

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**  
and  
**RECEIPTS AND PAYMENTS ACCOUNTS**

**31 JULY 2024**

**Charity Registration No: 1152783**



**Learning to play, playing to learn!**

ALVERSTOKE PRE SCHOOL

CONTENTS

31 JULY 2024

CONTENTS	<u>Page</u>
Trustees’ annual report	3 - 5
Independent examiner’s report	6
Receipts and Payments Accounts	7
Statement of assets and liabilities	8
Notes to the accounts	9

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**

**Year ended 31 July 2024**

**THE CHARITY**

Registered name : Alverstoke Pre School  
Registered address : Alverstoke County Infant School, Ashburton Road, Gosport,  
P012 2LH  
Legal Status : Unincorporated association  
Registered charity no: 1152783  
Telephone no. : 02392 526247  
Email address : manager@alverstokepreschool.co.uk

**BOARD OF TRUSTEES**

**Chair:**

Suzannah Arde

**Treasurer:**

Jennifer Green

**Elected members:**

Louise Lewis

**PROFESSIONAL ADVISERS**

Independent Examiner: D Clarke FCA, Wood, Hicks & Co Ltd,  
Chartered Accountants, Units 1-2 Warrior Court,  
9-11 Mumby Road, Gosport, Hampshire, P012 1BS

Bankers : Barclays, 67-69 West Street, Fareham, P016 0AT

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**

**Year ended 31 July 2024**

**SECTION 1 – OBJECTIVES AND ACTIVITIES**

The aim of the Preschool is to enhance the learning and development of children primarily under the statutory school age following government guidelines set out through the Early Years statutory framework through the Early Years Foundation Stage. The Preschool works in partnership with parents within the area to understand and provide a service for all children within the local community. The Preschool does this by:

- a) Offering appropriate play, education and care facilities in an enriching and nourishing environment. This is done by offering parents extended hours to fit their needs and offers parents the rights to take responsibility to become involved in activities and opportunities for their children regardless of their race, culture, religion, means or ability.
- b) The Preschool studies and observes the needs of such children and their families by promoting public interest and in turn recognises and supports the needs within our local community.
- c) Adhering to the aims and objectives of the Preschool Learning Alliance and working closely with parent partners and governing bodies such as Ofsted the Preschool delivers a safe, nurturing and affordable Preschool for children to learn and grow.

We confirm the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Activities

The term time only Preschool offers a safe, stimulating and nurturing environment for children aged 2,3 and 4 years old. The Preschool offers a huge range of resources and activities for children to explore and extend their development throughout the Early Years Foundation Stage. The Preschool use statutory guidelines and aid development of all children who attend the setting through observation of learning. Government funding for eligible children is allocated in accordance to guidelines to ensure it is used to fund and support the children's learning environment.

**SECTION 2 – ACHIEVEMENTS AND PERFORMANCE**

The Preschool continue to provide nurturing, safe, quality affordable childcare within the local community. We continue to improve our setting within our financial constraints and using observations of the children within their play we as a setting have been growing areas within the setting to offer enticing and enriching opportunities.

During this financial year the Preschool have moved to a new premises within the grounds of Alverstoke Infants School. We are still running as a separate entity to the school but within the school grounds.

As a result of moving to a new premises the number of children that we can now have in the preschool at any one time has reduced to 21, however over time we will look at options to increase this.

# ALVERSTOKE PRE SCHOOL

## TRUSTEES' ANNUAL REPORT

Year ended 31 July 2024

### SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)

The new premises offers lots of outdoor learning opportunities for the children, including a woody walk, trim trail and a sensory garden. We also have access to a playground where the children can freely ride bikes and scooters etc in a safe environment.

The new premises is also close to the beach, meaning we have the opportunity to take them on trips to the beach when the when ratios allow.

### SECTION 3 - REVIEW OF FINANCIAL POSITION

The Preschool had a deficit of £2,924 compared to a deficit of £15,917 in the previous year. Over this financial we the preschool has been working on reducing the financial deficit we have seen over the past years. We did this by moving premises, reducing our rent significantly and also by removing unnecessary outgoings. This was all completed in the hope that going into the next financial year we would be in a much better position.

