

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales · Charity number 1130575

Details

Status Registered

Legal form Other

Registered 2009-07-15

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

Contact

Address Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
MK19 6HJ

Phone 01908 571252

Email willow_tree@hotmail.co.uk

Website www.willowtreepreschool.co.uk

Activities

Objects: 2.1 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: Willow Tree Pre-School is a small and friendly setting providing the highest quality care and education for children aged 2-4 years. Based within the Primary School site in the village of Deanshanger, S Northamptonshire. We pride ourselves on creating a learning environment that is attractive and stimulating offering each individual child the opportunities to learn, develop and grow.

Classification

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

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Northamptonshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£213,733	£168,425	-	-
2024-08-31	£125,644	£127,164	-	-
2023-08-31	£109,282	£127,885	-	-
2022-08-31	£43,801	£46,962	-	-
2021-08-31	£117,584	£120,666	-	-
2020-08-31	£113,403	£95,623	-	-

Trustees

Name	Role	Appointed
Catriona Sansum	Chair	2025-06-12
CARLY WEST		2017-10-11

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2024		31	August	2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Green
Deanshanger
Milton Keynes
Postcode MK19 6HJ

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	Catriona Sansum	Chair / Trustee		All committee members
2	Greg Kew	Vice Chair		
3	Carly West	Trustee		
4	James Flynn	Treasurer		
5	Maddison Easterbrook			
6	Chloe Holbrook			
7	Katie Smith			
8	Jennifer Sturdy			
9	Liane Odell			
10	Robert Smith			
11	Natalie Lewis			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Carly West	
Catriona Sansum	June 2025

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Sara-Beth Sutherland (Financial Administrator)

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)

Trust (committee)

Trustee selection methods
(eg. appointed by, elected by)

Nominated and seconded by committee members

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.

Section C Objectives and activities

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

Provide a safe, caring and stimulating environment for all children to play and learn. Prepare children for their transition into school and their steps in their education.
To offer a good quality provision to the local community which is open and inclusive to all.
To promote positive relationships with parents and carers to ensure strong links between home and pre-school.

Willow Tree provide a safe and nurturing environment where children's individuality is respected and valued.

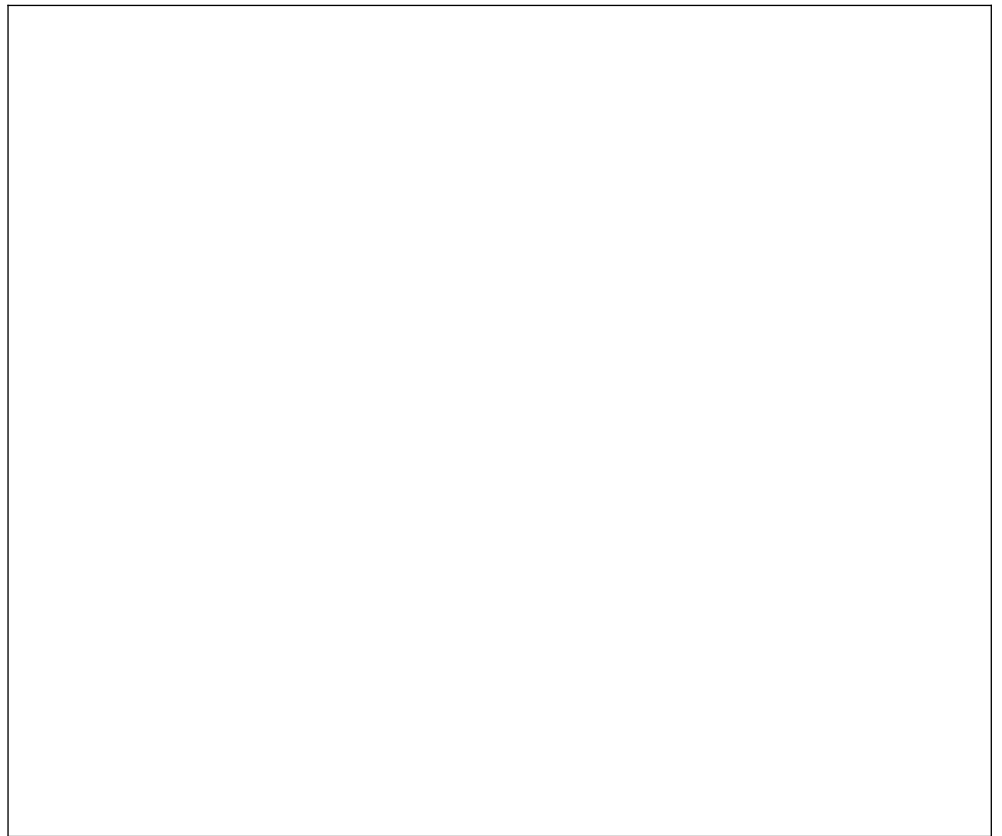
We hold several fundraising events throughout the year which are open to the local community.

