

## Trustees' Annual Report for the period

Period start date		Period end date	
From	1 <sup>st</sup> September 2022	To	31 <sup>st</sup> August 2023

### Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

#### 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	Tracy Fearnley	Manager		
2	Ruth Davies	Chair		
3	Mary Berry	Treasurer		
4	Craig Berry			
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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)**

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**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution, adopted on 6 <sup>th</sup> February 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are all staff or parents of children attending Ilkley Pre-School Playgroup. New trustees are elected at a meeting of trustees.

**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.

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**Section C Objectives and activities****Summary of the objects of the charity set out in its governing document**

The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the Charitable Incorporated Organisation; and
- (6) furthering the aims of the Pre-School Learning Alliance.



**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)**

In planning our activities for the year, the trustees have given consideration to the Charity Commission's public benefit requirements. The trustees consider that the public benefit requirement was met by the main activity during the year; the pre-school education of 19 children.

All children who attend the setting are allocated a key person and each child has a learning journal that includes written observations, samples of work and photographs of the child involved in activities. All activities are linked to the learning outcomes within the Early Years Foundation Stage and by following this document we ensure that all children are making steady progress.

Alongside providing all continuous provision (construction, numeracy, craft, outdoor, literacy etc) the following activities also took place:

- We enjoyed many walks around the surrounding area, this includes visits to the post office, the duck pond, the maze, the library and the local high street.
- We again watched the transformation of caterpillars into butterflies.
- One of our families brought their tortoise into preschool and explained to the children how to care for him.
- At Easter we held an Easter Egg and Easter bonnet competition.
- We dressed up for world book day and for Halloween.
- We welcomed families into preschool for a Christmas show, we also had a festive visit from a local singing group, and held a Christmas party and tombola for all of our families to celebrate the festive term.
- We visited our local church St Margarets to see the Christmas tree festival, the children were able to look at over 20 different trees decorated by the local community.
- Thanks to one of our grandparents we enjoyed weekly French lessons where the children are able to learn and join in with some basic words and sounds of the French vocabulary.
- We again held our popular Summer holiday club, which was attended by 30 children consisting of both preschool and non preschool children. We had themed days such as baking, sports and craft.
- We took part in Ilkley carnival where the theme was the Jubilee - our take on this was "Lion King" and the children dressed up as animals.
- We held our annual Summer garden party and leavers party which was well attended by all our families, we had a fundraising tombola and refreshments in the garden.
- Stay and Play termly sessions have been introduced where we have invited parents and carers into the setting to play alongside their little ones.
- We held several open mornings to welcome other families into our setting, many of which have been successful and resulted in new starters joining us.
- The Trustees have been proactive in the review of fees and offering due to changes in funding for 2 and 3 year olds pending for next year.

**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.

- Ilkley Round Table
- The Masons
- Supermarkets
- National Lottery
- Local Council

These are grants that have been applied for / plan to apply for and awaiting outcome for next financial year.

## Section D

## Achievements and performance

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

During the year the pre-school was open for the full 38 weeks and provided 21 hours per week of care and education.

19 children aged 2-4 years attended pre-school over the course of the year.  
30 children attended the Summer Club.

We now have the highest number of children on the register since before Covid.

## Section E

## Financial review

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

To hold sufficient reserves to cover statutory redundancy payments and associated costs which may arise in the event of the closure of the preschool or the cost of temporary relocation of activities. In addition, the trustees consider it prudent to hold some reserves to cover unforeseen costs and the impact of adverse fluctuations in the number of children enrolled.

### Details of any funds materially in deficit

The Preschool made a financial loss this year of £5,866, this is an improvement from last financial year however still a loss.

The Preschool has been continuing to increase attendance to pre-COVID levels and above, whilst also seen increased rental costs, increasing national minimum wage and reductions in Bradford Funding for children.

### 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.

The impact of the introduction of funding for 2 year olds has been reviewed, this is being addressed by reviewing the fees for funded and non funded children for next year.



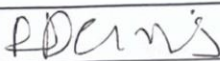
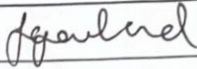
**Section F****Other optional information**

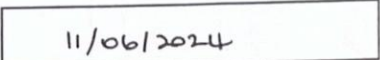
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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ruth Davies	Fraser Gowland (p.p Mary Berry)
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Ilkley Pre-School Playgroup

1155808

Receipts and payments accounts

CC16a

For the period from 1st September 2022 to 31st August 2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees and registrations	37,697	-	-	37,697	23,351
Fundraising	30	-	-	30	1,693
Other income	25	-	-	25	16
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(gross income for AR)</b>	<b>37,752</b>	<b>-</b>	<b>-</b>	<b>37,752</b>	<b>25,060</b>
<b>A2 Asset and investment sales</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,752</b>	<b>-</b>	<b>-</b>	<b>37,752</b>	<b>25,060</b>
<b>A3 Payments</b>					
Staff salaries	34,656	-	-	34,656	30,395
Staff training	154	-	-	154	139
Rent	6,716	-	-	6,716	6,180
Phone and broadband	403	-	-	403	437
Equipment and daily items	73	-	-	73	703

Other expenditure	1,615	-	-	1,615	2,032
Marketing	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>43,617</b>	<b>-</b>	<b>-</b>	<b>43,617</b>	<b>39,886</b>

#### A4 Asset and investment purchases

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Total payments</b>	<b>43,617</b>	<b>-</b>	<b>-</b>	<b>43,617</b>	<b>39,886</b>
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<b>Net of receipts/(payments)</b>	<b>- 5,865</b>	<b>-</b>	<b>-</b>	<b>- 5,865</b>	<b>- 14,825</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	22,289	-	-	22,289	37,115
<b>Cash funds this year end</b>	<b>16,424</b>	<b>-</b>	<b>-</b>	<b>16,424</b>	<b>22,290</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to the nearest £	to the nearest £	to the nearest £
<b>B1 Cash funds</b>	Bank account	16,324	-	-
	Petty cash account	100	-	-
		-	-	-
	<b>Total cash funds</b>	<b>16,424</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds	Restricted funds	Endowment funds

**B2 Other monetary assets**

Details	to the nearest £	to the nearest £	to the nearest £
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-

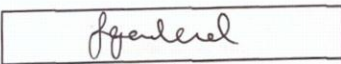
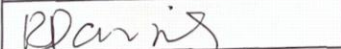
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print name	Date of approval
	Fraser Gowland (p.p Mary Berry)	11/06/2024
	Ruth Davies	11/06/2024





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Ilkley Pre-School Playgroup

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1155808

**Set out on pages**

1-2

(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 / 2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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:

- 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.

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

**Signed:**

**Date:**

11 June 2024

**Name:**

Mhairi Tomlinson

**Relevant professional  
qualification(s) or body  
(if any):**

Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

25 Beverley Rise

Ilkley

LS29 9DB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**

None identified