#### Reserves

We currently hold a reserve fund of around £15,000 in a separate account, the aim of this is to sustain the daily operation of the Preschool should the income levels fall below the expected. Alternatively, in the unlikely event the Preschool should need to close the reserve fund would be used to cover staff redundancies.

#### Principle sources of funds (including fundraising)

Our primary source of funding is from the Government. The Preschool received 83% from Government funding, this was received termly from Hampshire County Council. The Preschool received 17% from fees for non-funded hours.

The Preschool is also registered as a charity through HMRC and is eligible to claim gift aid on qualifying donations.

### SECTION 4 - STRUCTURE, GOVERNANCE AND MANAGEMENT

The Governing Document for Alverstoke Preschool is the 'Preschool Learning Alliance - Model Preschool Learning Alliance Constitution 2011'. We are members of the Preschool Learning Alliance, and adhere to their guidelines. Alverstoke Preschool is an unincorporated Charity, and its Trustees are elected by Members.

#### By order of the Board

*Suzannah Arde*  
..... Chair  
Suzannah Arde  
17 June 2025

*Jennifer Green*  
..... Treasurer  
Jennifer Green  
17 June 2025

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ALVERSTOKE PRE SCHOOL**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2024, which are set out on pages 7 to 9.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

The Trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D. Clarke  
D Clarke FCA

17 June 2025

Wood, Hicks & Co Ltd  
Chartered Accountants  
Units 1-2 Warrior Court  
9-11 Mumby Road  
Gosport  
Hampshire P012 1BS

**ALVERSTOKE PRE SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**Year ended 31 July 2024**

	<u>2024</u>			<u>2023</u>
	<u>Unrest- ricted £</u>	<u>Rest- ricted £</u>	<u>Total £</u>	<u>Total £</u>
<b>RECEIPTS</b>				
Investments	240		240	103
Charitable activities - Note 1	14,353	69,975	84,328	91,009
	<u>14,593</u>	<u>69,975</u>	<u>84,568</u>	<u>91,112</u>
<b>PAYMENTS</b>				
Charitable activities - Note 2	<u>32,876</u>	<u>54,420</u>	<u>87,296</u>	<u>106,168</u>
<b>ASSET AND INVESTMENT PURCHASES</b>				
Purchase of fixed assets	<u>49</u>	<u>147</u>	<u>196</u>	<u>861</u>
<b>TOTAL PAYMENTS</b>	<u>32,925</u>	<u>54,567</u>	<u>87,492</u>	<u>107,029</u>
<b>NET RECEIPTS/(PAYMENTS)</b>	<u>(18,332)</u>	<u>15,408</u>	<u>(2,924)</u>	<u>(15,917)</u>
<b>TRANSFERS BETWEEN FUNDS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>CASH FUNDS BROUGHT FORWARD</b>	<u>29,439</u>	<u>2,863</u>	<u>32,302</u>	<u>48,219</u>
<b>CASH FUNDS CARRIED FORWARD</b>	<u>11,107</u>	<u>18,271</u>	<u>29,378</u>	<u>32,302</u>

The note set out on page 9 form part of these financial accounts.

**ALVERSTOKE PRE SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**As at 31 July 2024**

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<b>CASH FUNDS</b>			
Current Account	17,146	(3,606)	13,540
Deposit Account	(6,286)	21,767	15,481
Cash in Hand	247	110	357
	<u>11,107</u>	<u>18,271</u>	<u>29,378</u>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Computer Equipment	1,518	4,740	6,258
Operating Equipment	1,039	4,859	5,898
	<u>2,557</u>	<u>9,599</u>	<u>12,156</u>
<b>LIABILITIES</b>			
PAYE	34	101	135
	<u>34</u>	<u>101</u>	<u>135</u>

## ALVERSTOKE PRE SCHOOL

## NOTES TO THE ACCOUNTS

As at 31 July 2024

## NOTES

1. Income from Charitable Activities

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<u>Grants receivable and Donations</u>			
Early Year Education funding	-	69,511	69,511
Early Year Pupil Premium funding	-	464	464
<u>Fees and other income</u>			
User fees	14,353	-	14,353
	<u>14,353</u>	<u>69,975</u>	<u>84,328</u>