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

We run 10 fully supervised pre-school sessions and breakfast clubs each week for children aged 2–4 years, providing a structured yet flexible environment that supports early learning and development.

We take great pride in maintaining a clean, safe, and secure setting for all children in our care. A wide range of activities is carefully planned and provided to meet each child's individual needs, interests, and stages of development.

At Willow Tree, we use Tapestry, an online learning journal that allows us to effectively communicate with parents and carers. Through this platform, we share observations, achievements, and daily activities, giving families a valuable insight into their child's learning journey at pre-school.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

Details of any funds materially in deficit

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.

Empty box for optional information.


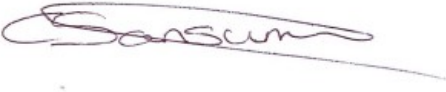
Section F Other optional information

Empty box for Section F 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)		
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Full name(s)	Carly West	Catriona Sansum
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Position (eg Secretary, Chair, etc)	Holding Trustee	Trustee
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Date	18/05/2026	18/05/2026
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Balance Sheet

Willow Tree Pre School
As at 31 August 2025

Prepared by Willoughby & Co.

Balance Sheet

Willow Tree Pre School
As at 31 August 2025

	31 AUG 2025	31 AUG 2024
Current Assets		
Cash at bank and in hand		
Fundraising	2,725.84	2,060.12
Reserve	26,696.08	26,451.27
Willow Tree Pre-School	74,178.02	30,216.15
Total Cash at bank and in hand	103,599.94	58,727.54
Accounts Receivable	692.45	-
Total Current Assets	104,292.39	58,727.54
Creditors: amounts falling due within one year		
NIC Payable	6,211.91	-
PAYE Payable	(6,211.91)	-
Pensions Payable	791.23	536.48
Rounding	4.35	2.67
Total Creditors: amounts falling due within one year	795.58	539.15
Net Current Assets (Liabilities)	103,496.81	58,188.39
Total Assets less Current Liabilities	103,496.81	58,188.39
Net Assets	103,496.81	58,188.39
Capital and Reserves		
Current Year Earnings	45,308.42	(1,520.52)
Retained Earnings	58,188.39	59,708.91
Total Capital and Reserves	103,496.81	58,188.39

Profit and Loss

Willow Tree Pre School
For the year ended 31 August 2025

Prepared by Willoughby & Co.

Contents

3 Profit and Loss

Profit and Loss

Willow Tree Pre School
For the year ended 31 August 2025

2025

Turnover	
Fees	30,958.59
Funding	180,509.52
Interest Income	265.02
Total Turnover	211,733.13
Cost of Sales	
Direct Expenses	932.18
Direct Wages	137,415.48
Purchases	1,754.99
Total Cost of Sales	140,102.65
Gross Profit	71,630.48
Administrative Costs	
Audit & Accountancy fees	346.80
Employers National Insurance	2,692.93
Entertainment - 0%	16.50
Entertainment-100% business	200.00
General Expenses (incl Cleaning)	4,910.61
Groceries	2,401.41
Insurance	1,947.39
IT Software and Consumables	965.28
Light, Power, Heating	2,175.93
Pensions Costs	3,609.22
Printing & Stationery	630.24
Rates	419.16
Repairs & Maintenance	2,028.33
Staff Training	1,787.60
Subscriptions	261.48
Telephone & Internet	1,823.61
Trips	75.00
Uniform/ Clothing	742.44
Waste Disposal	487.92
Water Rates	800.00
Total Administrative Costs	28,321.85
Operating Profit	43,308.63
Other Income	
Fundraising income	1,999.79
Total Other Income	1,999.79

