



# Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	September	2020		31	August	2021

## Section A Reference and administration details

Charity name

Heddington & Cherhill Preschool

Other names charity is known by

Registered charity number (if any) 1156048

Charity's principal address

Church Road

Heddington

Calne

Postcode

SN11 0PJ

### 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	Emily Underwood	Chair		
2	Zoe Bevan	Secretary		
3	Laura Elwell	Vice Chair		
4	Sarah Vaughan			
5	Jasmine Brown			
6	Linda Dytham			
7	Katie Rendell			
8	Elizabeth Hopkins			
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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)	Preschool Learning Alliance Model Constitution (adopted 13 <sup>th</sup> February 2014)
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected for membership committee (including active parents)

### 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

To enhance the development and education of children 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)**

Providing stimulating and creative play by qualified and friendly staff, enabling confident learning to take place in a fun and protected environment.  
Providing education and care facilities, together with the right of parents to take responsibility for and to become involved in the activities ensuring learning and development opportunities for all children in line with current legislation and requirements.

**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**

- Numbers have increased, both preschools are full every day.
- Holiday club remains full and popular with many parents opting for full time contracts.
- Staff have taken part in various continuing professional development
- PE and music sessions ran for all children
- Forest school continues to be a big hit
- Fundraising events were very successful, some events remained virtual due to covid 19.
- Preschool stated open for vulnerable and key worker children throughout lockdown, additional measures were put in place to ensure safety of staff and children once preschool fully reopened.
- Successful recruitment of new staff and promotions to existing staff, including new management.

## Section E

## Financial review

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

Our free reserves policy is to hold at least £35,000.00 due to increased costs, it is still equivalent to 26 weeks. At financial year end date, the charity held approximately £99,000.00 in reserve. The main requirement for the level of free reserves indicated is to cover contingent liabilities in respect of an unexpected downturn in child attendance or other unexpected expenditure.

### 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.

## 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)

Emily Underwood	

Position (eg Secretary, Chair, etc)

Chair	
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Date

22/03/2022
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**Heddington Pre-School**  
**Balance Sheet**  
**as at 31st August 2021**

	Notes	2021 £	2020 £
<b>Current assets:</b>			
Cash at Bank (main account)		64,504	67,153
Cash at Bank (fund raising		6,288	6,288
Cash at Bank (redundancy fund)		20,823	20,823
Lloyds Bond		10,000	10,000
<b>Total assets less current liabilities</b>		<hr/> 101,615	<hr/> 104,264
<b>Net Assets</b>		<hr/> <hr/> 101,615	<hr/> <hr/> 104,264

**Heddington Pre School 1058414**  
**Income & Expenditure Account**  
**Year Ended 31st August 2021**

	2021	2020
	£	£
<b>INCOME:</b>		
Fees	263,946	254,883
Donations & Grants	650	2,010
Holiday Club	177	0
Fundraising & Events	827	1,639
Asset & Investment Purchases	0	0
Room/Venue Hire, Events & Trips	460	0
Bank Interest Rec'd	0	140
Transfers	1,044	19,927
	<u>267,105</u>	<u>278,600</u>
<b>EXPENSES:</b>		
Wages, Tax & NI	216,777	167,758
Rent, Rates & Property costs	21,174	27,919
Staff Training & Development	1,388	922
Equipment Repairs & Maintenance	3,166	11,369
Insurance		
Expenses & Petty Cash	11,807	8,296
Payroll Processing Fees	1,106	965
Room/Venue Hire, Events & Trips	1,658	811
Professional Fees & Subscriptions	7,274	7,977
Printing, Post & Stationery	676	641
Advertising	164	204
Toys & Educational Equipment	2,883	10,213
Transfers	1,680	11,840
	<u>269,754</u>	<u>248,914</u>
<b>RESULTS</b>	<u>-2,649</u>	<u>29,686</u>

**Heddington Pre School**  
**INCOME SUMMARY**  
**September 2020 to August 2021**

<b>Date</b>	<b>Details</b>	<b>Reference</b>	<b>Analysis Code</b>	<b>Amount</b>
September				20,837.84
October				18,352.99
November				21,609.87
December				19,894.24
January				26,693.53
February				22,236.01
March				25,914.86
April				22,680.24
May				22,110.32
June				24,804.63
July				24,331.13
August				17,639.00
	-	-	-	267,104.66

Wiltshire CC



**Heddington Pre School**  
**EXPENSES SUMMARY**

Month	Wages Tax & NI	Rent, Rates & Property costs	Staff Training & Development	Equipment Repairs & Maintenance	Insurance	Expenses & Petty Cash	Payroll Processing Fees	Room/Venue Hire, Events & Trips	Professional Fees & Subscriptions	Printing, Post & Stationery	Transfers	Advertising	Toys & Educational Equipment
SEPTEMBER	17,279.80	396.95	18.00	209.00	-	1,272.92	88.20	362.46	113.00	46.46	-	-	727.62
OCTOBER	17,359.08	2,546.73	-	167.94	-	359.39	88.20	-	78.00	25.11	-	-	129.07
NOVEMBER	18,565.77	1,182.67	14.40	199.99	-	846.69	88.20	39.54	228.98	23.78	-	-	84.43
DECEMBER	18,608.27	1,018.39	11.52	-	-	1,382.55	88.20	169.00	2,511.80	35.14	180.00	-	273.74
JANUARY	17,074.14	2,153.38	-	409.94	-	697.33	88.20	-	129.53	93.74	1,500.00	100.00	832.72
FEBRUARY	16,836.96	1,481.84	35.00	311.90	-	1,162.10	88.20	86.00	883.80	41.84	-	-	94.72
MARCH	18,301.45	1,772.84	905.53	-	-	1,480.10	88.20	-	196.10	15.17	-	-	208.76
APRIL	18,714.23	4,297.30	165.00	225.10	-	852.38	88.20	-	2,046.88	5.99	-	54.00	64.00
MAY	18,315.65	850.08	36.00	490.20	-	1,005.16	136.20	126.69	221.60	132.09	-	-	-
JUNE	18,654.58	537.61	168.00	-	-	1,148.02	88.20	-	78.00	67.41	-	-	292.96
JULY	18,499.65	1,586.97	20.00	167.94	-	1,241.09	88.20	28.00	294.00	94.69	-	9.99	11.18
AUGUST	18,567.23	3,348.92	15.00	984.04	-	358.98	88.20	846.40	492.00	94.95	-	-	164.21
	216,776.81	21,173.68	1,388.45	3,166.05	-	11,806.71	1,106.40	1,658.09	7,273.69	676.37	1,680.00	163.99	2,883.41



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Heddington & Cherhill pre-school

**On accounts for the year  
ended**

31<sup>st</sup> August 2021

**Charity no  
(if any)**

1156048

**Set out on pages**

(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 **31/08/2021**

**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 (other than that disclosed below \*) 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:**

03/05/2022

**Name:**

Pamela Keen

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

Institute of Certified Bookkeepers

**Address:**

5 Ebor Gardens

Calne

Wiltshire. SN11 0AJ

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.**