

# POPLAR PRE-SCHOOL (CIO)

England & Wales · Charity number 1160862

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-03-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Poplar Pre-School  
Giddyhorn Lane Pavilion  
Poplar Grove  
Maidstone  
Kent  
ME16 0DE

**Phone** 01622763638

**Email** [preschool@poplarpreschool.co.uk](mailto:preschool@poplarpreschool.co.uk)

**Website** [www.poplarpreschool.co.uk](http://www.poplarpreschool.co.uk)

## Activities

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**Objects:** 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 CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Early Years Pre-School

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£257,210	£248,096	-	-
2024-08-31	£248,021	£234,226	-	-
2023-08-31	£193,093	£211,239	-	-
2022-08-31	£202,324	£217,017	-	-
2021-08-31	£246,879	£213,534	-	-
2020-08-31	£176,375	£200,272	-	-

## Trustees

Name	Role	Appointed
Denise Ellis		2021-07-16
HAYLEY YOUNG		2023-07-17
Jennifer Margaret Dharmalingam		2018-02-22
KANLI DAVIES		2023-07-17
Lynne Davies		2020-06-02
Teresa Hatfull		2021-07-16

**POPLAR PRE-SCHOOL (CIO)**

England & Wales - Charity number 1160862

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	Sept	2024		31 <sup>st</sup>	Aug	2025

## 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	Denise Ellis		From 16 <sup>th</sup> July 2021	
2	Jennifer Dharmalingham		From 22 <sup>nd</sup> February 2018	
3	Lynne Davies		From 2 <sup>nd</sup> June 2020	
4	Teresa Hatfull		From 16 <sup>th</sup> July 2021	
5	Hayley Young		From 17 <sup>th</sup> July 2023	
6	Kanli Davies		From 17 <sup>th</sup> July 2023	
7				
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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)**

Denise Ellis

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected

**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.

## 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 objective the development and education of children and young people by:

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the Charitable Incorporated Organisation (CIO)
6. Furthering the aims of the Early Years 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 considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

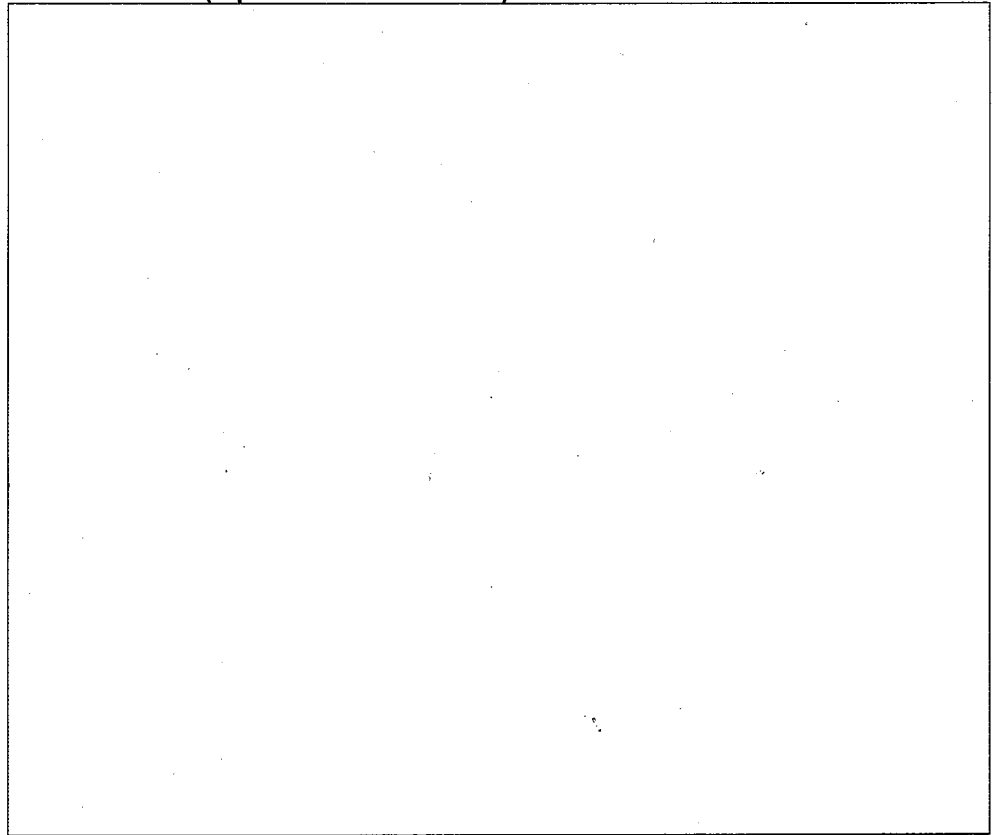
The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them. .
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of Early Years Alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

**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.

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

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 46 children moved on to Primary school at the end of the year.

We again identified a significant number of children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children. This obviously has had a financial implication for the pre-school.

This year we concentrated on improving the environment for the children. We replaced the flooring throughout the building and upgraded the children's toilets for both halls. The impact of this is to create a calming environment for the children and to improve their independence. We spent £11,100.00 for the flooring and £10,150.00 for the bathrooms which accounts for large increase in maintenance costs.

We continue to balance our intake taking into account age groups and cohorts to ensure that we have even numbers moving on to primary school and those staying. This ensures that we do not experience large numbers of children leaving and not enough children joining.

## Section E

## Financial review

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

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close.

### 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.

We made a profit of £9,114.00. This was due to careful budgeting and an increase in 2 year old government funding. This money has been transferred into the reserve account to cover up coming expenditure on the building as it ages.

Wages increase due to cost of living pay rise and the minimum wage increase.

The refresher First Aid training was carried out and we updated the DBS checks for all staff.

We have changed to online safeguarding training for staff which has reduced our costs in this area.

**Section F Other optional information**

[Empty box for 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)	<i>D. Ellis</i>	<i>Lynne Davies</i>
Full name(s)	Denise Ellis	Lynne Davies
Position (eg Secretary, Chair, etc)	Manager/Trustee	Trustee

Date 10 - 11 - 2025

## **Report for AGM – 28<sup>th</sup> April 2026 7.30pm**

### **Attendees**

**Trustees** - Dee Ellis, Jenny Dharmalingam, Hayley Young, Lynne Davies, Kanli Davies,

**Staff** – Katy Sephton, Wendy Hance, Steph Powell

**Parents** – Naomi Bridgeland, Keely Jones, Rebecca Harrison, Elle Marshall, Daniel Tindell, Alix Smith, Wing Chan, Rebecca Down, Sonal Redgrove, Rebecca Dowling, Vicky Green, Abel Odiagbe, Frances Ilenre-Odiagbe, Katie Newman, Shaun Hill, Kailas Suresh Chaudari

Thank you for joining us this evening so that we can carry out the AGM processes that we are legally required to do as a registered charity.

