

YOU AND ME PRE-SCHOOL

England & Wales · Charity number 1161960

Details

Status Registered

Legal form CIO

Registered 2015-06-02

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

Contact

Address The Cabin
Church of Our Saviour
Ashton Place
Chelmsford
CM2 6ST

Phone 01245 466535

Email admin@youandmepreschool.co.uk

Website www.youandmepreschool.co.uk

Activities

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: The charity objects are the development and education of children; promoting their care and safety;promoting their education and promoting parental involvement;promoting their health and wellbeing: providing services to support them and their families and care: providing services to individuals holding membership of the CIO; and furthering the aims of the Pre-school Learning Alliance.

Classification

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

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£138,775	£128,592	-	-
2024-08-31	£124,003	£112,223	-	-
2023-08-31	£109,001	£104,600	-	-
2022-08-31	£102,087	£86,360	-	-
2021-08-31	£79,357	£74,210	-	-
2020-08-31	£71,648	£67,721	-	-

Trustees

Name	Role	Appointed
SAMANTHA JARVIS	Chair	2024-07-16
Chineweta Oladipo		2025-09-17
DONNA MAY CHUNN		2024-07-16
EMMA ENGWELL		2024-11-18
Holly Revell		2025-09-17
Jill Karen Burtenshaw		2025-06-02
Peter Gordon		2025-09-17
Sarah Bellringer		2025-09-17

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL 1161960

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 £
A1 Receipts					
Early Educational Entitlement	115,341	-	-	115,341	87,718
Fees	15,182	-	-	15,182	29,462
Child Enrichment Contribution	4,081	-	-	4,081	1,538
Registration fees	100	-	-	100	760
Fund raising	2,832	-	-	2,832	3,451
Donations/Sponsorship	468	-	-	468	275
Fruit 'n' Photo Donations	-	-	-	-	-
Gift Aid receipts	342	-	-	342	242
Bank interest received	429	-	-	429	557
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	138,775	-	-	138,775	124,003
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	138,775	-	-	138,775	124,003
A3 Payments					
Wages & Salaries	88,439	-	-	88,439	77,005
Tax & Payroll	8,240	-	-	8,240	3,596
Staff training	287	-	-	287	438
Employers Pension Contributions	5,721	-	-	5,721	5,018
Rent	8,280	-	-	8,280	8,280
Business Rates	308	-	-	308	273
Cleaning	6,315	-	-	6,315	5,358
Trade Waste Collection	522	-	-	522	508
SEN Premium	-	-	-	-	2,870
Insurance(contents/employers/etc)	1,114	-	-	1,114	931
Telephone Charges	846	-	-	846	713
EYPP Purchases	817	-	-	817	736
Subscriptions	326	-	-	326	169
Office Costs	684	-	-	684	593
Maintenance	680	-	-	680	-
New Toys/Play Equipment	190	-	-	190	1,320
New Office Equipment	921	-	-	921	355
Fruit/Snack/Milk Budget	528	-	-	528	445
Miscellaneous admin expenses	435	-	-	435	307
Accountancy	810	-	-	810	810
Bank charges	239	-	-	239	-
Consumables	933	-	-	933	703
Visits/Trips/Xmas Pty/Open&Ind Day	786	-	-	786	624
Uniform	227	-	-	227	166
Advertising / Promotions	-	-	-	-	90
Utilities	944	-	-	944	915
Sub total	128,592	-	-	128,592	112,223
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	128,592	-	-	128,592	112,223
Net of receipts/(payments)	10,183	-	-	10,183	11,780
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	88,534	-	-	88,534	76,754
Cash funds this year end	98,717	1	-	98,717	88,534

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	Current account	64,256	-	-
	Reserve account	34,265	-	-
	Petty Cash account	196	-	-
	Total cash funds	98,717	-	-

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

OK OK OK


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

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

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
Computer & Electrical Equipment	unrestricted	2,014	-
Indoor Books/Toys/Games/Puzzles	unrestricted	8,332	-
Outside Toys/Bikes/Climbing Frames etc	unrestricted	12,642	-
Furniture	unrestricted	5,755	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
PAYE	unrestricted	722	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Samantha Jarvis	15.06.26



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
YOU AND ME PRE-SCHOOL

On accounts for the year
ended

31/08/2025 Charity no (if any) 1161960

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's
statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 15/06/2026

Name: ADAM HOTSON

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

FCCA

Address:

Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Trustees' Annual Report for the period

		Period start date					Period end date		
From	Day	Month	Year	To	Day	Month	Year		
	01	09	2024		31	08	2025		

Section A Reference and administration details

Charity name

YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1161960

Charity's principal address

The Cabin, Church of Our Saviour
Ashton Place, Chelmer Village
Chelmsford, Essex

Postcode CM2 6ST

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	Samantha Jarvis	Chairperson	From 13/3/25	
2	Benjamin Cooke	Chairperson	To 19/01/25	
3	Leanne Ferris			
4	Leanne Smith			
5	Aswad Manzoor	Secretary & Deputy Chair		
6	Sarah Stanger		To 18/11/24	
7	Donna Chunn	Treasurer		
8	Jill Burtenshaw		From 02/06/25	
9	Emma Engwell		From 18/11/24	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	CIO Constitution re-adopted at the charity AGM on 16/07/2024
How the charity is constituted <i>(eg. trust, association, company)</i>	Pre-School Learning Alliance association consisting of members
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Trustees are appointed or reappointed annually at the Annual General Meeting

