



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month Sep	Year 2020		Day 31	Month Aug	Year 2021

#

## Section A Reference and administration details

**Charity name** Ardleigh Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1139129

**Charity's principal address** c/o 146 Colchester Road  
Lawford  
Essex  
**Postcode** CO11 2BP

### 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	Carla Bland	Chairman		
2	Kathryn Adams	Treasurer		
3	Elizabeth Dor	Secretary		
4	Jenny Scofield	Vice-Chair		
5	Karen Booth			
6	Keely Grothier	Fundraising		
7	Kelly Sutton			
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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

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Elizabeth Nash – Pre-School Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum & Articles of Association
How the charity is constituted (eg. trust, association, company)	Incorporated Company
Trustee selection methods (eg. appointed by, elected by)	Elected by pre-school 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.

Memorandum & Articles of Association adopted in-line with Pre-School Learning Alliance.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

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.

**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)**

- offering appropriate play, education and care facilities, family learning and extended hours groups, 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 the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- instigating and adhering to and furthering the aims and objects of the EYFS
- Ensure policies & risk assessments are relevant and up to date.

**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**

- Continued co-operation with Parish Council/Ardleigh Village Hall Trustees to ensure the pre-school could still operate under the ongoing Covid restrictions and re-act quickly to the changes.
- Increasing the number of children on the register due to word-of-mouth referrals.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Ardleigh Pre-School holds a separate reserve account which aims to hold monies to cover redundancies and 3 months running costs.

**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.

Main source of income from government funded children, followed by fee paying children.

Fundraising is important and we aim to raise between £2k-£3k per year through Summer Fete, Xmas Fair and commission from selling show programmes at the local agricultural show. This hasn't been possible during the Covid restrictions so limited fundraising has been achieved.

All profits are fed back into the pre-school to benefit the children; this could include investment in staff, premises, training and equipment.

## 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)**

Jenny Scofield

**Position (eg Secretary, Chair, etc)**

Vice-Chair

**Date**

28<sup>th</sup> June 2022

**Ardleigh Pre-School**  
**Formatted trial balance**  
**for the year ended 31 August 2021**

Page 1

*Final.*

Code	Description	Aug 21 Current £	Aug 20 Comp. £	Variance £
<b>Profit &amp; loss account</b>				
<b>Sales</b>				
001	Fees	110,845	78,840	32,005
002	Fund raising	3,310	3,997	(687)
003	Grants	500	-	500
		<u>114,655</u>	<u>82,837</u>	<u>31,818</u>
<b>Cost of sales</b>				
112	Purchases	1,883	2,721	(838)
		<u>1,883</u>	<u>2,721</u>	<u>(838)</u>
<b>Gross profit</b>		112,772 +98.36%	80,116 +96.72%	32,656 +1.64%
<b>Administration expenses</b>				
301	Wages and salaries	85,609	59,726	25,883
301A	JRS Furlough claims	(7,435)	(3,884)	(3,551)
305	Staff pension costs - defined contribution	1,903	1,345	558
309	Staff training	186	148	38
310	Casual wages	1,008	-	1,008
322	Rent payable	8,593	8,370	223
326	Insurance	363	258	105
331	Light and heat	-	775	(775)
332	Cleaning	1,101	-	1,101
334	Repairs and maintenance	742	463	279
341	Printing, postage and stationery	603	331	272
342	Advertising	455	320	135
345	Telephone	468	401	67
346	Computer costs	352	463	(111)
368	Accountancy fees	1,420	1,090	330
380	Clothing	582	132	450
381	General expenses	369	26	343
386	Subscriptions	436	476	(40)
394	Depreciation of tangible assets	202	268	(66)
		<u>96,957</u>	<u>70,708</u>	<u>26,249</u>
<b>Interest (receivable)/paid and similar (income)/charges</b>				
411	Bank interest received	(2)	(16)	14
		<u>(2)</u>	<u>(16)</u>	<u>14</u>
<b>Profit before taxation</b>		15,817 +13.80%	9,424 +11.38%	6,393 +2.42%
<b>Profit after taxation</b>		<u>15,817</u>	<u>9,424</u>	<u>6,393</u>

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ARDLEIGH PRE-SCHOOL**

I report on the accounts of the company for the year ended 31 August 2021, which are set out on pages 1 to 3.

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income does not exceed £250,000 and I am an independent person who is reasonably believed by the charity trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as 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 my examination, no matter has come to my attention:

(i) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice:

Accounting and Reporting by Charities have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Malcolm Barclay

Address: The Old Forge, East Street, Colchester, Essex, CO1 2TP

Date: 29.6.2022