### **Last years accounts – September 2024 to August 2025**

Last year was a comfortable year financially with a profit of just over £9k. This was after paying for the bathrooms and flooring which cost just under £23K although the flooring costs were put aside from the previous year.

From April, the minimum wage rose by over 6.5% meaning a substantial pay rise again. On top of the minimum wage rise we were also hit with the National Insurance rise which meant our contributions increased considerably. We didn't increase fees this time enable us to continue to balance the books but will need to look at this again for September this year.

We have continued to actively monitor cohorts to ensure a balance on different ages. This has meant that once we had enough children in a cohort, we did not offer any new places to that age group even if we had spaces. We have been patient and waited for children of the age group that we need to apply.

We feel that we have successfully managed to balance the cohorts and this has led to more balanced accounts. Hopefully we will no longer experience peaks and troughs in our accounts.

In the Autumn term, we experimented with reducing the number of places per day to reduce the pressure on the staff as we continued to have a high level of SEN children to support. However, we decided to take more children in the January as we became nervous that our numbers and we finished the year at almost full capacity in both rooms.

Throughout the Autumn term we had the flooring replaced throughout most of the building which has had a positive impact creating a calming feel in the setting. At the end of the year, during the summer holidays, we had the children's bathrooms

refurbished with new low children's toilets and sinks. We also had new quiet children's hand dryers installed along with the remainder of the new flooring. The new bathrooms have also had a very positive impact and have enabled more children to attend to their own toileting independently, especially those toilet training.

Last year was our 50<sup>th</sup> Anniversary as a preschool and we enjoyed celebrations at the end of the summer term including street party lunches. You may have noticed that we have had some banners made to acknowledge this which are on the fence.

### **September 2025 to August 2026**

We continue to actively balance our cohorts as this has proved beneficial.

In the Autumn term, we changed how many children we had had each day in the rooms to balance the children across the setting. Squirrel room currently has a max of 22 children instead of the previous 24 and Hedgehog has a max of 21 instead of 20.

Later this year we are hoping to re-open some of the many skylights that are in the ceiling throughout the building. This should improve the natural light in Hedgehog room, the back corridor, Squirrels bathroom and the staff room. We also aim to convert two of Hedgehog's skylights into openers to improve the heat and airflow in the summer months.

As I have previously spoken about, I will be retiring at the end of the July term and I will also retire as a trustee at this time. Steph Powell who will be stepping into my shoes as manager and will also become lead Trustee.

Andrea also retires at the end of the July term and she will be replaced by Denise MacBean as our finance administrator. Denise currently works in Squirrel room.

### **Policies**

Policies have been reviewed and will be adopted this evening.

### **Trustees**

All of our Trustees, Lynne, Teresa, Jenny, Kanli and Hayley have kindly agreed to continue for the next school year. And I'd like to thank them for their continued support. Lynn plans to resign from her post in the Autumn term so we will look to recruit one or two new trustees during the Autumn term.

Our constitution dictates that a trustee's term is 2 years and they can serve a total of 5 terms. As all trustees were voted in 2 years ago we need re-elect them today.

- Jenny Dharmalingam
  - Proposed – Katie Newman
  - Seconded – Rebecca Down
  
- Lynne Davies
  - Proposed – Wing Chan
  - Seconded – Rebecca Dowling
  
- Teresa Hatful
  - Proposed – Rebecca Harrison
  - Seconded – Hayley Young
  
- Hayley Young
  - Proposed – Kanili Davies
  - Seconded – Vicky Green
  
- Kanli Davies
  - Proposed – Wing Chan
  - Seconded – Teresa Hatful

**I would like to thank all the parents, staff and trustees for their support.**

**Would anyone like to ask questions at all?**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2024

To

31/08/2025

### 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	251,719	-	-	251,719	238,858
Donations	-	-	-	-	-
Fundraising	4,721	-	-	4,721	4,206
Uniform Sales	89	-	-	89	1,107
Interest Earned	682	-	-	682	850
Grant - Ukraine Children	-	-	-	-	3,000
Collaboration	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>257,210</b>	<b>-</b>	<b>-</b>	<b>257,210</b>	<b>248,021</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>257,210</b>	<b>-</b>	<b>-</b>	<b>257,210</b>	<b>248,021</b>
<b>A3 Payments</b>					
Direct Costs	4,720	-	-	4,720	7,800
Payroll Expenses	181,030	-	-	181,030	176,300
Rent	15,344	-	-	15,344	15,388
Insurance PLA	1,318	-	-	1,318	1,296
Repairs Cleaning & Waste	32,294	-	-	32,294	17,638
Water, Light & Heat	6,366	-	-	6,366	6,890
Phone, Computer & PPS	5,225	-	-	5,225	5,456
Subscriptions, DBS & Training	465	-	-	465	2,412
Legal & Professional	316	-	-	316	316
Bank Charges	156	-	-	156	118
Advertising - Jobs	-	-	-	-	-
Christmas Events - Staff & children	150	-	-	150	70
General Admin	714	-	-	714	543
<b>Sub total</b>	<b>248,096</b>	<b>-</b>	<b>-</b>	<b>248,096</b>	<b>234,226</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>248,096</b>	<b>-</b>	<b>-</b>	<b>248,096</b>	<b>234,226</b>
<b>Net of receipts/(payments)</b>	<b>9,114</b>	<b>-</b>	<b>-</b>	<b>9,114</b>	<b>13,794</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>94,156</b>	<b>-</b>	<b>-</b>	<b>94,156</b>	<b>80,362</b>
<b>Cash funds this year end</b>	<b>103,270</b>	<b>-</b>	<b>-</b>	<b>103,270</b>	<b>94,156</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 £
<b>B1 Cash funds</b>	Bank Account	31,468	-	-
	Deposit Account	71,781	-	-
	Cash	21	-	-
	<b>Total cash funds</b>	<b>103,270</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK OK OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Fixture & Fittings	217	-	-
	Office Equipment	451	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval

**POPLAR PRE-SCHOOL (CIO)**

England & Wales - Charity number 1160862

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# Accounts

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# Poplar Pre School (CIO)

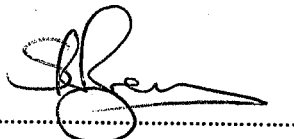
Accounts for the year ended 31<sup>st</sup> August 2024

## Accountants Declaration

I can confirm that I have carried out a detailed review of the records for Poplar Pre School (CIO) for the year ended 31<sup>st</sup> August 2024. This includes a full overview of the Quickbooks trial balance and accounting system as well as the bank statements, covering both the current account and the savings account. In addition I have carried out limited audit testing to verify the entries made on Quickbooks and these tests have raised no issues at all.