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>You & Me Pre-school is a non-profit making organisation and a registered Charity, and it became active as a CIO (charitable incorporated organisation) on 7th Dec 2017 – registered charity number 1161960.</p> <p>You and Me Pre-School CIO, was registered with Ofsted on 7th Dec 2017, with a setting reference number of EY546639.</p> <p>All trustees have to do the following for their induction into the Pre-School Committee;</p> <ol style="list-style-type: none"> 1. Read and understand the adopted constitution 2. Be shown the You & Me Pre-Schools Policies and Procedures, in order that they can be referenced when required 3. Read the EYFS (Early Years Foundation Stage) 4. Complete OFSTED EY2 form, and DBS check 5. Be given copies of Committee and Staff structures and contact lists 6. Updated on forthcoming events and current issues and tasks. <p>You & Me Pre-School is a non-profit making organisation and a registered Charity. Since December 2017 we have been operating as a charitable incorporated organisation (CIO) - You and Me Pre-School CIO – registered charity number 1161960.</p> <p>The Pre-School is a member of the Early Years Alliance, and the Manager participates in local Sub-Committee meetings, and signposts parents and</p>
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practitioners to the support services available. Staff and the Committee attend Early Years training, briefings and regularly consult its publications.

The charity rents its premises from 'The Church of Our Saviour'.

The charity's Policies and Procedures are all reviewed and updated at least annually.

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 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.
6. Furthering the aims of the Pre-School Learning Alliance.

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. 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;** Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. All the correct policies and procedures are in place to ensure that optimal care and safety is achieved.
- 2. Promoting their education and promoting parental involvement.** By using the EYFS framework, we promote teaching and learning that ensures children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundations for school and through life. We have a specially tailored curriculum designed to achieve approved 'learning outcomes' of the EYFS: Personal, social and emotional development, Mathematics, Knowledge and understanding of the World, Physical development and Creative development. Children benefit most when parents and the Pre-School work together in partnership. We actively encourage parental involvement in their child's education, management and governance of the setting. Research shows that it can be a great benefit for children, who achieve more when their parents are involved in their education from a young age. Parents benefit from being given opportunities to meet like-minded people, develop close social networks and forge links in the local community - especially beneficial to parents who have recently moved to the area.
- 3. Promoting their health and wellbeing;** Children's earliest years are recognised as vital in enabling them to reach their full potential. In our setting the children have the opportunity to increase confidence and independence, to enable them to make decisions for themselves and be responsible for their actions, to have fun and build friendship with other children. The children receive individual care and attention, which is made possible by our high ratio of adults to children. The children receive reassurance, appropriate praise and encouragement to try new activities in a safe and

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)

supportive environment. The Pre-School has staff trained and with experience in the following areas; working with children with behavioural problems, working with children with speech and language and communication needs, working with children on the Autistic spectrum, working with children with allergies and special education needs.

- 4. Providing services to support them and their families and carers;** By providing early years care and education we are enabling children's growth and development, as well as supporting their family to return to work, which benefits the community in many ways. All children have the support of a personal key-worker as we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence and staff are committed.
- 5. Providing services to individuals holding membership of the CIO;** Membership of the charity applies to all parents. Studies have revealed that Pre-Schools are much more than just nurseries or playgroups to members i.e. parents. The Pre-School Staff and committee also offer families practical and emotional support, valuable information, training and employment opportunities, help and advice on parenting, education, health, social security and housing matters. The Pre-School encourages and support parents to play an active part in the governance and management of the setting. The elected trustees are mainly parents of children who attend the setting. Membership gives parents the opportunity to shape the services the Pre-School provides. This benefits the child and family because it means that parents receive the right childcare for their needs. Parents who actively participate in the management and governance of the setting and the fundraising gain a sense of achievement and self-satisfaction by participating in rewarding work for a good cause, and giving something back to their local community. On a professional level, for parents actively involved in the Committee and the running of the Pre-School, it provides a chance for them to keep their minds active, learn new skills, and help them to return to work.
- 6. Furthering the aims of the Pre-School Learning Alliance.** All children who attend the Pre-School, its members, employees and associates benefit from the Pre-Schools membership of the Pre-School Alliance.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and development of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

The pre-school is proud to have been awarded an Ofsted OUTSTANDING assessment following an inspection in Summer 2022 and efforts continued to be made to maintain this level of performance.

In addition to You and Me's continued commitment to supporting the Essex Early Years and Childcare Charter, (a set of minimum principles that early years and childcare providers and partners commit to). In the current year, the pre-school continued to give its support to the Government initiative called Best Start in Life. This is a one-stop online facility providing Parents/Carers with options for child care.

Section D Achievements and performance

Financial Summary

The financial year for the charity was 1st September 2024 – 31st August 2025. The performance continued to be reasonable.

