



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		
6				
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.

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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.

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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)

	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

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



Monday to Thursday - 0900 – 1500

Chartered Management Accountancy practice based in Milton Keynes

Official company name: Willoughby & Smets Accountants Limited

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