I can confirm that I am satisfied that both the Accounts and accounting records are materially correct and accurately reflect the movement of funds in the period concerned.

This work has been carried out to the best of my professional ability however no liability will be accepted for any reliance placed on these figures.



Steve Brewer  
Chartered Accountant FCA (ICAEW)

12/5/2025  
Date

Field Green Consulting  
28 Highridge Close  
Weaving  
Maidstone  
Kent  
ME14 5XQ





# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	Sept	2023		31 <sup>st</sup>	Aug	2024

## 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	Denise Ellis		From 16 <sup>th</sup> July 2021	
2	Jennifer Dharmalingham		From 22 <sup>nd</sup> February 2018	
3	Lynne Davies		From 2 <sup>nd</sup> June 2020	
4	Teresa Hatfull		From 16 <sup>th</sup> July 2021	
5	Hayley Young		From 17 <sup>th</sup> July 2023	
6	Kanli Davies		From 17 <sup>th</sup> July 2023	
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### 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)**

Denise Ellis

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected

**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.

## 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 objective the development and education of children and young people by:

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the Charitable Incorporated Organisation (CIO)
6. Furthering the aims of the Early Years 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 considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them. .
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of Early Years Alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

**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.

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

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 42 children moved on to Primary school at the end of the year.

We again identified a significant number of children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children. This obviously has had a financial implication for the pre-school.

This year we have enjoyed a much more comfortable year financially. We have returned to a more typical spending pattern although are still careful with overtime. We have used the Education for Ukrainians Grant towards enhancing our outside play area which is now being enjoyed by all children.

We have continued to balance our intake taking into account age groups and cohorts to ensure that we have even numbers moving on to primary school and those staying. This ensures that we do not experience large numbers of children leaving and not enough children joining.

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

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close.

**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.

We made a profit of £13,795 this is partly due to a timing issue with the KCC funding and also the changes (including starting children from 2 years and 3 months and allowing them to stay all day) that were implemented the previous year which have had a positive effect and we are now running at full capacity.  
This also includes a KCC grant of £3000.00 towards support for Ukrainian children. This arrived after the child had transferred to school. This money was used to enhance our outside play area which cost £7740.00 (increase in maintenance costs).  
Wages increase due to cost of living pay rise and the minimum wage increase.  
Subscription increase was due to renewing DBS's and First Aid Training. (every 3 years).  
General Admin changes have been reapportioned to more suitable categories.

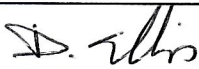

**Section F****Other optional information**

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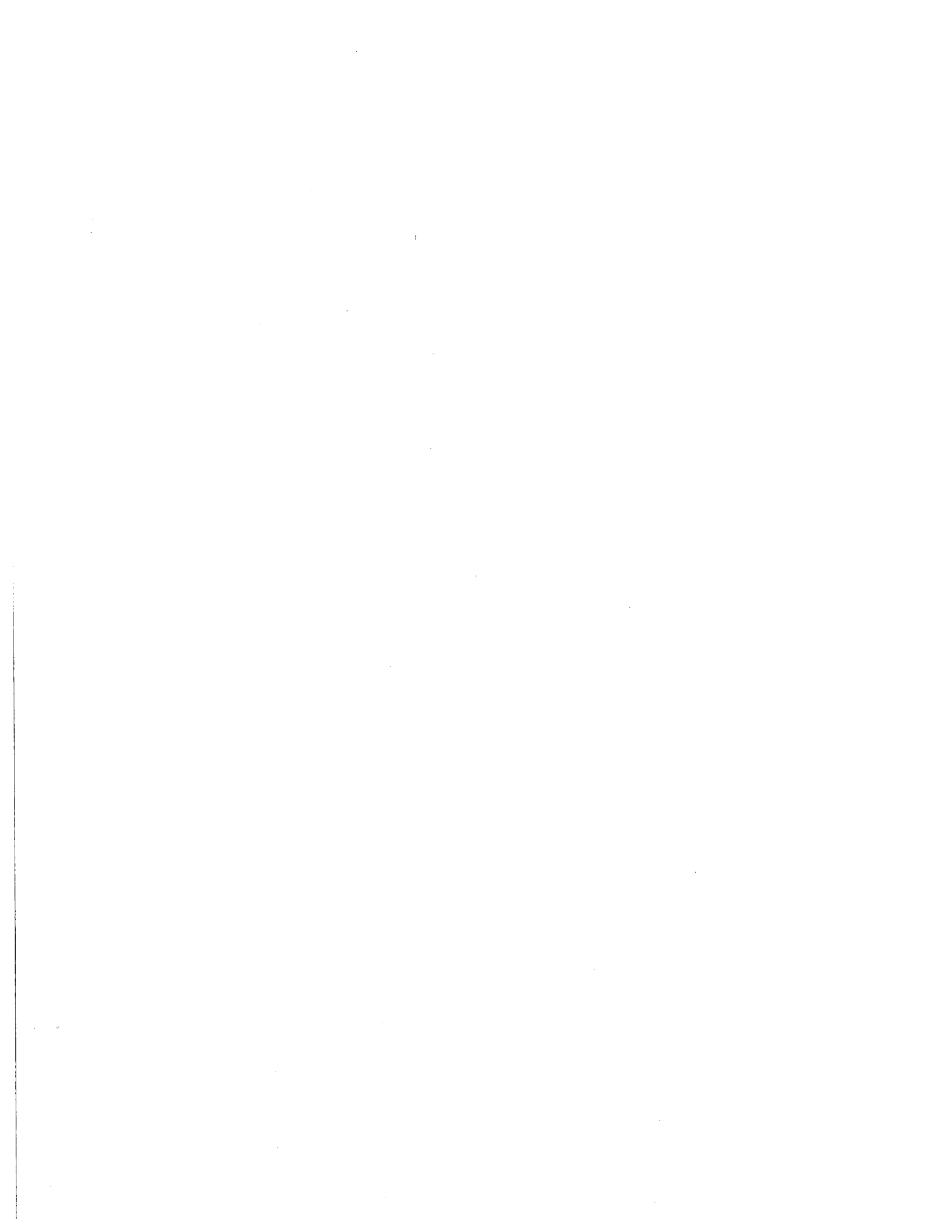
**Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Denise Ellis	Lynne Davies
<b>Position (eg Secretary, Chair, etc)</b>	Manager/Trustee	Trustee

**Date** 2.12.2024



## **Report for AGM – 12<sup>th</sup> June 2025 7.30pm**

### **Attendees**

Trustees - Dee Ellis, Jenny Dharmalingam, Hayley Young, Lynne Davies, Kanli Davies,

Staff - Andrea Anderson, Wendy Hance

Parents – Amy Brett, Dil Gurung, Richard Davies, Emma Legg

Thank you for joining us this evening so that we can carry out the AGM processes that we are required to do as a registered charity.