This financial year had a good starting financial basis, with a starting balance of £54,527 plus £33,800 in the reserve funds.

1. The Pre-School finished the financial year in a good position with a creditable profit of £10,183. Staff costs continue to be the largest part of Pre-School expenditure and, following the Government's 6.7% increase in the National Minimum Wage (NMW) in April 2025, have risen to 80% of our cost base. Although the percentage increase in NMW was lower than the previous year, the increased rates of Employers NI contributions implemented in April 2025 impacted our overall staff costs. All costs continue to be monitored very carefully. Operating with an interim Manager had a slightly positive effect on staff costs and this was helped further by 2 staff members leaving at the end of the academic year resulting in lower staff pay over the summer holidays.
2. The Pre-School had an excellent overall 97% occupancy rate for the whole year (the best for some time) and this translated into a yearly average profit of £1.36 per child per session. Occupancy was 100% at the end of the academic year.
3. Staff salaries were reviewed and increased in April 2025 in line with the Government's National Minimum Wage directive (6.7%). This was slightly lower than the previous year. We continued the careful management of our staff resources, utilising 'bank' staff to fill in as and when necessary.
4. We exceeded our Fundraising target of £2500 with a total of £3,641 primarily as a result of our Christmas and Summer Fayres, together with termly events organised by staff and sponsorship. However, £724 of this was spent on necessary purchases such as a replacement printer, an air conditioning unit for the cabin and

Summary of the main achievements of the charity during the year

miscellaneous supplies such as musical instruments and waterproof overalls.

5. We benefited from increased funding rates agreed by the Local Authority

Charities Management. The Charity had between 6-7 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2023/24
- Renewal of Pre-School Insurance: liability, indemnity and contents
- Ofsted and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review
- Review of Policies and Procedures
- Communication to Parents – face to face contact occurs daily but we also communicate via E Mails and letters. Posts on our Facebook page are also a useful form of quick communication.
- Physical Half Termly Committee Meetings
- The Covid pandemic and lockdown in 2020 resulted in the Annual General Meeting being held at the end of September annually rather than in July. This helped in the recruitment of new Committee members as more new parents attend rather than a significant number whose children will be leaving the pre-school for state schools. In the previous year, the AGM reverted to July as the outgoing Chairperson had (by then) served his maximum five-year term under the rules of our Constitution. In this current year, the AGM has reverted to being held in September.

Additional Tasks Completed by Committee:

IT & Website. Facebook continued to be popular for communication with parents/carers and a weekly summary of the activities undertaken continues to be published at the end of each week. It is also used to provide other information about Early Years matters.

Staff/Structure. The longstanding Manager resigned in July 2024 and an existing senior member of staff was appointed as interim Manager. Due to unforeseen circumstances, it took longer than anticipated to recruit a new manager. A new permanent manager was recruited in April 2025 but, unfortunately, she tendered her resignation in May 2025 following a change in career path. The current manager started in early June 2025. Due to personal circumstances, 2 other members of staff gave notice to finish at the end of the academic year.

Premises. Our landlord (Church of Our Saviour), presented us with a new formal Rental Agreement detailing our respective responsibilities. Final negotiations have been completed and we are waiting for the final document.

Admissions. We started the academic year with an occupancy level of 94% and finished on 100% with an overall average for the year of 97%. Our Occupancy levels are a very important driver in our financial performance and we were encouraged by the figures reported.

Christmas & Summer Fayre. The Christmas Fayre in December 2024 and Summer Fayre & Open Day in July 2025 were very successful and contributed a combined total of £2,828 to our overall fundraising target. This was achieved, once again, through the diligent efforts of Committee members and staff.

Session Fees – The Early Education Funded Rates for Essex were increased in April 2025 by 11p per hour for FEE2W and 31p per hour for FEE3&4.

ICO – The Pre-School renewed its registration with the Information Commissioner’s Office (ICO) as per the GDPR law. Ref number ZA431694.

Other – We made changes to the Terms and Conditions document to all Parents/Carers, specifically to include a section on parent conduct.

Section E Financial review

Brief statement of the charity’s policy on reserves

The Pre-School aims to hold 3 months’ worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances. The reserve account at the end of 2024/25 was £34,265 and we keep this under regular review.

Details of any funds materially in deficit

Not applicable

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 charity’s principal source of funding continues to be from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is now extended to children aged 2 years. This is paid by Essex County Council.

Another source of income for the charity are the fees charged for all children not eligible for government funding.

The Voluntary Contribution (previously known as the Child Enrichment fund) is a voluntary donation requested from all parents (apart from those in receipt of FEE2D) to help cover cost of providing a healthy snack, additional activities and various consumables (eg sun cream). These donations continue to provide an additional source of funds to cover increasing costs.

The two prime fundraising events are the Summer and Christmas Fayres but we also continue to conduct small events within the pre-school each term e.g. cake bake/potted sunflowers etc.

