



# 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		
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
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.

## 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 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 1<sup>st</sup> 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**

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

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

Donna Smets ACMA  
**Willoughby & Co**  
Chartered Management Accountancy Practice





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