

Poplar Pre School (CIO)

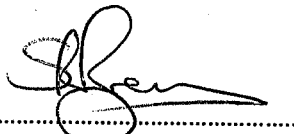
Accounts for the year ended 31st August 2024

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 31st 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 st | Sept | 2023 | | 31 st | Aug | 2024 |

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 th July 2021 | |
| 2 | Jennifer Dharmalingham | | From 22 nd February 2018 | |
| 3 | Lynne Davies | | From 2 nd June 2020 | |
| 4 | Teresa Hatfull | | From 16 th July 2021 | |
| 5 | Hayley Young | | From 17 th July 2023 | |
| 6 | Kanli Davies | | From 17 th July 2023 | |
| 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 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. 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****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

D. Ellis

Lynne Davies

Full name(s)

Denise Ellis

Lynne Davies

Position (eg Secretary, Chair,
etc)

Manager/Trustee

Trustee

Date

2.12.2024

Report for AGM – 12th 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 50th 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 £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| 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 | - | - | - | - | - |
| Sub total (Gross income for AR) | 248,021 | - | - | 248,021 | 193,093 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 248,021 | - | - | 248,021 | 193,093 |
| A3 Payments | | | | | |
| 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 |
| Sub total | 234,226 | - | - | 234,226 | 211,239 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 234,226 | - | - | 234,226 | 211,239 |
| Net of receipts/(payments) | 13,794 | - | - | 13,794 | 18,146 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 80,361 | - | - | 80,361 | - |
| Cash funds this year end | 94,156 | - | - | 94,156 | 18,146 |

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

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank Account | 25,546 | - | - |
| | Deposit Account | 68,599 | - | - |
| | Cash | 10 | - | - |
| | Total cash funds | 94,156 | - | - |

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

OK

OK

OK

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|--------------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | Fixture & Fittings | 217 | - | - |
| | Office Equipment | 451 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|-----------|------------|------------------|
| | | |
| | | |