### **Last years accounts - September 2023 to August 2024**

Last year was a more comfortable year financially with a profit of just over £13.5k.

From April, the minimum wage rose by almost 10% meaning a substantial pay rise. This had led us to increase fees to enable us to continue to balance the books.

We had a large number of children requiring 30 hours and lots of sessions were taken in the Autumn Term. We started to consciously enrol certain numbers of the different cohorts to avoid having too many children leave at one time.

Also from April, the government expanded the funding for working parents to include 2 year olds. We had some existing parents take up this option and tended to take more sessions than if they were fee paying. This funding paid more than the fees would have, so created more revenue. We restricted how the funding could be accessed to fit with how we administer all sessions across the setting.

We received a £3k grant from the government as part of the “Education for Ukrainian Refugees” program. This arrived after our Ukrainian child had already moved onto school. We used this money towards refurbishing our outside triangle play area. The area was resurfaced with soft flooring and the sleepers were replaced with reclaimed historic railway sleepers. This has allowed us to use the area in lots of new ways. This was completed by Mingle Landscapes who is the dad of a current child.

I said last year that we were hoping to refurbish both the children’s bathrooms but this did not happen as we would have liked. However, this is now booked for the work to be completed this summer holiday.

We continue to restrict overtime and remain frugal with our resources.

All of our policies have been reviewed and a few have had minor amendments. These now have been agreed and we will be adopting them tonight.

## **Current year – September 2024 to August 2025**

We have continued to actively monitor cohorts to ensure a balance on different ages. This has meant that once we have enough children in a cohort we are not offering any new places to that age group even if we have spaces. We have been patient and waited for children of the age group that we need to apply.

We feel that we have successfully managed to balance the cohorts and this has led to more balanced accounts. Hopefully we will no longer experience peaks and troughs in our accounts.

In the Autumn term, we experimented with reducing the number of places per day to reduce the pressure on the staff as we continued to have a high level of SEN children to support. However, we decided to take more children in January as we became nervous that our numbers. We are now almost at capacity in both rooms.

We have had the flooring in the whole building replaced except to children's bathrooms and this will be completed during the summer when the refurb is done.

This year is our 50<sup>th</sup> Anniversary as a preschool so will be having some celebrations at the end of the summer term. You may have noticed that we have had some banners made to acknowledge this which are on the fence.

## **Trustees**

All of our Trustees, Lynne, Teresa, Jenny, Kanli and Hayley have kindly agreed to continue for the next school year. And I'd like to thank them for their continued support. This means that there are not any vacancies to fill at present. We may however look to recruit one or two new trustees during the Autumn term.

Our constitution dictates that a trustee's term is 2 years. As all trustees were voted in last year, we do not need to do that again until next year.

**I would like to thank all the parents, staff and trustees for their support.**

**Would anyone like to ask questions at all?**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

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>					
Fees	238,858	-	-	238,858	188,292
Donations	-	-	-	-	21
Fundraising	4,206	-	-	4,206	3,350
Uniform Sales	1,107	-	-	1,107	1,136
Interest Earned	850	-	-	850	294
Grant - Ukraine Children	3,000	-	-	3,000	-
Collaboration	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>248,021</b>	<b>-</b>	<b>-</b>	<b>248,021</b>	<b>193,093</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>248,021</b>	<b>-</b>	<b>-</b>	<b>248,021</b>	<b>193,093</b>
<b>A3 Payments</b>					
Direct Costs	7,800	-	-	7,800	8,029
Payroll Expenses	176,300	-	-	176,300	165,117
Rent	15,388	-	-	15,388	13,081
Insurance PLA	1,296	-	-	1,296	1,478
Repairs Cleaning & Waste	17,638	-	-	17,638	8,997
Water, Light & Heat	6,890	-	-	6,890	5,130
Phone, Computer & PPS	5,456	-	-	5,456	4,557
Subscriptions, DBS & Training	2,412	-	-	2,412	1,335
Legal & Professional	316	-	-	316	316
Bank Charges	118	-	-	118	112
Advertising - Jobs	-	-	-	-	-
Christmas Events - Staff & children	70	-	-	70	8
General Admin	543	-	-	543	3,079
<b>Sub total</b>	<b>234,226</b>	<b>-</b>	<b>-</b>	<b>234,226</b>	<b>211,239</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>234,226</b>	<b>-</b>	<b>-</b>	<b>234,226</b>	<b>211,239</b>
<b>Net of receipts/(payments)</b>	<b>13,794</b>	<b>-</b>	<b>-</b>	<b>13,794</b>	<b>18,146</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>80,361</b>	<b>-</b>	<b>-</b>	<b>80,361</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>94,156</b>	<b>-</b>	<b>-</b>	<b>94,156</b>	<b>18,146</b>



**POPLAR PRE-SCHOOL (CIO)**

England & Wales - Charity number 1160862

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# Accounts

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# Poplar Pre School (CIO)

Accounts for the year ended 31<sup>st</sup> August 2023

## Accountants Declaration

I can confirm that I have carried out a detailed review of the records for Poplar Pre School (CIO) for the year ended 31<sup>st</sup> August 2023. This includes a full overview of the Quickbooks trial balance and accounting system as well as the bank statements, covering both the current account and the savings account. In addition I have carried out limited audit testing to verify the entries made on Quickbooks and these tests have raised no issues at all.

I can confirm that I am satisfied that both the Accounts and accounting records are materially correct and accurately reflect the movement of funds in the period concerned.

This work has been carried out to the best of my professional ability however no liability will be accepted for any reliance placed on these figures.



