

# Poplar Pre School (CIO)

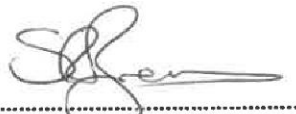
Accounts for the year ended 31<sup>st</sup> August 2023

## 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

1<sup>st</sup> Sept 2022

Period end date

31<sup>st</sup> Aug 2023

From

To

## 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		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.

## 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 £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.

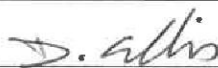

The increased insurance costs were due to timing issues.

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

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



## CC16a

**For the period**  
**from**

To

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts					
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	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>193,093</b>	<b>-</b>	<b>-</b>	<b>193,093</b>	<b>202,324</b>

(See table.)					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>Total receipts</b>	<b>193,093</b>	-	-	<b>193,093</b>	<b>202,324</b>
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As Payments		As Receipts		As Payments		As Receipts	
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		
	-	-	-	-	-		
<b>Sub total</b>	<b>211,239</b>	<b>-</b>	<b>-</b>	<b>211,239</b>	<b>217,017</b>		

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>Total payments</b>	<b>211,239</b>	<b>-</b>	<b>-</b>	<b>211,239</b>	<b>217,017</b>
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<b>Net of receipts/(payments)</b>	-	18,146	-	-	-	18,146	-	14,693
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	2007	2008	2009	2010	2011
<b>A5 Transfers between funds</b>	-	-	-	-	-

A6 Cash funds last year end	98,507	-	-	98,507	
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<b>Cash funds this year end</b>	<b>80,361</b>			<b>80,361</b>	<b>-</b>	<b>14,693</b>
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## 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>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Fixture & Fittings	217	-	-
	Office Equipment	450	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	