



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/09/2021 (Period start date) To 31/08/2022 (Period end date)

Charity name: Telford Preschool

Charity registration number:1154923

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ul style="list-style-type: none"><li>• To provide a safe, secure, stimulating and caring environment in which children can learn and develop a sense of achievement through play.</li><li>• To promote an atmosphere where every child feels that they belong and has a contribution to make, developing their own self-esteem and independence which will help them to make a natural transition to fulltime schooling.</li><li>• To ensure each child is supported in developing their potential at their own pace by means of developmentally - appropriate play activities and a high level of individual adult input.</li><li>• To provide activities and experiences that are planned to meet their individual stages of development within the EYFS.</li><li>• To always look at ways to improve and update the environment, layout, equipment and resources available within the Preschool</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The programme of activities provided for the children, planned by the staff, is in accordance with and followed the Early Years Foundation Guidelines. Children choose which activities they would like to participate in each session. The staff plan activities on a theme alongside the free play. There is regular access to the garden, which includes a covered space, as well as regular forest school sessions. Planned activities include but are not limited to cooking and making seasonal crafts. The staff work with the children to practice basic phonics work,

		<p>letter recognition and numeracy – appropriate to their age.</p> <p>Preschool is open to all who apply and we operate a waiting list. We accept Nursery Education Funding Grants which means children from any background can attend and we have a diverse intake.</p> <p>In planning our activities and programmes for the children, we keep in mind the Charity Commissions guidance on public benefit at our trustee meetings.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

### Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Providing pre-school education for approximately 50 children in a safe, secure, stimulating, and caring setting.</p> <p>Preschool achieved a 'outstanding' Ofsted grading in July 2022 and continues to provide exciting learning opportunities to children through sessional care.</p> <p>The new management team took up the reigns in January 2018, and two other new members of staff joined at this point. The new management team have continued to develop Preschool offering families in the local community a good early year's provision. Staffing retention has remained stable during this period.</p> <p>We had a successful range of fundraising events including a raffle and joint fayre with adjoining infants school.</p> <p>The trustees have continued and implemented a sustainable business model with forward planning. Ensured Preschool is following all Policies and Procedures and has high priority for Safeguarding procedures.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income for the year was £98,931.71 (see accounts), of which 80% is from government funding. Operating expenses for the year were £97,816.74 and the charities largest expenditure is on staff wages which accounts for 82% of the total expenditure. Surplus for the year was £1,114.97.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have a reserves policy to maintain a reserve of £23,000. The reserves are unrestricted funds that are freely available to spend on any of the Trust's charitable purpose. They are held to service an unexpected need for funds, covering unforeseen day-to-day operational costs, a shortfall in income or to fulfil its obligations. Reserve levels are reported as part of the finance report at every Trustees meeting. Currently we are holding higher reserves which we are looking to utilise in the coming years.
Amount of reserves held	Para 1.22	<b>£64,464.28.</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>none</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of our income arises from Nursery Education Funding Grants and fees from the children attending the Preschool.  The trustees, staff and parents, fundraised through the year to support the Preschool, putting on several events for the children and their families to attend.  Wages are our greatest expense, as our staff are our greatest asset
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>n/a</b>
	Para 1.46	<b>Preschool lease has not been renewed. Preschool is on a monthly lease contract.</b>

A description of the principal risks facing the charity		<b>Preschool failed its UPC rating. Preschool has worked hard to have dialogue with its landlords with little success.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Model CIO Constitution for Childcare Providers 2013, as amended 26 June 2019 and 17 December 2019.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Charitable Incorporated Organisation)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed or re-appointed annually.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The preschool works to its policies and procedure documents which are updated annually.</p> <p>The original management team retired in December 2017. The Trustees recruited a new management team who started January 2018. The change was managed to maintain staff retention and alleviate parental concerns.</p> <p>The preschool was rebranded Telford Preschool in July 2019</p> <p>Safeguarding of the children attending is always the primary concern of Telford Preschool.</p> <p>The (volunteer) team of Trustees oversees the organisation of the Preschool and the line management of the manager. The manager oversees the day to day running of the Preschool and the line management of all other staff.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	

Other		
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## Reference and Administrative details