Steve Brewer  
Chartered Accountant FCA (ICAEW)

5th April 2024

Date

Field Green Consulting  
28 Highridge Close  
Weaving  
Maidstone  
Kent  
ME14 5XQ



# Trustees' Annual Report for the period

	Period start date	Period end date
From	1 <sup>st</sup> Sept 2022	To 31 <sup>st</sup> Aug 2023

## Section A Reference and administration details

**Charity name** Poplar Pre-School (CIO)

**Other names charity is known by**

**Registered charity number (if any)** 1160862

**Charity's principal address**

Giddyhorn Lane Pavillion
Poplar Grove
Allington
<b>Postcode</b> ME16 0DE

### 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	Denise Ellis		From 16 <sup>th</sup> July 2021	
2	Jennifer Dharmalingham		From 22 <sup>nd</sup> February 2018	
3	Lynne Davies		From 2 <sup>nd</sup> June 2020	
4	Ling Yip		From 22 <sup>nd</sup> June 2020	
5	Teresa Hatfull		From 16 <sup>th</sup> July 2021	
6	Hayley Young		From 17 <sup>th</sup> July 2023	
7	Kanli Davies		From 17 <sup>th</sup> July 2023	
8				
9				
10				
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)**

Denise Ellis

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	Trustees are elected

**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.

**Summary of the objects of the charity set out in its governing document**

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

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the Charitable Incorporated Organisation (CIO)
6. Furthering the aims of the Early Years 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 considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

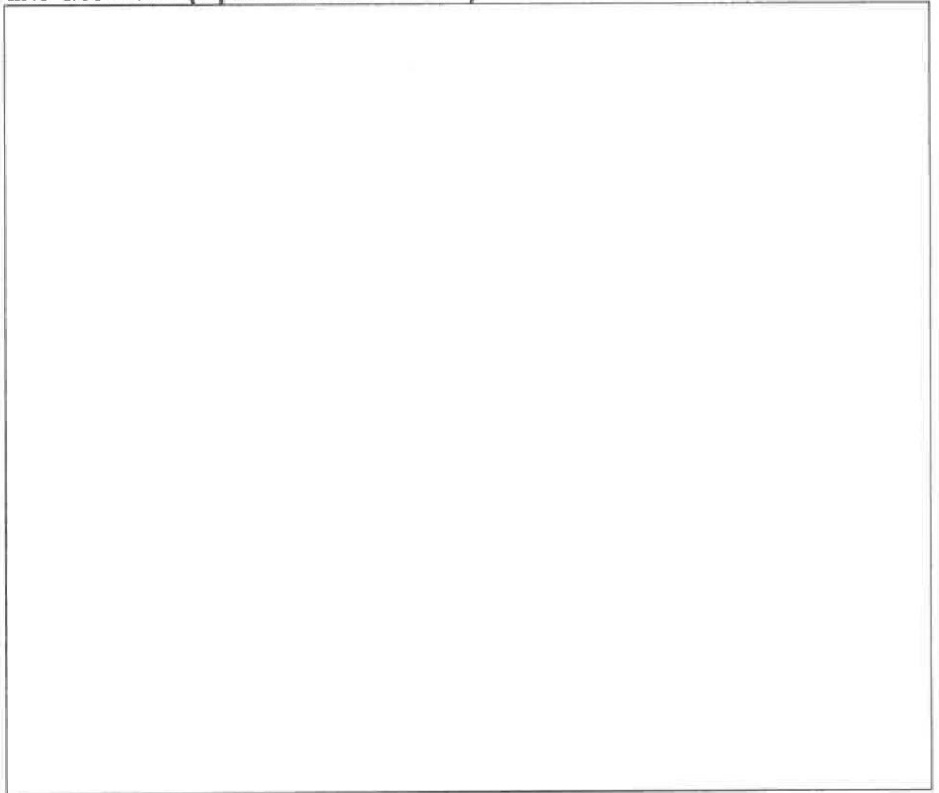
The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them. .
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of Early Years Alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

**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**

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 37 children moved on to Primary school at the end of the year.

We identified a significant number of children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children. This obviously has had a financial implication for the pre-school.

This year we returned to the church hall to hold our Christmas and Easter Concerts. These were very successful as family events and bringing together the pre-school community.

After a very challenging year financially we have successfully managed to maintain our staffing levels despite recruitment being an issue within the sector.

We have had to implement an overtime ban and resource austerity. The staff have risen to the challenge and repurposed a large selection of equipment and consumables that were previously unused.

Part way through this financial period we changed our business model to include children from the age of 2 years old. This allowed younger child to start and also children can now stay all day when they are able to manage without a midday sleep. We are also implementing a new approach to balancing age groups and cohorts.

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

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close. The current unrestricted reserves total £80,361 and are in deficit of £18,146 this is in part due to reduced fees and less children attending the pre-school.

**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.

The deficit was the result of a fall in income of £9,232 in the most part caused by KCC funding not being paid in the correct financial period.

KCC income fell due to a reduced number of children taking up both their universal and extended entitlement. Fees were reduced due to additional sessions not being taken up and managing our increased number of children requiring specialist nursery and supported childcare provision.

Costs were reduced by £5,779, this was due to the austere measures that were put in place. There was a pay increase in order to meet minimum wage requirements, but this was counterbalanced by only essential repairs being carried out, we also replaced external Christmas events for inhouse activities.

The increased insurance costs were due to timing issues.

Professional fees increased due to the appointment of a paid accountant.

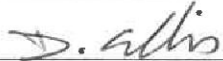

**Section F****Other optional information**

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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

<b>Signature(s)</b>		
<b>Full name(s)</b>	D.Ellis	L.G.Davies
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Trustee
<b>Date</b>	27.11.2023	

## **Report for AGM – 22<sup>nd</sup> May 2024 8pm**

### **Attendees**

**Trustees** - Dee Ellis, Jenny Dharmalingam, Teresa Hatfull, Hayley Young, Lynne Davies, Kanli Davies,

**Staff** - Andrea Anderson, Wendy Hance

**Parents** – Emma Nichols, Katie Newman, Kelly Morris, Kathy Suen

Thank you for joining us this evening so that we can carry out the AGM processes that we are required to do as a registered charity.

### **Last years accounts**

Last year was one of our more challenging years financially which we finished with a £18k deficit. This was mainly a result of a high number of children moving on to primary school. In turn that left us with more places to fill in September than usual. Added to this the children who started took fewer sessions than we would normally expect.

We needed to implement an overtime ban and dramatically cut back on expenditure on resources. The staff rose to the challenge and repurposed a large selection of equipment and consumables that were previously unused. We found things in our cupboards that we didn't realise were there!

Partway through this financial period we changed our business model to include the younger children starting slightly younger and also for them to stay all day when they can manage without a midday sleep. We have also implemented a new approach to balance age groups and cohorts to address the number of places available this September.

### **This year**

This year has been much more profitable due to large number of children requiring 30 hours and lots of sessions taken in the Autumn Term.

