

Hillside Pre-School (Chorleywood) Ltd  
A Charitable Company Limited by Guarantee

Trustees' Annual Report  
and Unaudited Financial Statements  
For the period 1 September 2022 to 31 August 2023

Registered Charity Number: 1132378  
Company registration Number: 7013187

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REPORT OF THE TRUSTEES FOR THE PERIOD 1 SEPTEMBER 2022 TO 31 AUGUST 2023

The Trustees are pleased to present their annual report together with the financial statements for the period 1 September 2022 to 31 August 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2012).

REFERENCE AND ADMINISTRATIVE INFORMATION

**Charity name:** Hillside Pre-School (Chorleywood) Ltd  
**Registered charity number:** 1132378  
**Company Registration number:** 2013187  
**Address of principal office and registered office:**

WD3 2A2  
 Hertfordshire  
 Chorleywood  
 Hillside Road  
 Hillside Free Church Hall

**Trustees:**

The Trustees, who are also the directors for the purpose of company law, and who served during the period are listed below. The Trustees together comprise the management committee.

Chair: Charlie Lamont	Resigned 31 <sup>st</sup> July 2023
Co-Chair: Kayleigh Maxwell	Appointed 11 <sup>th</sup> September 2023
Co-Chair: Hannah Watson	
Treasurer: Nicholas Moke	Appointed 23 <sup>rd</sup> September 2023
Treasurer: Nazeem Saadique	Resigned 23 <sup>rd</sup> September 2023
Secretary: Emma Ruth Dyer	Appointed 11 <sup>th</sup> September 2023
Secretary: Georgina Murphy	Resigned 19 <sup>th</sup> September 2023

Elected Member: Laurie Randall	Elected Member: James Maxwell
Elected Member: Emily Harris	Elected Member: Verity Smart
Resigned 19 <sup>th</sup> September 2023	Resigned 31 <sup>st</sup> July 2023
Appointed 19 <sup>th</sup> May 2023	

**Independent Examiner:**

Nigel Challis FCA

**Bankers:**

West Bank  
 25 Kings Hill Avenue  
 Kings Hill  
 West Malling  
 Kent ME19 4TA

HP2 1BQ  
 Buckinghamshire  
 Chesham  
 13 High Street  
 NatWest Bank

**Website:**

[www.hillsidepreschool.co.uk](http://www.hillsidepreschool.co.uk)



## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

Hillside Pre-School (Chorleywood) Ltd is a company limited by guarantee, incorporated on 8th September 2009 and registered as a charity on 28 October 2009. The Company does not have any share capital. It is governed by its Memorandum and Articles of Association dated 4 September 2009, as amended on 4 May 2010 and subsequently the 13 October 2010. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

### Appointment of Management Committee ("the Committee")

The Directors of the Hillside Pre-School (Chorleywood) Limited are also the charity's Trustees for the purpose of charity law and under the company's Articles of Association are known as members of the Management Committee ("the Committee").

Under the requirements of the Memorandum and Articles of Association, the members of the Committee are elected at the Annual General Meeting ("AGM") to serve for a period of one year after which they must be re-elected at the next AGM. All members are circulated with invitations to nominate trustees prior to the AGM.

The Committee must consist of a Chair, a Treasurer and a Secretary plus a minimum of 2 and no more than 9 elected members.

All members of the Committee give their time voluntarily and receive no remuneration or benefits from the charity.

## OBJECTIVES AND ACTIVITIES

### Purposes of the Charity

The aims of the Pre-School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by

- Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- Encouraging the study of needs of such children and their families and promoting public interest in and recognition of such needs;
- Investigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

### Summary of the main activities

The Pre-School provides 2 sessions per week from 9am to 3pm during term time only. The sessions are available as follows: 9am-12pm, 9am-1.30pm, 12.00pm-1.30pm (lunch club) and 12pm-3pm.



During each session the Pre-school will:

- Develop the various skills of the children through play and education;
- Introduce different themes throughout the year to help focus and educate the children
- Encourage the children to experience different activities during a session.

#### Value of Public Good by the charity

Our charity provides education for children under the statutory school age in our area of operation. This includes both social and educational activities for the children during our morning sessions, our lunch club, which encourages social eating, and our afternoon session giving the children an opportunity for further educational development and play. Our charity works alongside the local community, attending local events such as the Christmas Evening and Village Day.

#### ACHIEVEMENTS AND PERFORMANCE

##### Chair's Report

Good quality early education is key to supporting children's development and ensuring every child is given the best start in life. In December 2022, Hillside Pre-school achieved an OFSTED grading of "Good" in all areas. A huge congratulations to the team for all their hard work, dedication and contributions in retaining this grading.

