



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	September	2022		31	August	2023

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	Hayley Lewis			
4	Sarah Vaughan		To July 2023	
5	Jasmine Brown			
6	Elizabeth Hopkins		To July 2023	
7	Katie Rendell			
8	Amy Dawson			
9				
10				
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)

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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 th 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.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our free reserves policy is to hold at least £75,000.00 due to increased costs; this covers us for 3months costs at both sites in the event of a drop in numbers of children or sudden unexpected closures where we would still need to pay staff and bills. We will also hold a second reserves policy for £30,000 for repairs and replacement of essential items including expected repairs or replacement of the building at Cherhill in 2024/2025.

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) E.Underwood

Full name(s) Emily Underwood

Position (eg Secretary, Chair, etc) Chair

Date 19/04/2024

Heddington Pre-School
Balance Sheet
as at 31st August 2023

	Notes	2023 £	2022 £
Current assets:			
Cash at Bank (main account)		41,863	101,249
Cash at Bank (fund raising		12,740	7,811
Cash at Bank (redundancy fund)		30,702	30,530
Cash at Virgin Money		70,395	
Total assets less current liabilities		<hr/> 155,700	<hr/> 139,590
Net Assets		<hr/> <hr/> 155,700	<hr/> <hr/> 139,590

Heddington Pre School 1156048
Income & Expenditure Account
Year Ended 31st August 2023

	2023	2022
	£	£
INCOME:		
Fees	349,700	324,364
Donations & Grants	160	1,233
Holiday Club	100	0
Fundraising & Events	1,704	6,023
Asset & Investment Purchases	0	0
Room/Venue Hire, Events & Trips	2,997	7
Bank Interest Rec'd	535	600
Transfers	70,001	9,676
	<u>425,197</u>	<u>341,903</u>
EXPENSES:		
Wages, Tax & NI	250,643	225,077
Rent, Rates & Property costs	42,971	21,632
Staff Training & Development	1,210	1,359
Equipment Repairs & Maintenance	3,205	2,346
Insurance	0	
Expenses & Petty Cash	17,202	15,144
Payroll Processing Fees	1,370	1,106
Room/Venue Hire, Events & Trips	5,046	175
Professional Fees & Subscriptions	8,989	6,377
Printing, Post & Stationery	2,704	1,746
Advertising	277	327
Toys & Educational Equipment	4,870	5,122
Transfers	70,601	13,515
	<u>409,086</u>	<u>293,928</u>
RESULTS	<u>16,110</u>	<u>47,975</u>

Heddington Pre School
INCOME SUMMARY
September 2022 to August 2023

Date	Details	Reference	Analysis Code	Amount
September				31,985.14
October				23,997.04
November				31,169.06
December				24,409.97
January				29,807.73
February				31,105.87
March				34,323.35
April				26,117.61
May				27,955.80
June				32,404.76
July				29,905.35
August				26,518.23
	-	-	-	349,699.91

Wiltshire CC

Eddington 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	19,043.17	9,182.08	75.00	129.99	-	1,994.85	88.20	3,700.00	1,110.66	230.16	300.00	102.19	67.99
OCTOBER	19,801.78	1,383.23	-	521.94	-	770.87	88.20	539.54	113.14	193.51	-	-	742.84
NOVEMBER	21,473.51	5,711.83	-	-	-	1,269.67	88.20	-	473.13	359.34	-	-	193.28
DECEMBER	19,605.01	2,061.28	-	-	-	1,209.24	105.60	-	3,118.54	7.97	-	110.00	-
JANUARY	18,743.08	1,573.77	75.00	167.94	-	2,750.61	105.60	-	610.54	6.32	-	-	142.85
FEBRUARY	19,746.61	1,492.27	543.40	1,638.00	-	1,164.09	105.60	548.00	461.94	12.91	-	-	311.84
MARCH	20,024.40	7,911.81	94.20	230.41	-	1,072.02	105.60	241.54	827.94	607.38	70,001.00	-	80.24
APRIL	22,489.82	5,527.00	119.60	167.94	-	849.53	105.60	16.94	285.94	47.35	-	-	2,933.28
MAY	22,090.99	3,720.66	303.00	147.60	-	1,403.10	249.60	-	496.93	35.98	-	-	120.25
JUNE	22,417.05	1,209.44	-	32.77	-	1,673.25	105.60	-	265.94	1,063.06	-	-	244.46
JULY	22,313.49	1,328.45	-	167.94	-	1,897.09	111.00	-	1,073.94	69.50	300.00	65.00	32.58
AUGUST	22,893.59	1,869.38	-	-	-	1,147.32	111.00	-	150.04	70.43	-	-	-
	250,642.50	42,971.20	1,210.20	3,204.53	-	17,201.64	1,369.80	5,046.02	8,988.68	2,703.91	70,601.00	277.19	4,869.61



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Heddington Preschool

On accounts for the year
ended

31st August 2023

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 **31/08/2023**.

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:

PS Keen

Date:

07/05/2024

Name:

Pamela S Keen

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

Institute of Certified Bookkeepers

Address:

1st Floor, Victoria Street

Victoria House, Taunton

Somerset. TA1 3FA

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.