



## Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	Day 1	Month September	Year 2023	<b>To</b>	Day 31	Month August	Year 2024

### 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	Martyn Hulme	Deputy Chair		
5	Jasmine Brown			
6	Rebecca Dean			
7	Katie Rendell			
8	Amy Dawson			
9	Lydia Bentley			
10	Robert Buckby			
11	Kirsty Pearce			
12	Laura Veale			
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 <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.

## 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 3 months 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)



Full name(s)

Martyn Hulme

Position (eg Secretary, Chair, etc)

Deputy Chair

Date

09/04/2025

**Heddington Pre-School**  
**Balance Sheet**  
**as at 31st August 2024**

	Notes	2024 £	2023 £
<b>Current assets:</b>			
Cash at Bank (main account)		56,620	41,863
Cash at Bank (fund raising		22,604	12,740
Cash at Bank (redundancy fund)		31,172	30,702
Cash at Virgin Money		71,336	70,395
<b>Total assets less current liabilities</b>		<hr/> 181,732	<hr/> 155,700
<b>Net Assets</b>		<hr/> <hr/> 181,732	<hr/> <hr/> 155,700
		26,032	

**Heddington Pre School 1156048**  
**Income & Expenditure Account**  
**Year Ended 31st August 2024**

	2024	2023
	£	£
<b>INCOME:</b>		
Fees	410,194	349,700
Donations & Grants	11,125	160
Holiday Club		100
Fundraising & Events	6,369	1,704
Asset & Investment Purchases		0
Room/Venue Hire, Events & Trips	3,072	2,997
Bank Interest Rec'd	1,494	535
Transfers	4,111	70,001
	<u>436,366</u>	<u>425,197</u>
<b>EXPENSES:</b>		
Wages, Tax & NI	314,616	250,643
Rent, Rates & Property costs	33,528	42,971
Staff Training & Development	1,467	1,210
Equipment Repairs & Maintenance	5,270	3,205
Insurance	1,930	0
Expenses & Petty Cash	17,594	17,202
Payroll Processing Fees	1,374	1,370
Room/Venue Hire, Events & Trips	13,304	5,046
Professional Fees & Subscriptions	12,403	8,989
Printing, Post & Stationery	1,567	2,704
Advertising	287	277
Toys & Educational Equipment	6,995	4,870
Transfers	0	70,601
	<u>410,334</u>	<u>409,086</u>
<b>RESULTS</b>	<u>26,032</u>	<u>16,110</u>

**Heddington Pre School**  
**INCOME SUMMARY**  
**September 2023 to August 2024**

Date	Details	Reference	Analysis Code	Amount
September				37,429.63
October				29,408.71
November				35,839.90
December				30,150.18
January				45,091.35
February				47,651.23
March				42,166.59
April				34,819.50
May				34,311.26
June				31,709.75
July				32,903.85
August				34,883.63
	-	-	-	436,365.58

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	24,861.06	859.60	702.39	1,208.40	-	1,577.74	116.40	3,338.27	483.94	139.12	-	-	105.40
OCTOBER	24,988.96	2,226.57	21.00	227.88	-	1,252.78	139.80	1,686.80	540.94	117.07	-	175.00	1,109.61
NOVEMBER	24,918.85	1,328.60	-	71.84	-	1,507.57	111.00	160.00	381.93	669.52	-	-	250.42
DECEMBER	24,480.38	1,392.78	-	-	-	1,324.06	111.00	350.00	983.94	42.76	-	112.00	148.13
JANUARY	25,206.15	4,358.99	94.20	167.94	-	1,500.48	111.00	2,075.00	3,701.38	30.00	-	-	1,191.55
FEBRUARY	24,888.88	2,649.81	19.20	464.00	-	1,564.37	111.00	1,351.14	681.94	33.75	-	-	401.70
MARCH	24,945.78	4,297.51	-	356.59	-	1,143.11	111.00	3,105.00	871.73	31.25	-	-	2,315.59
APRIL	28,877.82	2,284.73	-	319.51	1,929.56	2,941.76	111.00	-	573.97	41.16	-	-	102.33
MAY	28,079.54	3,637.48	-	1,537.18	-	892.11	219.00	1,237.32	673.97	219.61	-	-	552.69
JUNE	27,171.41	2,206.92	629.95	560.89	-	1,614.94	-	-	563.77	38.58	-	-	68.82
JULY	27,846.34	2,630.62	-	205.29	-	1,760.62	-	-	1,069.78	141.46	-	-	329.25
AUGUST	28,350.70	5,654.12	-	150.00	-	514.38	232.80	-	1,875.95	63.20	-	-	419.71
	314,615.87	33,527.73	1,466.74	5,269.52	1,929.56	17,593.92	1,374.00	13,303.53	12,403.24	1,567.48	-	287.00	6,995.20



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Heddington Preschool

On accounts for the year  
ended

31<sup>st</sup> August 2024

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 **31/08/2024**.

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:

14/04/2025

Name:

Pamela S Keen

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

Institute of Certified Bookkeepers

Address:

1<sup>st</sup> 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.**