



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)

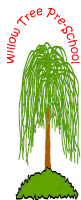
Trustee

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	117,583.82
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	120,665.12
Total Profit/(Loss)	(3,081.30)

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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