



# Trustees' Annual Report for the period

From

Period start date

Day  
01

Month  
Sep

Year  
2022

To

Period end date

Day  
31

Month  
Aug

Year  
2023

#

## 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	Abi Banyard	Chairperson		
2	Liz Dor	Secretary		
3	Kathryn Adams	Treasurer		
4	Jenny Scofield	Vice-Chairperson		
5	Keely Grothier	Fundraising		
6	Margo Zawislak-Joannides			
7	Lois Deacon			
8	Caroline Arduini			
9	Sabre Hearn			
10	Annie Abrahams			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

- Working closely with the Parish Council to ensure remain viable as costs increased.
- Interest raised by word of mouth referrals as we continue to build on are already good reputation.

## 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 £3k-£4k per year through Summer Fete, Xmas Fair and commission from selling show programmes at the local agricultural show.

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



Signature(s)

--	--

Full name(s)

Jenny Scofield	
----------------	--

Position (eg Secretary, Chair, etc)

Vice-Chair

--

Date

03 <sup>th</sup> July 2024
----------------------------

**Ardleigh Pre-School**  
**Formatted trial balance**  
**for the year ended 31 August 2023**

Page 1

15/5/24

Code	Description	Aug 23 Current £	Aug 22 Comp. £	Variance £
<b>Profit &amp; loss account</b>				
<b>Sales</b>				
001	Fees	115,591	112,215	3,376
002	Fund raising	6,632	4,196	2,436
		<u>122,223</u>	<u>116,411</u>	<u>5,812</u>
<b>Cost of sales</b>				
112	Purchases	1,030	2,028	(998)
		<u>1,030</u>	<u>2,028</u>	<u>(998)</u>
<b>Gross profit</b>		121,193 +99.16%	114,383 +98.26%	6,810 +0.90%
<b>Administration expenses</b>				
301	Wages and salaries	106,295	104,267	2,028
301A	JRS Furlough claims	-	(289)	289
305	Staff pension costs - defined contribution	3,078	2,896	182
309	Staff training	399	42	357
322	Rent payable	11,475	9,881	1,594
326	Insurance	637	525	112
332	Cleaning	864	1,095	(231)
334	Repairs and maintenance	586	1,674	(1,088)
341	Printing, postage and stationery	816	937	(121)
342	Advertising	240	390	(150)
345	Telephone	620	462	158
346	Computer costs	312	-	312
368	Accountancy fees	2,923	1,113	1,810
380	Clothing	-	383	(383)
381	General expenses	-	199	(199)
386	Subscriptions	573	746	(173)
394	Depreciation of tangible assets	179	238	(59)
		<u>128,997</u>	<u>124,559</u>	<u>4,438</u>
<b>Interest (receivable)/paid and similar (income)/charges</b>				
411	Bank interest received	(49)	(3)	(46)
		<u>(49)</u>	<u>(3)</u>	<u>(46)</u>
<b>Loss before taxation</b>		(7,755) -6.34%	(10,173) -8.74%	2,418 +2.40%
<b>Loss after taxation</b>		<u>(7,755)</u>	<u>(10,173)</u>	<u>2,418</u>
<b>Loss</b>		<u><u>(7,755)</u></u>	<u><u>(10,173)</u></u>	<u><u>2,418</u></u>

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

Report on the accounts of the company for the year ended 31 August 2023, which are set out on pages 2 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.

Being 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;

Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

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:

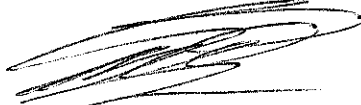


(i) which gives me reasonable cause to believe that in any material respect the requirements:

- 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: 14/06/2024

## **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 2023, 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: 14/06/2024