



Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|------|------|----|-----------------|--------|------|
| From | Period start date | | | To | Period end date | | |
| | 01 | Sept | 2024 | | 31 | August | 2025 |

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

| | |
|---------------|----------|
| The Green | |
| Deanshanger | |
| Milton Keynes | |
| Postcode | MK19 6HJ |

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 | Catriona Sansum | Chair / Trustee | | All committee members |
| 2 | Greg Kew | Vice Chair | | |
| 3 | Carly West | Trustee | | |
| 4 | James Flynn | Treasurer | | |
| 5 | Maddison Easterbrook | | | |
| 6 | Chloe Holbrook | | | |
| 7 | Katie Smith | | | |
| 8 | Jennifer Sturdy | | | |
| 9 | Liane Odell | | | |
| 10 | Robert Smith | | | |
| 11 | Natalie Lewis | | | |
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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 | |
| Catriona Sansum | June 2025 |

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) Sara-Beth Sutherland (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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We run 10 fully supervised pre-school sessions and breakfast clubs each week for children aged 2–4 years, providing a structured yet flexible environment that supports early learning and development.

We take great pride in maintaining a clean, safe, and secure setting for all children in our care. A wide range of activities is carefully planned and provided to meet each child's individual needs, interests, and stages of development.

At Willow Tree, we use Tapestry, an online learning journal that allows us to effectively communicate with parents and carers. Through this platform, we share observations, achievements, and daily activities, giving families a valuable insight into their child's learning journey at pre-school.

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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.

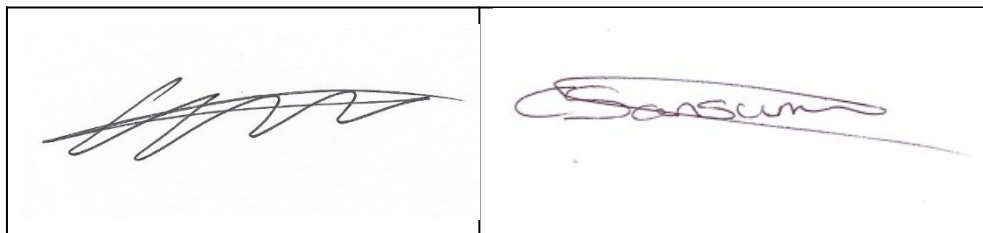
Section F Other optional information

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

Catriona Sansum

Position (eg Secretary, Chair, etc)

Holding Trustee

Trustee

Date

18/05/2026

18/05/2026

Balance Sheet

Willow Tree Pre School
As at 31 August 2025

Prepared by Willoughby & Co.

Balance Sheet

Willow Tree Pre School

As at 31 August 2025

| | 31 AUG 2025 | 31 AUG 2024 |
|---|-------------------|------------------|
| Current Assets | | |
| Cash at bank and in hand | | |
| Fundraising | 2,725.84 | 2,060.12 |
| Reserve | 26,696.08 | 26,451.27 |
| Willow Tree Pre-School | 74,178.02 | 30,216.15 |
| Total Cash at bank and in hand | 103,599.94 | 58,727.54 |
| Accounts Receivable | 692.45 | - |
| Total Current Assets | 104,292.39 | 58,727.54 |
| Creditors: amounts falling due within one year | | |
| NIC Payable | 6,211.91 | - |
| PAYE Payable | (6,211.91) | - |
| Pensions Payable | 791.23 | 536.48 |
| Rounding | 4.35 | 2.67 |
| Total Creditors: amounts falling due within one year | 795.58 | 539.15 |
| Net Current Assets (Liabilities) | 103,496.81 | 58,188.39 |
| Total Assets less Current Liabilities | 103,496.81 | 58,188.39 |
| Net Assets | 103,496.81 | 58,188.39 |
| Capital and Reserves | | |
| Current Year Earnings | 45,308.42 | (1,520.52) |
| Retained Earnings | 58,188.39 | 59,708.91 |
| Total Capital and Reserves | 103,496.81 | 58,188.39 |

Profit and Loss

Willow Tree Pre School
For the year ended 31 August 2025

Prepared by Willoughby & Co.

Contents

3 Profit and Loss

Profit and Loss

Willow Tree Pre School
For the year ended 31 August 2025

2025

Turnover

| | |
|-----------------------|-------------------|
| Fees | 30,958.59 |
| Funding | 180,509.52 |
| Interest Income | 265.02 |
| Total Turnover | 211,733.13 |

Cost of Sales

| | |
|----------------------------|-------------------|
| Direct Expenses | 932.18 |
| Direct Wages | 137,415.48 |
| Purchases | 1,754.99 |
| Total Cost of Sales | 140,102.65 |

Gross Profit

71,630.48

Administrative Costs

| | |
|-----------------------------------|------------------|
| Audit & Accountancy fees | 346.80 |
| Employers National Insurance | 2,692.93 |
| Entertainment - 0% | 16.50 |
| Entertainment-100% business | 200.00 |
| General Expenses (incl Cleaning) | 4,910.61 |
| Groceries | 2,401.41 |
| Insurance | 1,947.39 |
| IT Software and Consumables | 965.28 |
| Light, Power, Heating | 2,175.93 |
| Pensions Costs | 3,609.22 |
| Printing & Stationery | 630.24 |
| Rates | 419.16 |
| Repairs & Maintenance | 2,028.33 |
| Staff Training | 1,787.60 |
| Subscriptions | 261.48 |
| Telephone & Internet | 1,823.61 |
| Trips | 75.00 |
| Uniform/ Clothing | 742.44 |
| Waste Disposal | 487.92 |
| Water Rates | 800.00 |
| Total Administrative Costs | 28,321.85 |

Operating Profit

43,308.63

Other Income

| | |
|---------------------------|-----------------|
| Fundraising income | 1,999.79 |
| Total Other Income | 1,999.79 |

2025

Profit on Ordinary Activities Before Taxation

45,308.42

Profit after Taxation

45,308.42

Willow Tree Preschool year end accounts

donna@willoughbyandco.com <donna@willoughbyandco.com>
To: Sara Sutherland <wtp2024adm@gmail.com>

Mon, Nov 24, 2025 at 1:38 PM

Hi Sara

Apologies for the delayed response.

I have now checked the accounts for you, and I've attached the P&L and Balance Sheet with comparatives for the YE 31 August 2025.

If you need anything further, please do let me know.

Many thanks

Kind regards

Donna Smets ACMA
Chartered Management Accountant

07740 341 925
donna@willoughbyandco.com
<https://thefinancialcollective.co.uk/>



Monday to Thursday - 0900 – 1500

Chartered Management Accountancy practice based in Milton Keynes



Official company name: Willoughby & Smets Accountants Limited

From: Sara Sutherland <wtp2024adm@gmail.com>
Sent: 12 October 2025 17:22
To: donna@willoughbyandco.com
Subject: Willow Tree Preschool year end accounts

Hi Donna

[Quoted text hidden]

2 attachments

-  Willow Tree Pre-School Profit & Loss 31.08.25.pdf
25K
-  Willow Tree Pre-School Balance Sheet 31.08.25.pdf
22K