Section F Other optional information

The long-serving Pre-School Manager tendered her resignation effective from the end of the previous academic year (July 2024) to take up a career development role in the local Early Years arena – but not in competition with us. An interim Manager was appointed until the new, permanent Manager was appointed in April 2025 but she shortly left to explore a different career path. Our current Manager started in June 2025 and has settled in well and is respected by both staff and parents. New staff have been recruited and we have extended the working hours of existing staff as a result of the departure of two staff members. Benjamin Cooke resigned from his position as Chair in January 2025 due to unforeseen circumstances.

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)

Mrs Samantha Jarvis

Position (eg
Secretary,
Chair etc)

Chairperson

Date

15.06.2026

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL	1161960
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Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
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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 £
A1 Receipts					
Early Educational Entitlement	87,718	-	-	87,718	87,164
Fees	29,462	-	-	29,462	17,046
Child Enrichment Contribution	1,538	-	-	1,538	-
Registration fees	760	-	-	760	560
Fund raising	3,451	-	-	3,451	1,853
Donations/Sponsorship	275	-	-	275	234
Fruit 'n' Photo Donations	-	-	-	-	1,687
Gift Aid receipts	242	-	-	242	286
Bank interest received	557	-	-	557	171
	-	-	-	-	-
Sub total (Gross income for AR)	124,003	-	-	124,003	109,001
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	124,003	-	-	124,003	109,001
A3 Payments					
Wages & Salaries	77,005	-	-	77,005	76,138
Tax & Payroll	3,596	-	-	3,596	937
Staff training	438	-	-	438	222
Employers Pension Contributions	5,018	-	-	5,018	1,877
Rent	8,280	-	-	8,280	8,280
Business Rates	273	-	-	273	258
Cleaning	5,358	-	-	5,358	5,037
Trade Waste Collection	508	-	-	508	499
SEN Premium	2,870	-	-	2,870	4,024
Insurance(contents/employers/etc)	931	-	-	931	999
Telephone Charges	713	-	-	713	616
EYPP Purchases	736	-	-	736	446
Subscriptions	169	-	-	169	59
Office Costs	593	-	-	593	405
New Toys/Play Equipment	1,320	-	-	1,320	802
New Office Equipment	355	-	-	355	210
Fruit/Snack/Milk Budget	445	-	-	445	636
Miscellaneous admin expenses	307	-	-	307	660
Accountancy	810	-	-	810	792
Consumables	703	-	-	703	1,096
Visits/Trips/Xmas Pty/Open&Ind Day	624	-	-	624	413
Uniform	166	-	-	166	-
Advertising / Promotions	90	-	-	90	194
Utilities	915	-	-	915	-
Sub total	112,223	-	-	112,223	104,600
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	112,223	-	-	112,223	104,600
Net of receipts/(payments)	11,780	-	-	11,780	4,401
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	76,754	-	-	76,754	72,353
Cash funds this year end	88,534	-	-	88,534	76,754

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	Current account	54,527	-	-
	Reserve account	33,800	-	-
	Petty Cash account	207	-	-
	Total cash funds	88,534	-	-

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

OK

OK

OK


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

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

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
Computer & Electrical Equipment	unrestricted	1,789	-
Indoor Books/Toys/Games/Puzzles	unrestricted	9,822	-
Outside Toys/Bikes/Climbing Frames etc	unrestricted	12,132	-
Furniture	unrestricted	5,450	-
		-	-
		-	-
		-	-
		-	-

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
	Samantha Jarvis	17/06/25

Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2023		31	08	2024

Section A Reference and administration details

Charity name

YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1161960

Charity's principal address

The Cabin, Church of Our Saviour

Ashton Place, Chelmer Village

Chelmsford, Essex

Postcode

CM2 6ST

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	Peter Gordon	Chairperson	To 16/7/24	
2	Kellie Deacon	Secretary	To 26/9/23	
3	Victoria Edwards	Treasurer	To 26/9/23	
4	Stephanie Jones		To 26/9/23	
5	Katie Aspinell		To 26/9/23	
6	Jill Burtenshaw		To 12/3/24	
7	Benjamin Cooke	Chairperson	From 16/7/24	
8	Leanne Ferris			
9	Leanne Smith			
10	Aswad Manzoor	Secretary & Deputy Chair		
11	Ellie Cooke		To 12/3/24	
12	Sarah Stanger			
13	Muhammad Imran Khan	Treasurer	To 16/7/24	
14	Donna Chunn	Treasurer	From 16/7/24	
15	Samantha Jarvis		From 16/7/24	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution re-adopted at the charity AGM on 26/09/2023
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance association consisting of members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting

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.

You & Me Pre-school is a non-profit making organisation and a registered Charity, and it became active as a CIO (charitable incorporated organisation) on 7th Dec 2017 – registered charity number 1161960.

You and Me Pre-School CIO, was registered with Ofsted on 7th Dec 2017, with a setting reference number of EY546639.

All trustees have to do the following for their induction into the Pre-School Committee;

1. Read and understand the adopted constitution
2. Be shown the You & Me Pre-Schools Policies and Procedures, in order that they can be referenced when required
3. Read the EYFS (Early Years Foundation Stage)
4. Complete OFSTED EY2 form, and DBS check
5. Be given copies of Committee and Staff structures and contact lists
6. Updated on forthcoming events and current issues and tasks.