2. Payments from Charitable Activities

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<u>Payroll and related costs</u>			
Wages and salaries	22,088	36,089	58,177
Staff training and welfare	489	608	1,097
<u>Other direct costs</u>			
Consumable materials	652	1,521	2,173
Clothing	12	15	27
Rent	4,666	7,698	12,364
<u>Support, management and administrative costs</u>			
Telephone and postage	245	376	621
Printing and stationery	14	43	57
General insurance	963	1,622	2,585
Repairs and maintenance	244	469	713
Computer consumables and IT support	253	644	897
Subscriptions	1,232	1,881	3,113
<u>Professional and finance costs</u>			
Accountancy fees	2,002	3,435	5,437
Professional fees	16	19	35
	<u>32,876</u>	<u>54,420</u>	<u>87,296</u>

Approved by the Board of Trustees on  
17 June 2025 and signed on its behalf



..... Chair  
Suzannah Arde



..... Treasurer  
Jennifer Green

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**  
and  
**RECEIPTS AND PAYMENTS ACCOUNTS**

**31 JULY 2024**

**Charity Registration No: 1152783**



**Learning to play, playing to learn!**

ALVERSTOKE PRE SCHOOL

CONTENTS

31 JULY 2024

CONTENTS	<u>Page</u>
Trustees’ annual report	3 - 5
Independent examiner’s report	6
Receipts and Payments Accounts	7
Statement of assets and liabilities	8
Notes to the accounts	9

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**

**Year ended 31 July 2024**

**THE CHARITY**

Registered name : Alverstoke Pre School  
Registered address : Alverstoke County Infant School, Ashburton Road, Gosport,  
P012 2LH  
Legal Status : Unincorporated association  
Registered charity no: 1152783  
Telephone no. : 02392 526247  
Email address : manager@alverstokepreschool.co.uk

**BOARD OF TRUSTEES**

**Chair:**

Suzannah Arde

**Treasurer:**

Jennifer Green

**Elected members:**

Louise Lewis

**PROFESSIONAL ADVISERS**

Independent Examiner: D Clarke FCA, Wood, Hicks & Co Ltd,  
Chartered Accountants, Units 1-2 Warrior Court,  
9-11 Mumby Road, Gosport, Hampshire, P012 1BS

Bankers : Barclays, 67-69 West Street, Fareham, P016 0AT

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**

**Year ended 31 July 2024**

**SECTION 1 – OBJECTIVES AND ACTIVITIES**

The aim of the Preschool is to enhance the learning and development of children primarily under the statutory school age following government guidelines set out through the Early Years statutory framework through the Early Years Foundation Stage. The Preschool works in partnership with parents within the area to understand and provide a service for all children within the local community. The Preschool does this by:

- a) Offering appropriate play, education and care facilities in an enriching and nourishing environment. This is done by offering parents extended hours to fit their needs and offers parents the rights to take responsibility to become involved in activities and opportunities for their children regardless of their race, culture, religion, means or ability.
- b) The Preschool studies and observes the needs of such children and their families by promoting public interest and in turn recognises and supports the needs within our local community.
- c) Adhering to the aims and objectives of the Preschool Learning Alliance and working closely with parent partners and governing bodies such as Ofsted the Preschool delivers a safe, nurturing and affordable Preschool for children to learn and grow.

We confirm the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Activities

The term time only Preschool offers a safe, stimulating and nurturing environment for children aged 2,3 and 4 years old. The Preschool offers a huge range of resources and activities for children to explore and extend their development throughout the Early Years Foundation Stage. The Preschool use statutory guidelines and aid development of all children who attend the setting through observation of learning. Government funding for eligible children is allocated in accordance to guidelines to ensure it is used to fund and support the children's learning environment.

**SECTION 2 – ACHIEVEMENTS AND PERFORMANCE**

The Preschool continue to provide nurturing, safe, quality affordable childcare within the local community. We continue to improve our setting within our financial constraints and using observations of the children within their play we as a setting have been growing areas within the setting to offer enticing and enriching opportunities.

During this financial year the Preschool have moved to a new premises within the grounds of Alverstoke Infants School. We are still running as a separate entity to the school but within the school grounds.

