



# Trustees' Annual Report for the period

From	Period start date			To	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				
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 (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.

## Section D

## Achievements and performance

### **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.

## 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 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****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)	D. ELLIS	L. G. DAVIES
Position (eg Secretary, Chair, etc)	Trustee	TRUSTEE
Date	13. 3. 2023	







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

1160862

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### 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>	98,507	-	-
	(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)

15th May 2023

Date

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Weaving  
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Kent  
ME14 5XQ

