



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2023 To 31<sup>st</sup> August 2024

Charity name: The Woodley Pre-School (Reading)

Charity registration number: 1160756

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>We provide a pre-school setting for up to 40 children aged 2-5. The sessions run Monday-Friday, 9am-12pm and 12pm-3pm during term time. Some children attend for the whole day, some attend for a morning or afternoon session.</b>
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	<b>We follow the Early Years Foundation Stage set out by the Government and are inspected by OFSTED. We provide Early Years education to families in Woodley and the surrounding areas. We have a highly qualified team of staff. Children are always encouraged to fulfil their individual potential in a nurturing environment. The objective is to make learning fun</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>We have had regard to the guidance issued by the Charity Commission on public benefit. This is demonstrated by us being open to any child who needs our provision.</b>

## 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	
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><b>During the year we have run a pre-school setting for 38 weeks of the year. There is a wait list for our provision.</b></p> <p><b>We have continued to develop weekly “themes” to share between preschool and parents, and have undertaken a series of “stay and play” sessions enabling parents to see what goes on in preschool.</b></p> <p><b>We have developed our outdoor provision, with new trees and local reclaimed materials, and internally two new windows fitted in August 2024 bring more natural light into the setting.</b></p> <p><b>It was great to continue “in person” events, with a highly successful sponsored walk around Woodford Park in April 2024 to raise funds for the children's ward of the Royal Berkshire Hospital trust, a fun day in July 2024 and a leaver's picnic which was enjoyed by all.</b></p>

### 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	<b>The charity is and remains financially solvent and given the strong need for its services has a positive outlook.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The reserves policy enables Woodley Pre-School to pay rent costs, and staff redundancy, in the event of a disaster. In addition, sufficient reserves are held to be able to relocate the premises.</b>
Amount of reserves held	Para 1.22	<b>The reserves are sufficient to pay for at least six months' expenditure</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### 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	<b>A grant from Wokingham Borough Council in line with the Early Years' funding formula, which from April 2024 is also applicable to children aged 2 and over.</b>  <b>Those parents who not qualify for early years funding make payments directly to pre-school for their child's provision.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution</b>
How is the charity constituted?	Para 1.25	<b>Community Interest Organisation (CIO)</b>
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	<b>Elections are held annually at the Annual General Meeting (AGM). Trustees may resign at any point during the year.</b>

## Reference and Administrative details

Charity name	Woodley Pre-School
Other name the charity uses	n/a
Registered charity number	1160756
Charity's principal address	Trading Shed, Haddon Drive, Woodley, RG5 4LY

## 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	Erif Newman	Committee Member, Chair	01/09/2023 - 31/10/2023 01/11/2023 - 30/08/2024	
2	Matthew Burdett	Treasurer		
3	Paul Maddock	Co-Treasurer	01/11/2023 - 30/08/2024	
4	Robyn Daniels	Secretary	08/11/2023 - 30/08/2024	
5	Beth Turner	Committee Member, Designated Safeguarding Officer	01/11/2023 - 30/08/2024	
6	Dan Maskell	Committee Member	01/11/2023 – 30/08/2024	
7	Stephanie Watson	Committee Member, Designated Safeguarding Officer	01/09/2023 - 01/11/2023	
8	Gemma Williams	Co-Treasurer	01/09/2023 – 12/11/2023	
9	Eleanor Faye Barton	Co-Chair	01/09/2023 – 01/11/2023	
10	Lisa Moulton	Co-Chair	01/09/2023 – 01/11/2023	

Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

## 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

#### 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)

Erif Newman

Matthew Burdett

Full name(s)

Erif Newman

Matthew Burdett

Position (eg Secretary,  
Chair, etc)

Chair

Treasurer

Date

23<sup>rd</sup> November 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The Woodley Pre-School (Reading)

No (if any)  
1160756

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2023		31/08/2024

### 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>					
Wokingham Borough Council	102,106	-	-	102,106	120,241
Fees, Donations and Fundraising	24,443	-	-	24,443	17,192
Milk Refund	84	-	-	84	148
Bank Interest	4,969	-	-	4,969	1,590
Prior Year Adj	-	-	-	-	5
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>131,602</b>	<b>-</b>	<b>-</b>	<b>131,602</b>	<b>139,176</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>131,602</b>	<b>-</b>	<b>-</b>	<b>131,602</b>	<b>139,176</b>
<b>A3 Payments</b>					
Wages	78,102	-	-	78,102	66,906
Petty Cash	630	-	-	630	680
PAYE/NI/Pension	9,899	-	-	9,899	9,157
Rent/ Council Tax	3,256	-	-	3,256	2,146
Admins costs (insurance etc.)	8,301	-	-	8,301	28,356
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>100,188</b>	<b>-</b>	<b>-</b>	<b>100,188</b>	<b>107,245</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>100,188</b>	<b>-</b>	<b>-</b>	<b>100,188</b>	<b>107,245</b>
<b>Net of receipts/(payments)</b>	<b>31,414</b>	<b>-</b>	<b>-</b>	<b>31,414</b>	<b>31,931</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>203,706</b>	<b>-</b>	<b>-</b>	<b>203,706</b>	<b>171,775</b>
<b>Cash funds this year end</b>	<b>235,120</b>	<b>-</b>	<b>-</b>	<b>235,120</b>	<b>203,706</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		235,120	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	235,120	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

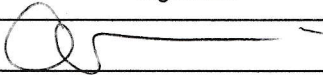
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	CHRIS NGUMWAN	07/11/24
Matthew Burdett	MATTHEW BURDETT	07/11/24



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Woodley Pre School

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1160756

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 31/08/2024.

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 (other than that disclosed below \*) 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:

Gisela Sharpe

Date:

29/10/2024

Name:

Gisela Sharpe

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

FCCA

Address:

16 LINCOLN GARDENS



TWYFORD
BERKSHIRE RG10 9HU

**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.

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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Woodley Pre School

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1160756

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Signed:

Gisela Sharpe

Date:

29/10/2024

Name:

Gisela Sharpe

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

FCCA

Address:

16 LINCOLN GARDENS



TWYFORD


BERKSHIRE RG10 9HU

Section B

Disclosure

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

Signed: 		Date: 29/10/2024
Name: Gisela Sharpe		
Qualification(s) or body (if any):		
Address: 16 LINCOLN GARDENS		