As a result of moving to a new premises the number of children that we can now have in the preschool at any one time has reduced to 21, however over time we will look at options to increase this.

**ALVERSTOKE PRE SCHOOL**

**TRUSTEES' ANNUAL REPORT**

**Year ended 31 July 2024**

**SECTION 2 - ACHIEVEMENTS AND PERFORMANCE (continued)**

The new premises offers lots of outdoor learning opportunities for the children, including a woody walk, trim trail and a sensory garden. We also have access to a playground where the children can freely ride bikes and scooters etc in a safe environment.

The new premises is also close to the beach, meaning we have the opportunity to take them on trips to the beach when the when ratios allow.

**SECTION 3 - REVIEW OF FINANCIAL POSITION**

The Preschool had a deficit of £2,924 compared to a deficit of £15,917 in the previous year. Over this financial we the preschool has been working on reducing the financial deficit we have seen over the past years. We did this by moving premises, reducing our rent significantly and also by removing unnecessary outgoings. This was all completed in the hope that going into the next financial year we would be in a much better position.

Reserves

We currently hold a reserve fund of around £15,000 in a separate account, the aim of this is to sustain the daily operation of the Preschool should the income levels fall below the expected. Alternatively, in the unlikely event the Preschool should need to close the reserve fund would be used to cover staff redundancies.

Principle sources of funds (including fundraising)

Our primary source of funding is from the Government. The Preschool received 83% from Government funding, this was received termly from Hampshire County Council. The Preschool received 17% from fees for non-funded hours.

The Preschool is also registered as a charity through HMRC and is eligible to claim gift aid on qualifying donations.

**SECTION 4 - STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Governing Document for Alverstoke Preschool is the 'Preschool Learning Alliance - Model Preschool Learning Alliance Constitution 2011'. We are members of the Preschool Learning Alliance, and adhere to their guidelines. Alverstoke Preschool is an unincorporated Charity, and its Trustees are elected by Members.

**By order of the Board**

*Suzannah Arde*  
..... Chair  
Suzannah Arde  
17 June 2025

*Jennifer Green*  
..... Treasurer  
Jennifer Green  
17 June 2025

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
ALVERSTOKE PRE SCHOOL**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2024, which are set out on pages 7 to 9.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

The Trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D. Clarke  
D Clarke FCA

17 June 2025

Wood, Hicks & Co Ltd  
Chartered Accountants  
Units 1-2 Warrior Court  
9-11 Mumby Road  
Gosport  
Hampshire P012 1BS

**ALVERSTOKE PRE SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**Year ended 31 July 2024**

	<u>2024</u>			<u>2023</u>
	<u>Unrest- ricted £</u>	<u>Rest- ricted £</u>	<u>Total £</u>	<u>Total £</u>
<b>RECEIPTS</b>				
Investments	240		240	103
Charitable activities - Note 1	14,353	69,975	84,328	91,009
	<u>14,593</u>	<u>69,975</u>	<u>84,568</u>	<u>91,112</u>
<b>PAYMENTS</b>				
Charitable activities - Note 2	32,876	54,420	87,296	106,168
	<u>32,876</u>	<u>54,420</u>	<u>87,296</u>	<u>106,168</u>
<b>ASSET AND INVESTMENT PURCHASES</b>				
Purchase of fixed assets	49	147	196	861
	<u>49</u>	<u>147</u>	<u>196</u>	<u>861</u>
<b>TOTAL PAYMENTS</b>	<u>32,925</u>	<u>54,567</u>	<u>87,492</u>	<u>107,029</u>
<b>NET RECEIPTS/(PAYMENTS)</b>	<u>(18,332)</u>	<u>15,408</u>	<u>(2,924)</u>	<u>(15,917)</u>
<b>TRANSFERS BETWEEN FUNDS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>CASH FUNDS BROUGHT FORWARD</b>	<u>29,439</u>	<u>2,863</u>	<u>32,302</u>	<u>48,219</u>
<b>CASH FUNDS CARRIED FORWARD</b>	<u>11,107</u>	<u>18,271</u>	<u>29,378</u>	<u>32,302</u>

The note set out on page 9 form part of these financial accounts.