The committee has faced two main challenges this year:

##### 1. Improve our financial position

At the end of last term, July 2022, the Treasurer expressed concern that the financial position and reserves fund were in a critical position. In addition, the rising cost of living and inflationary pressures, on top of the systemic underfunding of early years provision, is significantly impacting the financial viability of early years providers, the quality and access of childcare provision.

The Committee spent a huge amount of time and resources meeting regularly to discuss how we could increase profitability. As a result of these discussions, we were able to introduce a financial forecast and increase fees from 1st September 2022.

A parent survey was also sent out to gauge interest in extra sessions. Unfortunately, there was not enough interest for the Autumn term and it was agreed to write to parents on a termly basis to gauge further interest. Staff were consulted on plans and possible changes throughout.

The Committee also explored reducing costs such as rent, overtime, recalculating the reserves fund, increasing deposit payments inline with other settings and successfully applying for local grants.

The increase in staff costs and the National Minimum Wage led to fees increasing again from 1st April 2023.



## 2. Recruitment

Recruitment for the Deputy Manager & SENCO started at the end of last term and a replacement joined on Monday 31st October. The role was replaced on a full time basis to increase the number of sessions available to parents and free up time for the Pre-School Manager to focus on improving our facilities and attracting more children to our preschool.

A replacement Auditor joined Hillside in September 2022. Financial statements for the year ended 31 August 2022 were audited with no proposed changes.

The Pre-School Manager resigned after 6 years at Hillside. Recruitment started in December and we are pleased to say that a replacement started at the end of February 2023. We are very grateful for the entire team for stepping up to cover and ensuring a smooth and seamless transition.

With the support of the new Pre-School Manager, we were able to cut costs, streamline office processes, increase advertising of the preschool, offer more sessions and improve communication between teachers and parents. These were all very welcomed changes and very much appreciated by the Committee and parents. The refurbishment plans by St Andrews will see better kitchen facilities and building access including the opportunity to use the Florence Brown Hall which will be explored further by the Committee.

## Fundraising

We managed to raise a recent maximum thanks to the tireless efforts of our committee, staff and parents totalling just over £3,447. Events such as:

-	Summer Raffle	£767
-	Kings Regal sponsored walk	£100
-	Mothers Day shop	£73
-	Scarecrow Trail	£247
-	Secret Christmas Shop	£160
-	CW Parish Council Quiz Night	£420
-	Table top sale	£813
-	Halloween Cake sale	£136

## FINANCIAL REVIEW

### Financial Performance

Financial highlights for the year ended 31 August 2023:

The financial year showed much stronger results compared to the prior year, reflecting increased activity and a return to normal after disruption from the Coronavirus pandemic and lockdowns. Total income exceeded expenditure, showing a net income position for the year of **£259** (2022: net expenditure £17,212). Income (charitable activities) increased to **£82,810** (2022: £59,624). There was a corresponding increase in total expenditure to **£82,550** (2021: £77,169). Both increased income and expenditure was driven by a return more conventional operations after a year of disruption, as well as changes to national minimum wage and fee increases actioned by the Charity. Fundraising initiatives resulted in **£3,447** (2022: £2,810) being generated from various activities.

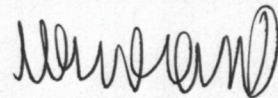
At the end of August 2023, we had a healthy number of children signed up for next year, although the Charity is taking steps to see this increase. Unrestricted funds held at the balance sheet date were £22,071 (2022: £21,812), reflecting the fund movements outlined above. The charity has adequate reserves to cover contingencies and anticipated outflows, with free reserves of £21,127 (2022: £20,270).

#### Reserves Policy

It is the charity's policy that an unrestricted reserve of a minimum of one term's worth of operating costs is established in order to:

- cover specific future projects as they are agreed.
- maintain a positive cash flow and,
- ensure financial continuity in the event of a large variation in income;

The reserve level as of the date of approval of these financial statements is considered sufficient to fund one term's operating costs.



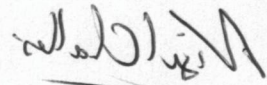
Kayleigh Maxwell (Co-Chair)

20<sup>th</sup> March 2024



**Independent examiner's report to the trustees of Hillside Pre-School (Chorleywood) Ltd**

It is my responsibility to examine the accounts under section 145 of the 2011 Charities Act: to follow Directions given by the Charity Commission under section 145(2)(b) of the Act and to state whether particular matters have come to my attention. My examination was carried out accordingly. In connection with my examination, no matter has come to my attention that indicates that accounting records have not been maintained in accordance with section 130 of the Act or that the accounts, set out on pages 10 to 14, do not comply with the requirements of the 2011 Act.