You & Me Pre-School is a non-profit making organisation and a registered Charity. Since December 2017 we have been operating as a charitable incorporated organisation (CIO) - You and Me Pre School CIO – registered charity number 1161960.

The Pre-School is a member of the Early Years Alliance, and the Manager participates in local Sub-Committee meetings, and signposts parents and

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practitioners to the support services available. Staff and the Committee attend Early Years training, briefings and regularly consult its publications.

The charity rents its premises from 'The Church of Our Saviour'.

The charity's Policies and Procedures are all reviewed and updated at least annually.

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 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.
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)

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. 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;** Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. All the correct policies and procedures are in place to ensure that optimal care and safety is achieved.
- 2. Promoting their education and promoting parental involvement.** By using the EYFS framework, we promote teaching and learning that ensures children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundations for school and through life. We have a specially tailored curriculum designed to achieve approved 'learning outcomes' of the EYFS: Personal, social and emotional development, Mathematics, Knowledge and understanding of the World, Physical development and Creative development. Children benefit most when parents and the Pre-School work together in partnership. We actively encourage parental involvement in their child's education, management and governance of the setting. Research shows that it can be a great benefit for children, who achieve more when their parents are involved in their education from a young age. Parents benefit from being given opportunities to meet like-minded people, develop close social networks and forge links in the local community - especially beneficial to parents who have recently moved to the area.
- 3. Promoting their health and wellbeing;** Children's earliest years are recognised as vital in enabling them to reach their full potential. In our setting the children have the opportunity to

increase confidence and independence, to enable them to make decisions for themselves and be responsible for their actions, to have fun and build friendship with other children. The children receive individual care and attention, which is made possible by our high ratio of adults to children. The children receive reassurance, appropriate praise and encouragement to try new activities in a safe and supportive environment. The Pre-School has staff trained and with experience in the following areas; working with children with behavioural problems, working with children with speech and language and communication needs, working with children on the Autistic spectrum, working with children with allergies and special education needs.

- 4. Providing services to support them and their families and carers;** By providing early years care and education we are enabling children's growth and development, as well as supporting their family to return to work, which benefits the community in many ways. All children have the support of a personal key-worker as we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence and staff are committed.

- 5. Providing services to individuals holding membership of the CIO;** Membership of the charity applies to all parents. Studies have revealed that Pre-Schools are much more than just nurseries or playgroups to members i.e. parents. The Pre-School Staff and committee also offer families practical and emotional support, valuable information, training and employment opportunities, help and advice on parenting, education, health, social security and housing matters. The Pre-School encourages and support parents to play an active part in the governance and management of the setting. The elected trustees are mainly parents of children who attend the setting. Membership gives parents the opportunity to shape the services the Pre-School provides. This benefits the child and family because it means that parents receive the right childcare for their needs. Parents who actively participate in the management and governance of the setting and the fundraising gain a sense of achievement and self-satisfaction by participating in rewarding work for a good cause, and giving something back to their local community. On a professional level, for parents actively involved in the Committee and the running of the Pre-School, it provides a chance for them to keep their minds active, learn new skills, and help them to return to work.

- 6. Furthering the aims of the Pre-School Learning Alliance.** All children who attend the Pre-School, its members, employees and

associates benefit from the Pre-Schools membership of the Pre-School Alliance.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and development of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising. The change of date for the AGM (to July) resulted in (overall) more Trustees/changes during this academic year.

The pre-school is proud to have been awarded an Ofsted OUTSTANDING assessment following an inspection in Summer 2022 and efforts continued to be made to maintain this level of performance. The ongoing legacy of home working post-Covid continued to have an influence on our ability to recruit Committee members, although we were able to meet relevant levels.

In addition to You and Me's continued commitment to supporting the Essex Early Years and Childcare Charter, (a set of minimum principles that early years and childcare providers and partners commit to), in the current year, the pre-school also gave its support to the Government and Essex County Council initiative called Childcare Choices. This is a one-stop online facility providing Parents/Carers with options for child care issues.