**ALVERSTOKE PRE SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**

**As at 31 July 2024**

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<b>CASH FUNDS</b>			
Current Account	17,146	(3,606)	13,540
Deposit Account	(6,286)	21,767	15,481
Cash in Hand	247	110	357
	<u>11,107</u>	<u>18,271</u>	<u>29,378</u>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Computer Equipment	1,518	4,740	6,258
Operating Equipment	1,039	4,859	5,898
	<u>2,557</u>	<u>9,599</u>	<u>12,156</u>
<b>LIABILITIES</b>			
PAYE	34	101	135
	<u>34</u>	<u>101</u>	<u>135</u>

## ALVERSTOKE PRE SCHOOL

## NOTES TO THE ACCOUNTS

As at 31 July 2024

## NOTES

1. Income from Charitable Activities

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<u>Grants receivable and Donations</u>			
Early Year Education funding	-	69,511	69,511
Early Year Pupil Premium funding	-	464	464
<u>Fees and other income</u>			
User fees	14,353	-	14,353
	<u>14,353</u>	<u>69,975</u>	<u>84,328</u>

2. Payments from Charitable Activities

	<u>Unrest- ricted</u> £	<u>Rest- ricted</u> £	<u>Total</u> £
<u>Payroll and related costs</u>			
Wages and salaries	22,088	36,089	58,177
Staff training and welfare	489	608	1,097
<u>Other direct costs</u>			
Consumable materials	652	1,521	2,173
Clothing	12	15	27
Rent	4,666	7,698	12,364
<u>Support, management and administrative costs</u>			
Telephone and postage	245	376	621
Printing and stationery	14	43	57
General insurance	963	1,622	2,585
Repairs and maintenance	244	469	713
Computer consumables and IT support	253	644	897
Subscriptions	1,232	1,881	3,113
<u>Professional and finance costs</u>			
Accountancy fees	2,002	3,435	5,437
Professional fees	16	19	35
	<u>32,876</u>	<u>54,420</u>	<u>87,296</u>

Approved by the Board of Trustees on  
17 June 2025 and signed on its behalf



..... Chair  
Suzannah Arde



..... Treasurer  
Jennifer Green

Wood, Hicks & Co.  
Units 1-2, Warrior Court  
9-11 Mumby Road  
Gosport  
Hampshire PO12 1BS

17 June 2025

Dear Sirs

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other trustees, management and staff of Alverstoke Pre-School the following representations given to you in connection with your independent examination of the Trustees' Annual Report and Receipts and Payments Accounts as at and for the year ended 31 July 2024.

- (a) As Trustees, we acknowledge our responsibilities for preparing accounts which comply with the requirements of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations. All the accounting records have been made available to you and all transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all trustee meetings, have been made available to you.
- (b) All receipts, payments, assets and liabilities have been completely and accurately recorded in the accounts and the accounting records. We acknowledge that, in accordance with the scope of your engagement, you are not bound to enquire into such matters.
- (c) The Charity has at no time during the year entered into any arrangement, transaction or agreement to provide credit facilities (including loans or credit transactions) for officers or staff, nor to guarantee or provide security for such matters.
- (d) In our opinion, the Charity will remain a going concern for a period of at least twelve months from the date of this letter.
- (e) We acknowledge that you have informed us that you will be subject to current and future regulations regarding money laundering and similar activities.
- (f) Adequate disclosure has been made of funds received from grantors the uses of which have been restricted to purposes designated by the grantor. Expenditures directly incurred on the various activities of the Charity have been charged to the appropriate funds. Any allocations of general funds designated for use on a restricted activity have been properly recorded in the minutes of the Board of Trustees.
- (g) We acknowledge that you have limited your enquiries into the Charity's accounts to those matters which you are required to address in accordance with:
  - (i) the Charities Act 2011;
  - (ii) the General Directions of the Charity Commissioners in carrying out an independent examination; and,
  - (iii) your letter of engagement to us.

We understand that your procedures have not constituted an audit and, as such, you give no assurance that the accounts as a whole give a true and fair view of the Trust's state of affairs or results of operations.

Yours faithfully

*Suzannah Arde*  
..... Chair  
Suzannah Arde

*Jennifer Green*  
..... Treasurer  
Jennifer Green