2025

Profit on Ordinary Activities Before Taxation

45,308.42

Profit after Taxation

45,308.42

Willow Tree Preschool year end accounts

donna@willoughbyandco.com <donna@willoughbyandco.com>
To: Sara Sutherland <wtp2024adm@gmail.com>

Mon, Nov 24, 2025 at 1:38 PM

Hi Sara

Apologies for the delayed response.

I have now checked the accounts for you, and I've attached the P&L and Balance Sheet with comparatives for the YE 31 August 2025.

If you need anything further, please do let me know.

Many thanks

Kind regards

Donna Smets ACMA
Chartered Management Accountant



07740 341 925

donna@willoughbyandco.com<https://thefinancialcollective.co.uk/>

Monday to Thursday - 0900 – 1500

Chartered Management Accountancy practice based in Milton Keynes

Official company name: Willoughby & Smets Accountants Limited

From: Sara Sutherland <wtp2024adm@gmail.com>
Sent: 12 October 2025 17:22
To: donna@willoughbyandco.com
Subject: Willow Tree Preschool year end accounts

Hi Donna

[Quoted text hidden]

2 attachments **Willow Tree Pre-School Profit & Loss 31.08.25.pdf**
25K **Willow Tree Pre-School Balance Sheet 31.08.25.pdf**
22K

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2023		31	August	2024

Section A Reference and administration details

Charity name

Willow Tree Pre School

Other names charity is known by

Registered charity number (if any)

1130575

Charity's principal address

The Green
 Deanshanger
 Milton Keynes
Postcode **MK19 6GL**

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	Catie Sansum	Chair		All committee members
2	Rachel Evison			
3	Lynsey Moore	Treasurer		
4	Jenny Walker			
5	Sara Sutherland	Secretary		
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7	Carly West	Trustee		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Carly West	
Lynsey Moore	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Julie Ramsay (Financial Administrator)

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)	Trust (committee)
Trustee selection methods (eg. appointed by, elected by)	Nominated and seconded by committee members

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.

Section C Objectives and activities

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

Provide a safe, caring and stimulating environment for all children to play and learn. Prepare children for their transition into school and their steps in their education.
 To offer a good quality provision to the local community which is open and inclusive to all.
 To promote positive relationships with parents and carers to ensure strong links between home and pre-school.

Willow Tree provide a safe and nurturing environment where children's individuality is respected and valued.

We hold several fundraising events throughout the year which are open to the local community.

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.

Summary of the main achievements of the charity during the year

We run 10 supervised pre-school sessions per week for children aged 2-4 years old.

We continue to pride ourselves on keeping a clean and safe environment for the children in our setting. We provide a range of activities to suit all needs and interests.

This year we opened the preschool to 2 year olds, for the first time. This has been a great success and something we wish to continue for the foreseeable future.

At Willow Tree, we continue to use Tapestry, an online learning journal. This has provided us with an efficient way to correspond with parents and show them what activities the children are doing at preschool.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

Details of any funds materially in deficit

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)		
Full name(s)	Carly West	Lynsey Moore
Position (eg Secretary, Chair, etc)	Holding Trustee	Trustee
Date	31/03/2025	31/03/2025

Balance Sheet

Willow Tree Pre School
As at 31 August 2024

Prepared by Willoughby & Co.

