



# Trustees' Annual Report for the period

Period start 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			
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17				
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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
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:

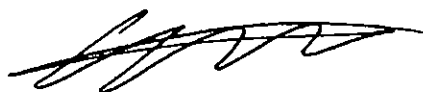
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**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
<b>Total Turnover</b>	<b>42,083.29</b>

## Cost of Sales

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

## 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
<b>Total Administrative Costs</b>	<b>11,911.08</b>

## Operating Profit

(4,878.36)

## Other Income

Fundraising Income	1,718.49
<b>Total Other Income</b>	<b>1,718.49</b>

## 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
<b>Total Cash at bank and in hand</b>	<b>78,983.10</b>

Accounts Receivable	426.00
<b>Total Current Assets</b>	<b>79,409.10</b>

### Creditors: amounts falling due within one year

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

<b>Net Current Assets (Liabilities)</b>	<b>78,301.73</b>
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<b>Total Assets less Current Liabilities</b>	<b>78,301.73</b>
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<b>Net Assets</b>	<b>78,301.73</b>
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### Capital and Reserves

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

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