Charity name	Telford Preschool
Other name the charity uses	none
Registered charity number	1154923
Charity's principal address	Telford Preschool Kelvin Road Leamington Spa Cv32 7TE

### 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	Katherine Watson	Chair		
2	Kate D'Alessandro	Trustee		
3	Claire Harman-Sherwood	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katherine Watson	
Position (eg Secretary, Chair, etc)	Chair	
Date	19.06.2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Telford Preschool

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1154923

Set out on pages

1 - 15

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022

Responsibilities and  
basis of report

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

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

19/06/2023

Name:

Rebecca Coles

Relevant professional  
qualification(s) or body

ACCA

(if any):

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**Address:**

Newton Hall, Town Street, Newton, CB22 7ZE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

No matters of concern were identified during the independent examination.

**TELFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1154923**  
**RECEIPTS AND PAYMENTS FOR THE YEAR TO 31 AUGUST 2022**

	Notes	Period to 31st August 2022	Period to 31st August 2021
		£	£
<b>Income</b>			
Funding		79,154.70	76,207.29
Fees		18,790.00	21,023.00
Fundraising & Donations		803.35	381.41
Coronavirus SSP Reclaim		168.61	-
Interest		15.05	53.53
<b>Total Income</b>		<b>98,931.71</b>	<b>97,665.23</b>
<b>Less Operating Expenses</b>			
Accounting, Bookkeeping & Payroll		2,686.05	2,193.75
Art & Craft Consumables		462.14	479.36
Furniture & Equipment		901.02	364.40
Health, Hygiene & Cleaning		1,052.57	1,257.79
Insurance, ICO & Ofsted		767.56	829.85
Phone & Broadband		913.69	789.39
Postage, Printing & Stationery		587.73	410.01
Rent & Rates		2,474.07	4,036.26
Repairs & Maintenance		1,552.58	306.00
Snacks & Food		153.22	154.16
Staff & Child Welfare		51.00	160.80
Subscriptions		128.47	79.99
Toys, Books & Resources		283.77	1,147.68
Training and DBS		768.41	451.00
Utilities		3,360.39	4,196.14
Wages & Pensions		80,467.02	73,905.95
Waste Collection		1,055.98	1,322.88
Website & Advertising		151.07	84.00
<b>Total Operating Expenses</b>		<b>97,816.74</b>	<b>92,169.41</b>
<b>Surplus/Deficit</b>		<b>1,114.97</b>	<b>5,495.82</b>
Cash balances b/f		63,349.31	57,853.49
<b>Balances c/f</b>		<b>64,464.28</b>	<b>63,349.31</b>

**TELFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1154923**  
**STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR TO 31 AUGUST 2022**

	Notes	Period to 31st August 2022	Period to 31st August 2021
		£	£
<b>RESERVES</b>			
Balance b/f		63,349.31	57,853.49
Excess income over expenditure		1,114.97	5,495.82
		<u>64,464.28</u>	<u>63,349.31</u>
<b>CASH FUNDS</b>			
Current Account		18,693.18	17,593.26
Deposit Account		45,771.10	45,756.05
		<u>64,464.28</u>	<u>63,349.31</u>
<b>LIABILITIES</b>			
Independent Examination	3	180.00	180.00
PAYE/NI	4	368.54	369.55
Rent	5	229.18	-
<b>FUNDS OF THE CHARITY</b>			
Restricted funds		-	-
Unrestricted funds		64,464.28	63,349.31
		<u>64,464.28</u>	<u>63,349.31</u>

**TELFORD PRESCHOOL**  
**REGISTERED CHARITY NO 1154923**  
**NOTES TO THE ACCOUNTS**

**1 ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements have been prepared on the receipts and payments basis.

**Income**

All income is included at the time of receipt.

**Expenses**

All expenditure is accounted for at the time of payment.

**2 EQUIPMENT**

All equipment purchased by the charity is included under these headings as an expense. No items have been capitalised.

**3 INDEPENDENT EXAM AND BOOKKEEPING FEES**

£180 due for Independent Examination costs for the 2022-2023 financial year.

**4 PAYE/NI**

PAYE/NI contributions for the month of August due after 06.09.22.

**5 RENT**

Rent for the amount of £229.18 for August remains outstanding.