Contents

3 Balance Sheet

Balance Sheet

Willow Tree Pre School

As at 31 August 2024

	31 AUG 2024	31 AUG 2023
Current Assets		
Cash at bank and in hand		
Fundraising	2,060.12	1,870.19
Reserve	26,451.27	33,140.14
Willow Tree Pre-School	30,216.15	24,788.71
Total Cash at bank and in hand	58,727.54	59,799.04
Accounts Receivable	-	450.33
Total Current Assets	58,727.54	60,249.37
Creditors: amounts falling due within one year		
Accounts Payable	-	59.32
Pensions Payable	536.48	480.89
Rounding	2.67	0.25
Total Creditors: amounts falling due within one year	539.15	540.46
Net Current Assets (Liabilities)	58,188.39	59,708.91
Total Assets less Current Liabilities	58,188.39	59,708.91
Net Assets	58,188.39	59,708.91
Capital and Reserves		
Current Year Earnings	(1,520.52)	(18,603.12)
Retained Earnings	59,708.91	78,312.03
Total Capital and Reserves	58,188.39	59,708.91

Profit and Loss

Willow Tree Pre School
For the year ended 31 August 2024

Prepared by Willoughby & Co.

Contents

3 Profit and Loss

Profit and Loss

Willow Tree Pre School For the year ended 31 August 2024

	2024	2023
Turnover		
Fees	25,093.15	12,556.76
Funding	99,137.19	94,196.83
Interest Income	365.43	210.12
Total Turnover	124,595.77	106,963.71
Cost of Sales		
Direct Expenses	38.60	433.98
Direct Wages	106,368.60	98,249.00
Purchases	2,405.10	4,146.02
Total Cost of Sales	108,812.30	102,829.00
Gross Profit	15,783.47	4,134.71
Administrative Costs		
Advertising & Marketing	19.00	-
Audit & Accountancy fees	1,394.60	862.46
Bad Debt	129.00	426.00
Charitable and Political Donations	-	57.50
Entertainment - 0%	115.17	-
Entertainment-100% business	180.00	-
General Expenses (incl Cleaning)	2,123.90	1,575.38
Groceries	2,182.90	2,657.90
Insurance	1,108.80	2,380.77
Interest Paid	-	29.37
IT Software and Consumables	611.28	578.26
Legal Expenses	-	600.00
Light, Power, Heating	2,686.39	2,856.74
Pensions Costs	2,663.96	2,179.30
Postage, Freight & Courier	-	22.72
Printing & Stationery	605.14	703.34
Rates	425.16	643.08
Repairs & Maintenance	810.00	5,523.11
Staff Training	100.00	344.00
Subscriptions	258.68	288.98
Telephone & Internet	1,273.60	1,172.78
Trips	97.75	225.00
Uniform/ Clothing	-	729.35
Waste Disposal	429.00	399.76
Water Rates	1,137.40	800.00
Total Administrative Costs	18,351.73	25,055.80
Operating Profit	(2,568.26)	(20,921.09)

Profit and Loss

	2024	2023
Other Income		
Fundraising income	1,047.74	2,317.97
Total Other Income	1,047.74	2,317.97
Profit on Ordinary Activities Before Taxation	(1,520.52)	(18,603.12)
Profit after Taxation	(1,520.52)	(18,603.12)

Hi Sara

Please accept my apologies for the delayed response.

Please see attached the WTPS profit and loss account and balance sheet for the year ended 31st August 2024.

Points to note:

- Funding and fees increased in the YE 31 August 2024 compared to the previous year by £17.5k which has really helped the preschool almost break even.
- Wages did increase by £8.1k however admin costs were lower by almost £7k predominantly due to repairs and maintenance costs being much lower this year.
- Overall result was a £1.5k loss which considering the loss in the previous year was £18.6k, this is a great achievement to almost breakeven.

If you have any questions, or need anything further, please don't hesitate to contact me. 😊

Many thanks

Kind regards

Donna Smets ACMA

Chartered Management Accountant

07740 341 925

donna@willoughbyandco.com

<https://thefinancialcollective.co.uk/>



Monday to Thursday - 0900 – 1500

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Official company name: Willoughby & Smets Accountants Limited

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2022		31	August	2023

Section A Reference and administration details

Charity name	Willow Tree Pre School
Other names charity is known by	
Registered charity number (if any)	1130575
Charity's principal address	The Green
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	Milton Keynes
	Postcode MK19 6GL

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	Catie Sansum	Chair		All committee members
2	Rachel Evison			
3	Lynsey Moore	Treasurer		
4	Jake Saville			
5	Sara Sutherland	Secretary		
6	Nadian Mulcahy			
7	Carly West	Trustee		
8	Syreeta Deller			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Carly West	
Lynsey Moore	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Julie Ramsay (Financial Administrator)

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Description of the charity's trusts

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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;
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Willow Tree provide a safe and nurturing environment where children's individuality is respected and valued.

