2022

|  | Total             |
|--|-------------------|
| <b>FIXED ASSET</b>                           |                   |
| <b>Total Fixed Asset</b>                     |                   |
| <b>CASH AT BANK AND IN HAND</b>              |                   |
| 1010 Caf Cash a/c                            | 9,526.32          |
| 1020 Caf Gold a/c                            | 35,161.18         |
| 1050 Petty Cash                              | 277.16            |
| <b>Total Cash at bank and in hand</b>        | <b>44,964.66</b>  |
| <b>NET CURRENT ASSETS</b>                    | <b>44,964.66</b>  |
| <b>NET CURRENT ASSETS (LIABILITIES)</b>      | <b>44,964.66</b>  |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> | <b>44,964.66</b>  |
| <b>TOTAL NET ASSETS (LIABILITIES)</b>        | <b>£44,964.66</b> |
| <b>CHARITY FUNDS</b>                         |                   |
| 3000 Restricted Reserve                      | 12,000.00         |
| 3201 General Reserve                         | 26,889.20         |
| Surplus/(Deficit)                            | 6,075.46          |
| <b>Total Charity funds</b>                   | <b>£44,964.66</b> |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Tilehouse Street Preschool and Nursery

**On accounts for the year  
ended**

31 August 2022

**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:**

**Date:**

22.05.23

**Name:**

Nick Taunt

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

ICAEW

**Address:**

8 Westfield Close

Hitchin, Herts

**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.**