



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
	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	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)

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.

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.

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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	31/03/2024	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		

	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



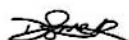
Balance Sheet

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

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