

**Registered number**  
**06946102**

**CLAVERING & ARKESDEN PRESCHOOL**  
(A company limited by guarantee)

**Report and Accounts**

**31 August 2024**

**CLAVERING & ARKESDEN PRESCHOOL**  
**Report and accounts**  
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## **CLAVERING & ARKESDEN PRESCHOOL**

### **Legal and administrative information**

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 June 2009.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company to carry out the functions of a Preschool and is governed under its Articles of Association. Under those Articles, the directors and trustees are elected annually at the AGM. The directors of the Company are as set out below.

Overall management of the organisation is the responsibility of the committee members who are elected and co-opted under the terms of the Memorandum & Articles of Association. Day to day project activity is managed and carried out by volunteers and/or paid staff.

The company, which is a registered charity (No: 1132714), has exemption from using the word "limited" in its registered name.

#### **Trustees and directors**

Hollie Snelling, Chair (appointed 6 March 2024)

Tom Archer, Treasurer

Olwen Astley Davies, Secretary

Corin Greenhow

Judith French (resigned 6 March 2024)

#### **Senior Staff Members**

Michelle Draper - Manager

#### **Registered office**

Clavering & Arkesden Preschool

Rear of School, Stortford Rd

Clavering

Saffron Walden

Essex

CB11 4PE

#### **Independent Examiner**

Nick Caton

Mill Scott Ltd

Mill End

Mill Lane

Clavering

Saffron Walden

Essex

CB11 4RP

## **CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

### **Directors and Trustees report**

The directors present their reports and accounts for the year ended 31 August 2024.

#### **Aims and organisation**

The principle objective of preschool is to provide Early Years care for children in the Clavering and surrounding area aged between two and half years and statutory school age.

#### **Summary of the year**

The preschool has had another successful year, despite relatively low pupil numbers to start the year in the autumn term. Thanks to the tireless efforts of the staff, numbers picked up over the course of the year and by the summer term had more or less returned to the levels of the previous year.

A new committee was appointed following the AGM in November 2023. 1 new officer appointment was made. Judith French resigned from the Chair role and was replaced by Hollie Snelling. The committee continues to meet regularly and are advertising for new volunteers for committee and fundraising support for the coming year.

#### **Staff and Personnel**

Fortunately, the preschool was able to maintain the same staff roster for 2023/4 as it finished with in the previous academic year. Michelle Draper continued in her role as manager with Marion Bartram deputizing.

#### **Staff Training**

Staff training and development remains important to us and we continue to identify new initiatives to enrich the learning experience for children.

#### **Fundraising and Donations**

The preschool had another successful year fundraising. Just over £4,400 was raised over the course of the year, with the largest single donation generously provided by the Clavering Ball Committee (£2,250). The committee and staff organised numerous events (such as a picnic, raffle and cake sale) and the preschool also benefitted from a number of private donations.

#### **Finance**

Total Income for the year stood at £ 101,109, down 18.5% on the previous year. Extended and Universal Government funding (£60,419) was down by over 32% compared the previous financial year driven by lower pupil numbers. Session fees, conversely, saw a 30% year on year increase at £30,079.

The preschool was able to maintain solid control on costs, with expenditure down by 12% versus the previous year at £100,585. This allowed the preschool to post a small net profit for the year of £524.

At the end of the period, total charity funds stood at £70,570, of which £33,572 was held as reserves.

**CLAVERING & ARKESDEN PRESCHOOL**

**Registered number: 06946102**

**Directors and Trustees report**

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 13 November 2024 and signed on its behalf.



T Archer

Director and Treasurer

## **CLAVERING & ARKESDEN PRESCHOOL**

### **INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS AND TRUSTEES OF CLAVERING & ARKESDEN PRESCHOOL**

We report on the accounts of Clavering & Arkesden Preschool for the year ended 31 August 2024, which are set out on pages 5 to 9.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- state whether particular matters have come to our attention.