Section D Achievements and performance

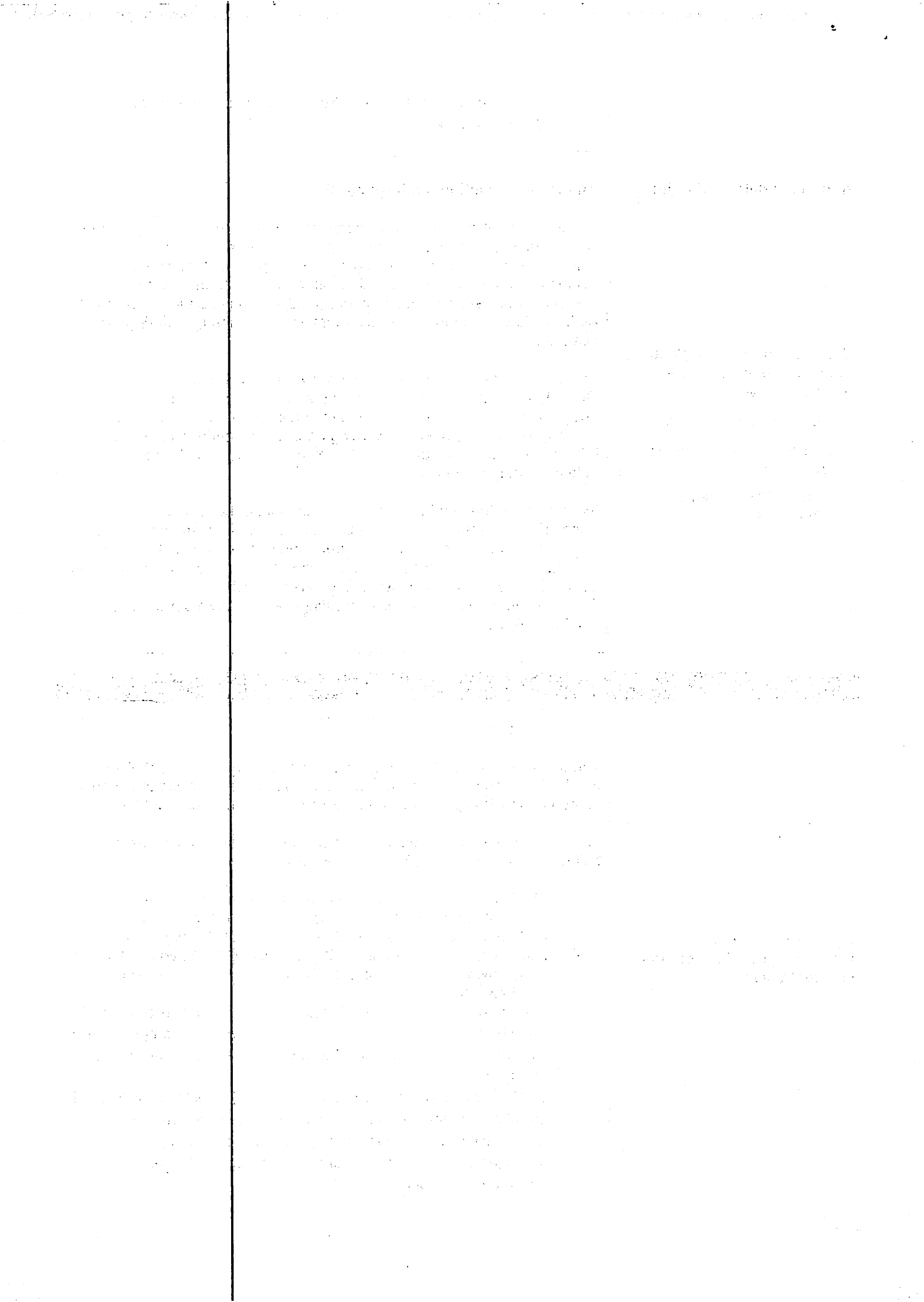
Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2023 – 31st August 2024. The performance continued to be reasonable following the impact of the Coronavirus pandemic and closure of the Pre-School in 2020

This financial year had a good starting financial basis, with a starting balance of £43,304 plus £33,353 in the reserve funds.

1. The Pre-School finished the financial year in a good position with a creditable profit of £11,780. Staff costs continue to be the largest part of Pre-School expenditure and, at 76%, even taking into account the Government's 9.8% increase in the National Minimum Wage (NMW) implemented in April 2024, this was similar to the previous year.
2. The Pre-School had a creditable overall 87% occupancy rate for the whole year and this translated into a yearly average profit of £1.69 per child per session. Occupancy was 100% at the end of the academic year.
3. Staff salaries were reviewed and increased in April 2024 in line with the Government's National Minimum Wage directive (9.8%). This was similar to the previous year. We continued the careful management of our staff resources, utilising 'bank' staff to fill in as and when necessary.



4. We achieved our Fundraising target of £2500 primarily as a result of our Christmas and Summer Fayres. However, £1278 of this was spent on necessary purchases such as a replacement laptop, work done on the outside garden area a new pre-school printer, storage units and desks.
5. We benefited from increased funding rates agreed by the Local Authority

Charities Management. The Charity had between 5 - 6 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