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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.

Summary of the main achievements of the charity during the year

We run 10 supervised pre-school sessions per week for children aged 3-4 years old.

We continue to pride ourselves on keeping a clean and safe environment for the children in our setting. We provide a range of activities to suit all needs and interests.

This year we used some of the fundraising to purchase new fencing and non plastic toys in line with the Early Years guidance.

At Willow Tree, we continue to use Tapestry, an online learning journal. This has provided us with an efficient way to correspond with parents and show them what activities the children are doing at preschool.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

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Further financial review details (Optional information)

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- 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)		
Full name(s)	Carly West	Lynsey Moore
Position (eg Secretary, Chair, etc)	Holding Trustee	Trustee
Date	31/03/2024	31/03/2024

Profit and Loss

Willow Tree Pre School For the year ended 31 August 2023

	2023	2022
Turnover		
Fees	12,556.76	14,103.25
Funding	94,196.83	106,807.10
Interest Income	210.12	7.23
Total Turnover	106,963.71	120,917.58
Cost of Sales		
Direct Expenses	433.98	-
Direct Wages	98,249.00	99,926.49
Purchases	4,146.02	5,574.16
Total Cost of Sales	102,829.00	105,500.65
Gross Profit	4,134.71	15,416.93
Administrative Costs		
Audit & Accountancy fees	862.46	488.24
Bad Debt	426.00	-
Charitable and Political Donations	57.50	-
Employers National Insurance	-	1,273.83
General Expenses (incl Cleaning)	1,575.38	1,502.25
Groceries	2,657.90	2,221.89
Insurance	2,380.77	1,415.24
Interest Paid	29.37	2.74
IT Software and Consumables	578.26	846.48
Legal Expenses	600.00	250.00
Light, Power, Heating	2,856.74	1,242.81
Pensions Costs	2,179.30	1,809.60
Postage, Freight & Courier	22.72	-
Printing & Stationery	703.34	461.88
Rates	643.08	436.52
Repairs & Maintenance	5,523.11	5,067.67
Staff Training	344.00	628.65
Subscriptions	288.98	196.32
Telephone & Internet	1,172.78	792.16
Trips	225.00	44.00
Uniform/ Clothing	729.35	513.94
Waste Disposal	399.76	568.76
Water Rates	800.00	600.00
Total Administrative Costs	25,055.80	20,362.98
Operating Profit	(20,921.09)	(4,946.05)
Other Income		

Profit and Loss

	2023	2022
Fundraising income	2,317.97	2,891.80
Other Income	-	239.75
Total Other Income	2,317.97	3,131.55
Profit on Ordinary Activities Before Taxation	(18,603.12)	(1,814.50)
Profit after Taxation	(18,603.12)	(1,814.50)

Reviewed and approved on 6th February 2024 by Donna Smets ACMA

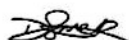


Balance Sheet

Willow Tree Pre School As at 31 August 2023

	31 AUG 2023	31 AUG 2022
Current Assets		
Cash at bank and in hand		
Fundraising	1,870.19	3,490.17
Reserve	33,140.14	33,001.38
Willow Tree Pre-School	24,788.71	42,501.85
Total Cash at bank and in hand	59,799.04	78,993.40
Accounts Receivable	450.33	426.00
Total Current Assets	60,249.37	79,419.40
Creditors: amounts falling due within one year		
Accounts Payable	59.32	-
PAYE Payable	-	763.23
Pensions Payable	480.89	344.14
Rounding	0.25	-
Total Creditors: amounts falling due within one year	540.46	1,107.37
Net Current Assets (Liabilities)	59,708.91	78,312.03
Total Assets less Current Liabilities	59,708.91	78,312.03
Net Assets	59,708.91	78,312.03
Capital and Reserves		
Current Year Earnings	(18,603.12)	(1,814.50)
Retained Earnings	78,312.03	80,126.53
Total Capital and Reserves	59,708.91	78,312.03

Reviewed and approved on 6th February 2024 by Donna Smets ACMA



Please see attached reviewed P&L and Balance Sheet for the year ended 31st August 2023.