From April, the minimum wage rose by almost 10% meaning a substantial pay rise. This has led us to increase fees for next year to enable us to continue to balance the books.

Also from April, the government expanded the funding for working parents to include 2 year olds. We have had some existing parents take up this option as well as quite a few starting next school year. At this time we are not able to measure what impact this will have on our finances or our business model.

As you will all have noticed we had the path outside around the triangle repaved with soft flooring. This has allowed us to use the area in lots of new ways. This was completed by Mingle Landscapes who is the dad of a current child.

We are still hoping to refurbish both the children's bathrooms this summer and are working on getting quotes for the work. However, this may not happen quite as soon as we would like,

All of our policies have been reviewed and a few have had minor amendments. These now have been agreed and we will be adopting them tonight.

### **Trustees**

- All of our Trustees, Lynne, Teresa, Jenny, Kanli and Hayley have kindly agreed to continue for the next school year. And I'd like to thank them for their continued support. This means that there are not any vacancies to fill.
- We now need to vote them in
- Do this!
- 
- Jenny Dharmalingam
  - Nominated – Kelly Morris
  - Seconded – Wendy Hance
- Teresa Hatfull,
  - Nominated – Hayley You
  - Seconded – Kanli Davies
  -
- Hayley Young,
  - Nominated – Lynne Davies
  - Seconded – Jenny Dharmalingam
- Lynne Davies,
  - Nominated – Kathy Suen
  - Seconded – Katie Newman
- Kanli Davies,
  - Nominated – Teresa Hatfull
  - Seconded – Jenny Dharmalingam

**I would like to thank all the parents, staff and trustees for their support.**

**Would anyone like to ask questions at all?**

Kelly Morris suggested seeking parents help with the bathroom project.



## Receipts and payments accounts

For the period from	To
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### 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	188,292	-	-	188,292	191,680
Donations	21	-	-	21	209
Fundraising	3,350	-	-	3,350	3,858
Uniform Sales	1,136	-	-	1,136	658
Interest Earned	294	-	-	294	9
Covid Recovery Aid	-	-	-	-	5,910
Collaboration	-	-	-	-	-
<i>Sub total (Gross income for AR)</i>	<b>193,093</b>	-	-	<b>193,093</b>	<b>202,324</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total receipts</b>	<b>193,093</b>	-	-	<b>193,093</b>	<b>202,324</b>
<b>A3 Payments</b>					
Direct Costs	8,029	-	-	8,029	10,102
Payroll Expenses	165,117	-	-	165,117	157,629
Rent	13,081	-	-	13,081	12,311
Insurance PLA	1,478	-	-	1,478	-
Repairs Cleaning & Waste	8,997	-	-	8,997	21,083
Water, Light & Heat	5,130	-	-	5,130	4,134
Phone, Computer & PPS	4,557	-	-	4,557	6,287
Subscriptions, DBS & Training	1,335	-	-	1,335	1,715
Legal & Professional	316	-	-	316	166
Bank Charges	112	-	-	112	101
Advertising - Jobs	-	-	-	-	561
Christmas Events - Staff & children	8	-	-	8	1,198
General Admin	3,079	-	-	3,079	1,730
	-	-	-	-	-
<i>Sub total</i>	<b>211,239</b>	-	-	<b>211,239</b>	<b>217,017</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total payments</b>	<b>211,239</b>	-	-	<b>211,239</b>	<b>217,017</b>
<b>Net of receipts/(payments)</b>	<b>- 18,146</b>	-	-	<b>- 18,146</b>	<b>- 14,693</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>98,507</b>	-	-	<b>98,507</b>	-
<b>Cash funds this year end</b>	<b>80,361</b>	-	-	<b>80,361</b>	<b>14,693</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 £
<b>B1 Cash funds</b>	Bank Account	22,396	-	-
	Deposit Account	57,749	-	-
	Cash	216	-	-
	<b>Total cash funds</b>	<b>80,361</b>	-	-
	<small>(agree balances with receipts and payments account(s))</small>			
<b>B2 Other monetary assets</b>	<b>Details</b>			
	Fixture & Fittings	217	-	-
	Office Equipment	450	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
			-	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
			-	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>
			-	<b>When due (optional)</b>
			-	
			-	
			-	
<b>Signed by one or two trustees on behalf of all the trustees</b>	<b>Signature</b>	<b>Print Name</b>		<b>Date of approval</b>

**POPLAR PRE-SCHOOL (CIO)**

England & Wales - Charity number 1160862

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1 <sup>st</sup>	Sept	2021		31 <sup>st</sup>	Aug	2022

## Section A Reference and administration details

**Charity name** Poplar Pre-School (CIO)

**Other names charity is known by**

**Registered charity number (if any)** 1160862

**Charity's principal address** Giddyhorn Lane Pavillion

Poplar Grove

Allington

**Postcode**

ME16 0DE

### 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	Denise Ellis		From 16 <sup>th</sup> July 2021	
2	Jennifer Dharmalingham			
3	Lynne Davies		From 2 <sup>nd</sup> June 2020	
4	Ling Yip		From 22 <sup>nd</sup> June 2020	
5	Teresa Hatfull		From 16 <sup>th</sup> July 2021	
6				
7				
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9				
10				
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)**

Denise Ellis

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are elected

**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.

## 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 objective the development and education of children and young people by:

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the CIO
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 considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them. .
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of pre-school learning alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

**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**

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 45 children moved on to Primary school at the end of the year.

We identified children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children.

This year we managed to hold a Christmas and Easter Concert outside which was very successful but unfortunately limited our fundraising capabilities.

We received a sum of £5 910.06 from the Covid Recovery Grant which was used to develop our outside play area. This included a new covered sand garden which allows for more access to outside play in all weathers. This year we have reintroduced parents "stay and play" sessions as these were stopped due to covid. This will hopefully help to engage parents with the pre-school fundraising.

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

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close. The current unrestricted reserves total £96 397 and are in deficit of £14,693 this is in part due to reduced fees and less children attending the pre-school.

**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.

The deficit was the result of a fall income of £44,555, in the most part caused by falls in KCC funding of £56 541

KCC income fell due to several factors, there was an overall fall in KCC funding associated with a higher number of younger children attending the setting who were not eligible for funding and thereby not taking up as many sessions. KCC income was not made up in paid fees during the year as would have been expected due to a higher than usual number of children requiring specialist nursery and supported childcare provision.

Costs were up by £2,482 this was due mainly to staff payroll expenses. There was a pay increase in order to meet minimum wage requirements and to re structure the lunchtime breaks.