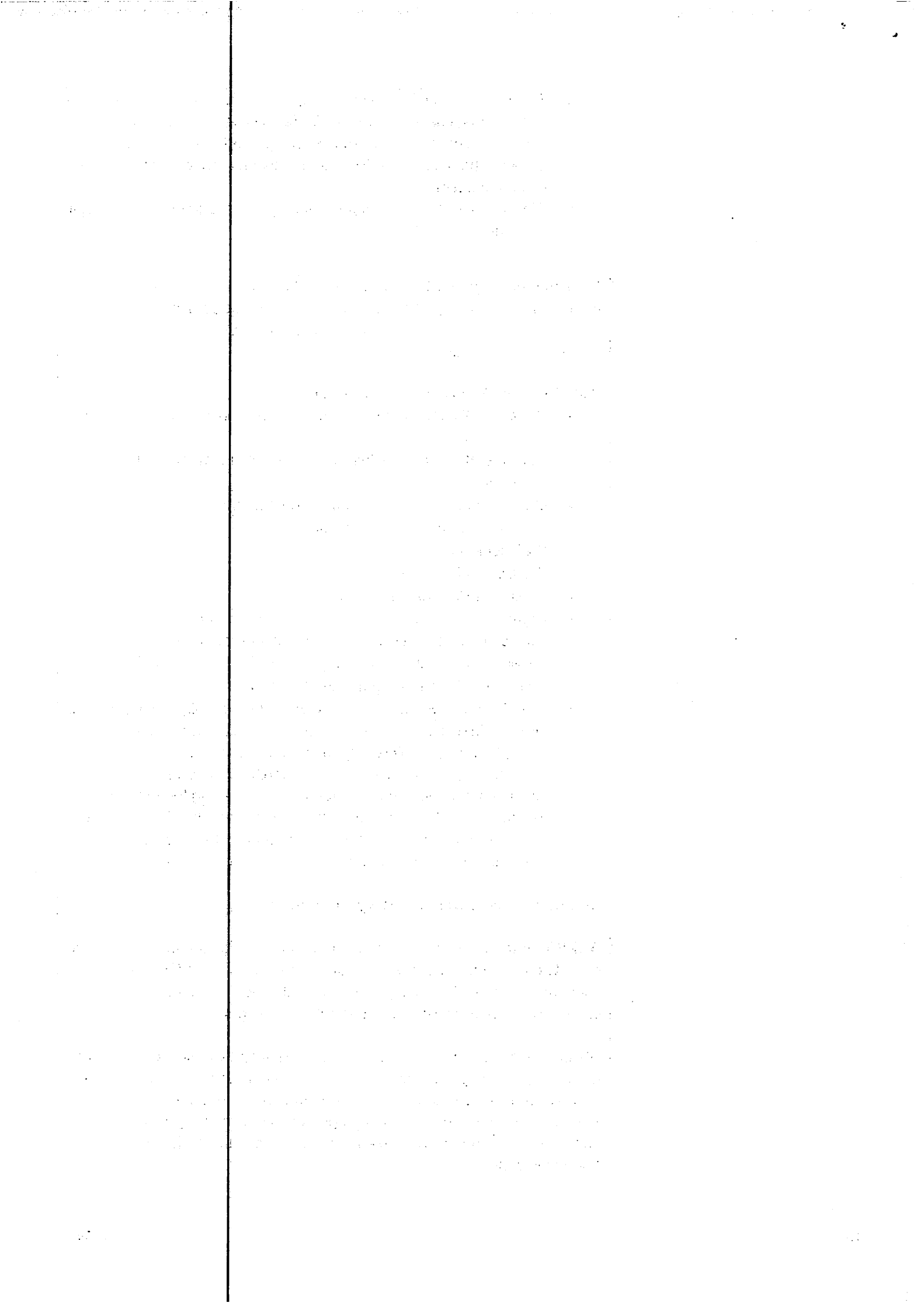
Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2022/23
- Renewal of Pre-School Insurance: liability, indemnity and contents
- Ofsted and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review
- Review of Policies and Procedures
- Communication to Parents – face to face contact occurs daily but we also communicate via E Mails and letters. Posts on our Facebook page are also a useful form of quick communication.
- Physical Half Termly Committee Meetings
- The Covid pandemic and lockdown in 2020 resulted in the Annual General Meeting being held at the end of September annually rather than in July. This helped in the recruitment of new Committee members as more new parents attend rather than a significant number whose children will be leaving the pre-school for state schools. However, in the current year, the AGM reverted to July as the outgoing Chairperson had (by then) served his maximum five-year term under the rules of our Constitution.

Additional Tasks Completed by Committee:

IT & Website. Facebook continued to be popular for communication with parents/carers and a weekly summary of the activities undertaken continues to be published at the end of each week. It is also used to provide other information about Early Years matters.

We previously had two suppliers for our E Mail and website services but we moved to a single supplier for both because it was more effective. Our new website was created in the current year and is updated regularly. The re-branding of our pre-school together with its new logo, staff uniforms and signage was implemented from the start of the 2023/24 Academic year.



Staff/Structure. The modified staff structure including a new, senior position, which provides greater potential for career development among our long serving staff, was implemented from the start of the 2023/24 Academic year in September 2023.

Premises. Our landlord (Church of Our Saviour), presented us with a new formal Rental Agreement detailing our respective responsibilities. Negotiations on the final terms continued throughout the year. However, the installation of a dedicated electricity meter for the pre-school was implemented immediately and this proved very useful in maintaining accurate (and reasonable) usage against the general background of increasing energy costs.

Admissions. We started the academic year with an occupancy level of 66% and finished on 100% with an overall average for the year of 87%. Our Occupancy levels are a very important driver in our financial performance and we were encouraged by the figures reported

Christmas Fayre. The Christmas Fayre in December 2023 was very successful and contributed £1780 to our overall fundraising target. This was achieved, once again, through the diligent efforts of Committee members and staff.

Session Fees – Session Fees were increased by £0-50 per hour during the year

ICO – The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.