Nigel Challis

Fellow of the Institute of Chartered Accountants, England and Wales  
Shepherds Lodge, Homfield Road, Chorleywood, Hertfordshire, WD3 5QJ

Date: 20th March 2024

# STATEMENT OF FINANCIAL ACTIVITIES

(Including Income and Expenditure Account)

For the period ended 31 August 2023

	2023	2022	Notes
	£	£	
<b>Income from:</b>			
Charitable activities	82,810	29,124	
Other income	-	200	3
<b>Total Income</b>	<b>82,810</b>	<b>29,324</b>	
<b>Expenditure on:</b>			
Charitable activities	84,242	72,928	
Raising funds	111	643	
Depreciation of assets	298	298	
<b>Total Expenditure</b>	<b>84,651</b>	<b>73,869</b>	
<b>Net income \ (expenditure) for the period</b>	<b>229</b>	<b>(12,545)</b>	
<b>Net movement in funds</b>			
Balance carried forward at 31 August	22,012	21,812	
Balance brought forward at 1 September	21,812	39,357	

All amounts relate to continuing activities. The Company has no recognised gains or losses other than the results for the period as set out above. The charity has no Restricted Funds or Endowment Funds.

The notes numbered 1 to 8 form part of these financial statements.



## BALANCE SHEET

As at 31 August 2023

	2023	2022
	£	£
Unrestricted funds	25,071	21,815
Reserves		
Net assets	25,071	21,815
Total assets less current liabilities \		
Net current assets	21,127	20,521
within one year		
Creditors: amounts falling due	(5,250)	(5,967)
Debtors	23,877	23,238
Cash at bank and in hand	23,018	23,030
Current assets		
Fixed assets	4	
Notes		
2	829	508
4	944	1,241

The charity has no Restricted Funds or Endowment Funds.

For the period ended 31 August 2023, the Company was entitled to exemption from audit under section 477 of the Company Act 2006 relating to small companies.

The members have not required the Company to obtain an audit of its financial statements for the period in question in accordance with section 476. In accordance with the Charities Act 2011, the financial statements have been independently examined.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Trustees on 20<sup>th</sup> March 2024.

The notes numbered 1 to 8 form part of these financial statements.

Nicholas Moeke, Treasurer

20<sup>th</sup> March 2024

## 1 Basis of preparation and accounting policies

### Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 as updated through Update Bulletin 1 published on 2 February 2016. The financial statements are prepared in accordance with the Charities Act 2011.

### Accounting policies

The following principal accounting policies have been applied:

#### (a) Income and expenditure

Income from charitable activities comprises pre-school fees, government funding, donations and fund-raising income.

Pre-school fees are recognised when the amounts are invoiced.

Government funding relating to the current year is recognised when the amounts are received.

Donations and fund-raising income are recognised when received by the charity.

Expenditure is recognised on the accruals basis.

#### (b) Fixed assets

Equipment used within the pre-school premises is capitalised and depreciated on a straight-line basis over ten years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### (c) Cash flow statement

The Company has taken advantage of the exemption in FRS 102 for a small entity from including a cash flow statement in the financial statements.

#### (d) Leases

All leases are operating leases. Their annual rentals are charged to the profit and loss account on a straight-line basis over the term of the lease.



**Notes to the financial statements  
For the period ended 31 August 2023**

**2 Trustees**

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**3 Other income**

Included in other income in the prior year was a grant of £200 from the local councillor which was used towards refurbishment of the floor area. There were no grants awarded in 2022-23.

**4 Tangible fixed assets**

Cost		
As at 31 August 2022	£	2,977
As at 31 August 2023	£	2,977
Accumulated depreciation		
As at 31 August 2022	£	4,436
Charge for the year	£	298
At 31 August 2023	£	2,033
Net book value at 1 September 2022	£	1,241
Net book value at 31 August 2023	£	944

**5 Debtors**

Amounts falling due within one year		
2023	£	829
2022	£	208

Prepayments and accrued income

Notes to the financial statements  
For the period ended 31 August 2023

6 Creditors: amounts falling due within one year

	2023	2022
Trade creditors	£	£
Deposits from students	-	-
Accruals and deferred income	2,720	1,700
	2,720	1,700

7 Commitments under operating leases

As at 31 August 2023, the Company had annual commitments under an operating lease totalling £7,604 (2022: £7,604). The lease relates to rental of the premises from which the Pre-School operates.

8 Transaction with related parties

There were no transactions with related parties.