We replaced the fire doors at a cost of £3 031, repaired the canopy at a cost of £1 860 which unfortunately was not covered by MBC insurance and developed the outside area (with monies from the Covid Recovery Grant and our reserves). Other maintenance costs including roof repairs of £965.00 and lighting in Bumble Bee room (now Hedgehog room) of £771.00 were incurred due to lease requirements.

Collaboration funds were redistributed to the other members. Our share of the monies were £1163 which has been spent on staff training.

**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

<b>Signature(s)</b>	<i>D. Ellis</i>	<i>H. G. Davies</i>
<b>Full name(s)</b>	<i>D. ELLIS</i>	<i>H. G. DAVIES</i>
<b>Position (eg Secretary, Chair, etc)</b>	<i>Trustee</i>	<i>TRUSTEE</i>
<b>Date</b>	<i>13. 3. 2023</i>	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

1160862

CC16a

## Receipts and payments accounts

For the period from	01/09/2021	To	31/08/2022
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### 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	191,680			191,680	239,183
Donations - sale of Safe	209			209	26
Fundraising	3,858			3,858	2,857
Uniform Sales	658			658	837
Interest earned	9			9	7
Covid Recovery Aid	5,910			5,910	
				-	-
				-	-
				-	3,969
<b>Sub total (Gross income for AR)</b>	<b>202,324</b>	<b>-</b>	<b>-</b>	<b>202,324</b>	<b>246,879</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>202,324</b>	<b>-</b>	<b>-</b>	<b>202,324</b>	<b>246,879</b>
<b>A3 Payments</b>					
Direct costs	10,102			10,102	9,144
Payroll Expenses	157,629			157,629	152,818
Rent	12,311			12,311	11,714
Insurance -EYA	-			-	666
Repairs, Cleaning & Waste	21,083			21,083	20,679
Water, light & heat	4,134			4,134	5,666
Phone, Computer & PPS	6,287			6,287	5,681
Subscriptions, DBS & training	1,715			1,715	1,341
Legal & Professional	166			166	-
Bank Charges	101			101	92
Advertising - Jobs	561			561	
Christmas Events - Staff & Children	1,198			1,198	
General Admin	1,729			1,729	1,343
Collaboration expenses				-	4,390
<b>Sub total</b>	<b>217,017</b>	<b>-</b>	<b>-</b>	<b>217,017</b>	<b>213,534</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>217,017</b>	<b>-</b>	<b>-</b>	<b>217,017</b>	<b>213,534</b>
<b>Net of receipts/(payments)</b>	<b>(14,693)</b>	<b>0</b>	<b>-</b>	<b>14,693</b>	<b>33,345</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>113,200</b>			<b>113,200</b>	<b>79,855</b>
<b>Cash funds this year end</b>	<b>98,507</b>	<b>-</b>	<b>-</b>	<b>98,507</b>	<b>113,200</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 £
<b>B1 Cash funds</b>	Bank Accounts	30,409		-
	Deposit Account	67,456		-
	Cash	643	-	-
	<b>Total cash funds</b>	<b>98,507</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Fixture and Fittings	217	-	-
	Office Equipment	450	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Office Desktop Computer	Unrestricted		-
	Office Laptop	Unrestricted		-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Payroll Liability		2,111	
			-	

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

Signature	Print Name	Date of approval

# Poplar Pre School

Accounts for the year ended 31<sup>st</sup> August 2022

## Accountants Declaration

I can confirm that I have carried out a detailed review of the records for Poplar Pre School for the year ended 31<sup>st</sup> August 2022. This includes a full overview of the Quickbooks trial balance and accounting system as well as the bank statements, covering both the current account and the savings account. In addition I have carried out limited audit testing to verify the entries made on Quickbooks and these tests have raised no issues at all.

I can confirm that I am satisfied that both the Accounts and accounting records are materially correct and accurately reflect the movement of funds in the period concerned.

This work has been carried out to the best of my professional ability however no liability will be accepted for any reliance placed on these figures.



Steve Brewer  
Chartered Accountant FCA (ICAEW)

15<sup>th</sup> May 2023

Date

Field Green Consulting  
28 Highridge Close  
Weaving  
Maidstone  
Kent  
ME14 5XQ



**POPLAR PRE-SCHOOL (CIO)**

England & Wales - Charity number 1160862

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1 <sup>st</sup>	Sept	2020		31 <sup>st</sup>	Aug	2021

## Section A Reference and administration details

**Charity name** Poplar Pre-School (CIO)

**Other names charity is known by**

**Registered charity number (if any)** 1160862

**Charity's principal address** Giddyhorn Lane Pavillion

Poplar Grove

Allington

**Postcode**

ME16 0DE

### 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	Sheelagh Fuller		Until 16th July 2021	
2	Jennifer Dharmalingham			
5	Holly Hubbard		Until 16 <sup>th</sup> July 2021	
6	Lynne Davies		From 2 <sup>nd</sup> June 2020	
7	Ling Yip		From 22 <sup>nd</sup> June 2020	
8	Denise Ellis		From 16 <sup>th</sup> July 2021	
9	Teresa Hatful		From 16th July 2021	
10				
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)**

Sheelagh Fuller

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are elected

**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.

**Summary of the objects of the charity set out in its governing document**

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

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the CIO
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 considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

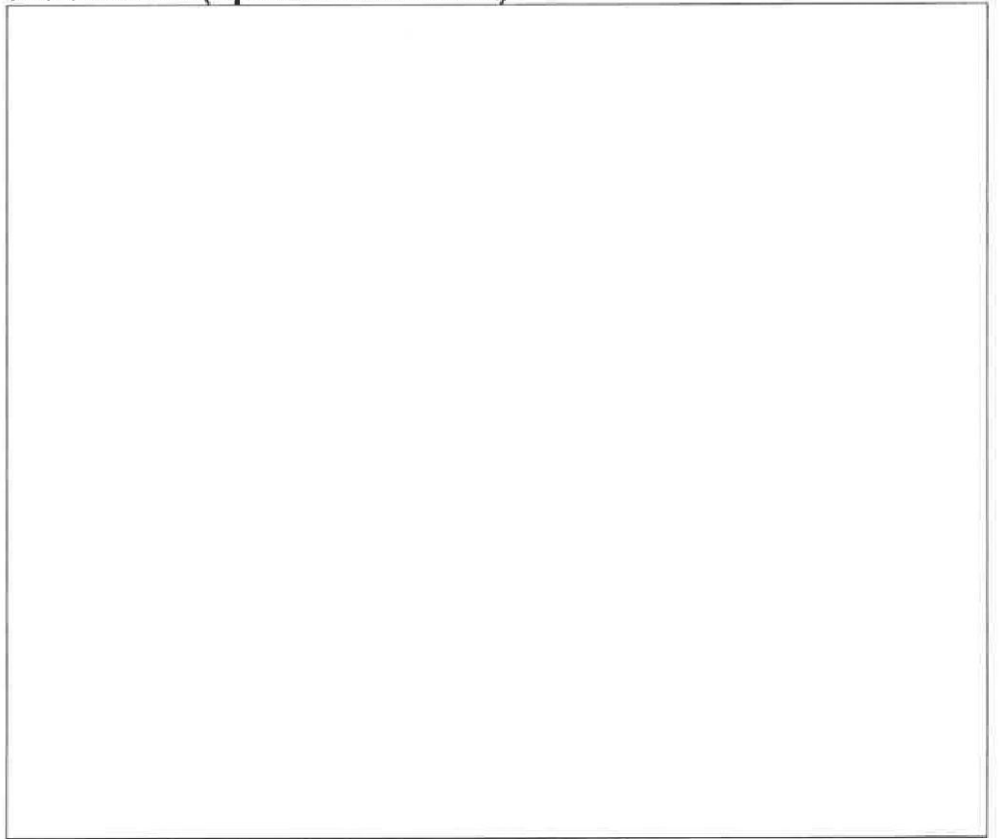
The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them.
- As a member of pre-school learning alliance, send a representative to vote at meetings and participate at local meetings.
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of pre-school learning alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