#### **Basis of independent examiner's report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with our examination, no matter has come to our attention:

- 1 which gives us reasonable cause to believe that, in any material respect, the requirements to:
  - keep accounting records in accordance with section 130 of the Act; and
  - prepare accounts which accord with the accounting records and comply with the accounting requirementshave not been met: or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mill Scott Ltd  
Chartered Accountants  
Mill End  
Clavering  
Saffron Walden  
CB11 4RP

13 November 2024

**CLAVERING & ARKESDEN PRESCHOOL**  
**Statement of Financial Activities**  
**for the year ended 31 August 2024**

	2024 £	2023 £
<b>Income</b>	101,109	124,142
Administrative expenses	(100,586)	(114,724)
<b>Net income/expenditure before interest</b>	<u>523</u>	<u>9,418</u>
<b>Net income/expenditure</b>	<u>523</u>	<u>9,418</u>
Tax on profit	-	-
<b>Net income/expenditure for the year</b>	<u>523</u>	<u>9,418</u>

**CLAVERING & ARKESDEN PRESCHOOL**Registered number: **06946102****Balance Sheet**

as at 31 August 2024

	Notes	2024 £	2023 £
<b>Fixed assets</b>			
Tangible assets	4	2,439	4,521
<b>Current assets</b>			
Debtors	5	2,164	2,774
Cash at bank and in hand		68,406	70,905
		<u>70,570</u>	<u>73,679</u>
<b>Creditors: amounts falling due within one year</b>	6	(840)	(6,554)
<b>Net current assets</b>		<u>69,730</u>	<u>67,125</u>
<b>Net assets</b>		<u>72,169</u>	<u>71,646</u>
<b>Funds</b>			
Unrestricted funds	8	72,169	71,646
<b>Shareholders' funds</b>		<u>72,169</u>	<u>71,646</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime.



T Archer

Director

Approved by the board on 13 November 2024



**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with the FRS102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by Section 1A of the standard), and the Statement of Recommended Practice (SORP) applicable to charitable companies.

***Income***

Education grant funding and fees are included as income as they fall due. Amounts received in advance are treated as deferred income.

***Depreciation***

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Computer equipment	33% straight line
Other equipment	25% straight line

**2 Employees**

	2024 Number	2023 Number
Average number of employees	7	8

None of the trustees have been paid any remuneration from an employment with the charity.

**3 Taxation**

The charitable company is exempt from corporation tax on its charitable activities.

**4 Tangible fixed assets**

	Equipment £
<b>Cost</b>	
At 1 September 2023	
At 31 August 2024	24,618
	<u>24,618</u>
<b>Depreciation</b>	
At 1 September 2023	
Charge for the year	20,097
At 31 August 2024	2,082
	<u>22,179</u>
<b>Net book value</b>	
At 31 August 2024	2,439
At 31 August 2023	<u>4,521</u>

**CLAVERING & ARKESDEN PRESCHOOL**  
**Notes to the Accounts**  
**for the year ended 31 August 2024**

<b>5 Debtors</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	1,344	1,988
Other debtors	820	786
	<u>2,164</u>	<u>2,774</u>

<b>6 Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Other creditors	840	6,554

**7 Share capital**

The company has no issued share capital and is limited by guarantee for a total of £5.

<b>8 Funds</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
At 1 September 2023	71,646	-	71,646
Net income/expenditure for the year	523	-	523
	<u>72,169</u>	<u>-</u>	<u>72,169</u>
At 31 August 2024			

Unrestricted funds are held for the general purposes of the charity, being the provision of pre-school and nursery education.

**CLAVERING & ARKESDEN PRESCHOOL****Detailed profit and loss account****for the year ended 31 August 2024***This schedule does not form part of the statutory accounts*

	2024	2024	2023	2023
	£	£	£	£
<b>Sales</b>				
Education grant funding	60,420		89,784	
Fees and other related income	35,204		25,935	
Bank interest	1,068		140	
Fundraising & grants - restricted	-		1,000	
Fundraising and donations - unrestricted	4,417		7,283	
		101,109		124,142
<b>Expenses</b>				
Staff salaries & pensions	85,113		89,079	
Staff training, recruitment & welfare	353		2,065	
Staff & children's uniform	1,115		871	
Children's snacks	142		316	
Craft, play & equipment supplies	155		1,214	
School trips & activities	337		610	
Fundraising event costs	159		1,353	
Printing, postage & stationery	306		771	
Telephone and broadband	719		700	
Licences & subscriptions	405		844	
IT & software	128		425	
Rent & rates	3,572		7,073	
Electricity	2,403		2,773	
Insurance	882		850	
Cleaning	643		458	
Repairs and maintenance	638		1,644	
Accountancy fees	840		900	
Other legal and professional	594		696	
Depreciation	2,082		2,082	
		(100,586)		(114,724)
<b>Net operating income/expenditure</b>		<u>523</u>		<u>9,418</u>