You'll see there was quite a considerable loss in the 2022-23 financial year which you'll see almost solely due to less funding within the year.

Donna Smets ACMA
Chartered Management Accountant

07740 341 925

donna@thefinancialcollective.co.uk

donna@willoughbyandco.com

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

Period start date

Period end date

From

01 Sept 2021

To

31 August 2022

Section A

Reference and administration details

Charity name

Willow Tree Pre School

Other names charity is known by

Registered charity number (if any)

1130575

Charity's principal address

The Green

Deanshanger

Milton Keynes

Postcode

MK19 6GL

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	Catie Sansum	Chair		All committee members
2	Preetam Kumar			
3	Lynsey Moore	Treasurer		
4	Amy Searle			
5	Sara Sutherland	Secretary		
6	Rachel Evison			
7	Carly West	Trustee		
8	Jessamie Hockings			
9	Hayley Davis			
10	Rebecca Lindsay			
11				
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Carly West	
Lynsey Moore	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Louise Smith (Financial Administrator)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	Trust (committee)
Trustee selection methods	Nominated and seconded by committee members

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.

Section C Objectives and activities

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

Provide a safe, caring and stimulating environment for all children to play and learn. Prepare children for their transition into school and their steps in their education.
 To offer a good quality provision to the local community which is open and inclusive to all.
 To promote positive relationships with parents and carers to ensure strong links between home and pre-school.

Willow Tree provide a safe and nurturing environment where children's individuality is respected and valued.

We hold several fundraising events throughout the year which are open to the local community.

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.

Summary of the main achievements of the charity during the year

We run 10 supervised pre-school sessions per week for children aged 3-4 years old.

We have prided ourselves on keeping a clean and safe environment. At Willow Tree, we use Tapestry, an online learning journal. This has provided us with an efficient way to correspond with parents and show them what activities the children are doing at preschool while social distancing measures are in place.

We have also updated our website and social media which will hopefully continue to give us publicity in the area and maintain levels of interest in our preschool.

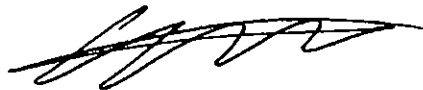
Section E**Financial review****Brief statement of the charity's policy on reserves**

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

Details of any funds materially in deficit**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)****Full name(s)**

Carly West

Lynsey Moore

Position (eg Secretary, Chair, etc)

Holding Trustee

Trustee

Date

10/01/2023

10/01/2023

Profit and Loss

Willow Tree Pre School

For the year ended 31 August 2022

2022

Turnover

Fees	5,625.49
Funding	36,421.82
Interest Income	35.98
Total Turnover	42,083.29

Cost of Sales

Direct Expenses	320.00
Direct Wages	31,713.98
Purchases	3,016.59
Total Cost of Sales	35,050.57

Gross Profit

7,032.72

Administrative Costs

Audit & Accountancy fees	165.60
Charitable and Political Donations	57.50
General Expenses (incl Cleaning)	831.62
Groceries	1,279.19
Insurance	1,695.78
Interest Paid	4.18
IT Software and Consumables	128.33
Legal Expenses	600.00
Light, Power, Heating	1,324.38
Pensions Costs	681.78
Printing & Stationery	142.32
Rates	375.00
Repairs & Maintenance	3,106.70
Staff Training	287.60
Subscriptions	102.25
Telephone & Internet	537.09
Waste Disposal	191.76
Water Rates	400.00
Total Administrative Costs	11,911.08

Operating Profit

(4,878.36)

Other Income

Fundraising Income	1,718.49
Total Other Income	1,718.49

Profit on Ordinary Activities Before Taxation

(3,159.87)