**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**

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 59 children moved on to Primary school at the end of the year.

We identified children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children.

This year we have managed to hold a sponsored trike event plus a sale of personalised bags for Christmas, but the rest of our fundraising efforts were curtailed due to ongoing COVID restrictions.

We went ahead with replacing all the heating throughout the building with more cost effective and efficient heaters. The roof required some essential repairs and asbestos was removed from a storage cupboard in one of the rooms.

## Section E

## Financial review

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

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close. The current adjusted unrestricted reserves total £87,251 and are £47,251 in excess of this minimum position ( following adjustment for KCC income received in advance). This position compares to an excess position of £38,025 in the previous year

### 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.

A total surplus of £33,345 was seen for the year. This is made up of a surplus on restricted funds of £2,369 (see below) and a surplus of unrestricted funds of £32,536

The surplus shown, is in part, the result of timing differences associated with KCC income relating to the 2021/22 year which was received at the end of 2020/21 of £23,310 and included in those figures. After adjusting for this, an unrestricted surplus of £10,035 would have been seen, a better position than the similarly adjusted deficit of £10,007 seen in the previous year, by £20,042.

The better position was due to higher levels of KCC fee income received during the year, as a result of a large number of older children, all in receipt of funding, offset by a fall in fees paid directly by parents and guardians, and Covid grants received in 2019/20 which were not repeated in 2020/21. The increase in fees was also offset by costs higher costs of £13,262.

The most significant cost remained payroll expenses totalling £152,818 and the largest area of increase in costs related to repair costs associated with the replacement of heaters.

The restricted fund relates to SENIF and DAF funding for children attending the setting as well as a further instalment of KCC funding towards training for staff in a collaboration of preschools in the local area. The balance of £2,636 relates to the training funding of £1,410 which is expected to be used in the 2021/22 financial year and DAF funding for children who have left the setting of £1,230, where agreement is being sought for the use of the funds.


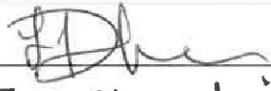
**Section F****Other optional information**

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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

<b>Signature(s)</b>		
<b>Full name(s)</b>	DENISE ELLIS	Jenny Dharmalingam
<b>Position (eg Secretary, Chair, etc)</b>	TRUSTEE / MANAGER	Trustee
<b>Date</b>	25/5/22	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

1160862

## Receipts and payments accounts

CC16a

For the period from	01/09/2020	To	31/08/2021
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### 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	230,270	8,913		239,183	154,915
Donations	26			26	1,083
Fundraising	2,857			2,857	2,029
Uniform Sales	837			837	448
Interest earned	7			7	34
Gift aid				-	-
Grants- Maidstone Borough Council				-	10,000
Grant- CJRS				-	4,886
Collaboration Money		3,969	-	3,969	2,980
<b>Sub total (Gross income for AR)</b>	<b>233,997</b>	<b>12,882</b>	<b>-</b>	<b>246,879</b>	<b>176,375</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>233,997</b>	<b>12,882</b>	<b>-</b>	<b>246,879</b>	<b>176,375</b>
<b>A3 Payments</b>					
Direct costs	9,144			9,144	7,685
Payroll Expenses	145,135	7,683		152,818	150,276
Rent	11,714			11,714	11,133
Insurance	666			666	1,134
Repairs, Cleaning & Waste	20,679			20,679	13,252
Water, light & heat	5,666			5,666	6,101
Phone, Computer & PPS	5,681			5,681	5,203
Subscriptions, DBS & training	1,341			1,341	1,489
Legal & Professional				-	-
Bank Charges	92			92	111
Sundry	1,343			1,343	864
Collaboration expenses		4,390		4,390	3,024
<b>Sub total</b>	<b>201,461</b>	<b>12,073</b>	<b>-</b>	<b>213,534</b>	<b>200,272</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>201,461</b>	<b>12,073</b>	<b>-</b>	<b>213,534</b>	<b>200,272</b>
<b>Net of receipts/(payments)</b>	<b>32,536</b>	<b>809</b>	<b>-</b>	<b>33,345</b>	<b>23,897</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>78,025</b>	<b>1,830</b>	<b>-</b>	<b>79,855</b>	<b>103,752</b>
<b>Cash funds this year end</b>	<b>110,561</b>	<b>2,639</b>	<b>-</b>	<b>113,200</b>	<b>79,855</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 £
<b>B1 Cash funds</b>	Bank Accounts	110,107	2,639	-
	Cash	454		-
		-	-	-
	<b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	<b>110,561</b>	<b>2,639</b>	<b>-</b>

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Office Desktop Computer	Unrestricted	629	-
	Office Laptop	Unrestricted	344	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	

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

Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Poplar Pre-School (CIO)

**On accounts for the year  
ended**

31<sup>st</sup> August 2021

**Charity no  
(if any)**

1160862

**Set out on pages**

1-9

I report to the trustees on my examination of the accounts of the above charity ("the Charity") for the year ended 31<sup>st</sup> August 2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Charity, 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 Charity'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.

**Signed:**

**Date:** 25/05/2022

**Name:**

Mrs Jenny Beardsley

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

FCA (ICAEW)

**Address:**

45 Grace Ave,

Maidstone

ME16 0BS

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.**