Profit after Taxation

(3,159.87)

Reviewed and approved on 30/01/2023 by Donna Smets ACMA



Balance Sheet

Willow Tree Pre School As at 31 August 2022

31 AUG 2022

Current Assets

Cash at bank and in hand

Fundraising	3,490.17
Reserve	33,001.38
Willow Tree Pre-School	42,491.55
Total Cash at bank and in hand	78,983.10

Accounts Receivable	426.00
Total Current Assets	79,409.10

Creditors: amounts falling due within one year

PAYE Payable	763.23
Pensions Payable	344.14
Total Creditors: amounts falling due within one year	1,107.37

Net Current Assets (Liabilities)	78,301.73
---	------------------

Total Assets less Current Liabilities	78,301.73
--	------------------

Net Assets	78,301.73
-------------------	------------------

Capital and Reserves

Current Year Earnings	(1,824.80)
Retained Earnings	80,126.53
Total Capital and Reserves	78,301.73

Reviewed and approved on 30/01/2023 by Donna Smets ACMA



WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2020		31	August	2021

Section A Reference and administration details

Charity name

Willow Tree Pre School

Other names charity is known by

Registered charity number (if any)

1130575

Charity's principal address

The Green

Deanshanger

Milton Keynes

Postcode

MK19 6GL

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	Catie Sansum	Chair		All committee members
2	Preetam Kumar			
3	Lynsey Moore	Treasurer/Secretary		
4	Syreeta Deller	Fundraising		
5	Sara Sutherland			
6	Stephanie Hibbard			
7	Carly West	Trustee		
8	Samantha Parkes			
9	Jessamie Hockings			
10	Hayley Davies			
11	Debbie Hutson	Marketing		
12	Charlotte Turner			
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
Angela Rowe	Ceased acting 28/01/21
Carly West	
Lynsey Moore	28/01/21 to date

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Louise Smith (Financial Administrator)

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)	Trust (committee)
Trustee selection methods (eg. appointed by, elected by)	Nominated and seconded by committee members

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.

Section C Objectives and activities

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

Provide a safe, caring and stimulating environment for all children to play and learn. Prepare children for their transition into school and their steps in their education.
To offer a good quality provision to the local community which is open and inclusive to all.
To promote positive relationships with parents and carers to ensure strong links between home and pre-school.

Willow Tree provide a safe and nurturing environment where children's individuality is respected and valued.

We hold several fundraising events throughout the year which are open to the local community.

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.

Summary of the main achievements of the charity during the year

We run 10 supervised pre-school sessions per week for children aged 3-4 years old.

Willow tree had a good year when taking into account the ongoing pandemic. We have prided ourselves on keeping a clean and safe environment, keeping cases to a minimum in the setting.

This year we used some of the fundraising to purchase new equipment and new flooring inside. This has given the preschool a fresher look all round.

At Willow Tree, we use Tapestry, an online learning journal. This has provided us with an efficient way to correspond with parents and show them what activities the children are doing at preschool while social distancing measures are in place.

We have also updated our website and social media which will hopefully continue to give us publicity in the area and maintain levels of interest in our preschool.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

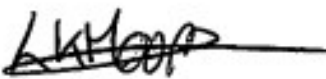

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)		
Full name(s)	Lynsey Moore	Louise Smith
Position (eg Secretary, Chair, etc)	Trustee	Financial Administrator
Date	12/01/2022	12/01/2022



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
MK19 6HJ
Mob Tel: 01908 571252

Pre-School Leader: Louise King
e-mail: willow_tree@hotmail.co.uk
Website: www.willowtreepreschool.co.uk

Profit and Loss Statement

Year Ending 31/8/21

	Year Ending 31/8/21
Income	
Funding	99,457.61
Fees etc	14,861.00
Clothing Sales	64.00
Fundraising	2,041.70
Other	1,159.51
Total Income	<u>117,583.82</u>
Expenditure	
Training	570.00
Equipment	11,731.57
Utilities	3,371.47
Sundries	7,226.97
Clothing	109.68
Salaries	97,655.43
Total Expenditure	<u>120,665.12</u>
Total Profit/(Loss)	<u>(3,081.30)</u>

Audited and found to be correct in accordance with the books and receipts as presented.

Donna Smets ACMA
Willoughby & Co
Chartered Management Accountancy Practice

 **CIMA**
Practising Certificate Holder



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
MK19 6HJ
Mob Tel: 01908 571252

Pre-School Leader: Louise King
e-mail: willow_tree@hotmail.co.uk
Website: www.willowtreepreschool.co.uk

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Year Ending 31/8/21

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Fees etc	14,861.00
Clothing Sales	64.00
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Other	1,159.51
Total Income	<u>117,583.82</u>
Expenditure	
Training	570.00
Equipment	11,731.57
Utilities	3,371.47
Sundries	7,226.97
Clothing	109.68
Salaries	97,655.43
Total Expenditure	<u>120,665.12</u>
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Practising Certificate Holder

WILLOW TREE PRE-SCHOOL (MILTON KEYNES)

England & Wales - Charity number 1130575

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2019		31	August	2020

Section A Reference and administration details

Charity name

Willow Tree Pre School

Other names charity is known by

Registered charity number (if any)

1130575

Charity's principal address

The Green
 Deanshanger
 Milton Keynes
Postcode MK19 6GL

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	Melissa Powell	Chair		All committee members
2	Preetam Kumar			
3	Lyndsey Moore	Treasurer/Secretary		
4	Catriona Baker	Funding		
5	Catie Sansum	Vice Chair		
6	Stephanie Hibbard			
7	Carly West	Trustee		
8	Ria Curtis			
9	Jessamie Hockings			
10	Hayley Davies			
11	Debbie Hutson	Marketing		
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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
Angela Rowe	
Carly West	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Louise King (Pre School Manager) Louise Smith (Financial Administrator)

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)	Trust (committee)
Trustee selection methods (eg. appointed by, elected by)	Nominated and seconded by committee members

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

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To offer a good quality provision to the local community which is open and inclusive to all.
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We hold several fundraising events throughout the year which are open to the local community.

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.

Summary of the main achievements of the charity during the year

We run 10 supervised pre-school sessions per week for children aged 3-4 years old.

Willow tree had a very successful year. It did prove challenging at times due to the pandemic. We opened during the first lockdown to accommodate two key worker children. Junes 1st we opened up to more children and had a bubble system, this was very successful, and the children adapted amazingly well. For the children who did not return to Willow Tre we sent out three lots of fun activity packs through the post. We had great feedback from parents and the children loved getting their special post.

At Willow Tree we use Tapestry, online learning journal. We send out daily notifications during lockdown, this was done by activities being shared, stories and other activities recorded. This was a lovely way to stay in touch with everyone.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held as a security in the event of the charity closing. These reserves will serve to provide redundancy payments for staff members.

Details of any funds materially in deficit

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)		
Full name(s)	Carly West	Louise Smith
Position (eg Secretary, Chair, etc)	Holding Trustee	Financial Administrator
Date	25/01/2020	23/01/2021



Willow Tree Pre-School
The Green
Deanshanger
Milton Keynes
MK19 6HJ
Mob Tel: 01908 571252

Pre-School Leader: Louise King
e-mail: willow_tree@hotmail.co.uk
Website: www.deanshanger.ik.org

Profit and Loss Statement

Year Ending 31/8/20

	Year Ending 31/8/20
Income	
Funding	98,948.02
Fees etc	12,714.00
Clothing Sales	341.00
Fundraising	1,107.00
Other	293.19
Total Income	113,403.21
Expenditure	
Equipment	4,435.04
Training	323.00
Utilities	5,037.72
Sundries	6,248.25
Clothing	204.02
Salaries	79,374.53
Total Expenditure	95,622.56
Total Profit	17,780.65

Audited and found to be correct in accordance with the books and receipts as presented.

Donna Smets ACMA
Willoughby & Co
Chartered Management Accountancy Practice

 **CIMA**
Practising Certificate Holder



Willow Tree Pre-School
The Green
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