Other - We introduced a new Terms and Conditions document to all Parents/Carers

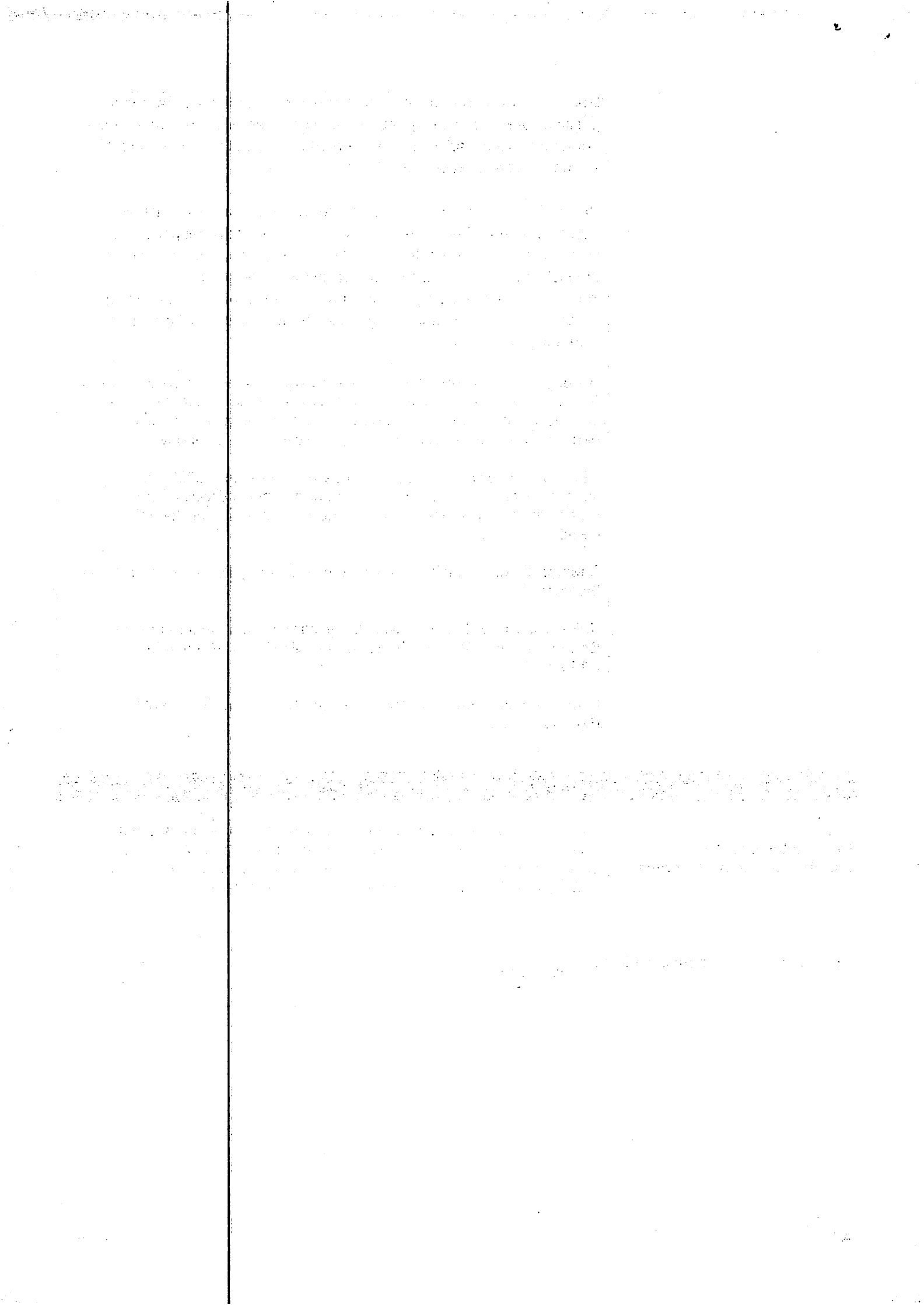
Section E Financial review

Brief statement of the charity's policy on reserves

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances. The reserve account at the end of 2023/4 was £33,800 and we keep this under regular review.

Details of any funds materially in deficit

Not applicable



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 charity's principal source of funding continues to be from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is now extended to children aged 2 years. This is paid by Essex County Council.

Another source of income for the charity are the fees charged for all children not eligible for government funding.

Child Enrichment fund (previously known as Fruit 'n' Photo fund) - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School. These donations continue to provide an additional source of funds to cover increasing costs.

The ongoing adverse UK economy and increasing costs prompted us to increase the cost per three-hour session to £18.

The two prime fundraising events are the Summer and Christmas Fayres but we also continue to conduct small events within the pre-school each term e.g. cake bake/potted sunflowers etc.

Section F Other optional information

The long-serving Pre-School Manager tendered her resignation effective from the end of the academic year (July) to take up a career development role in the local Early Years arena – but not in competition with us. The role was paged in various places and we hope to find and appoint a successor from the beginning of the next academic year.

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)

Mrs Samantha Jarvis

Position (eg
Secretary,
Chair etc)

Chairperson

Date

17/06/25

1911

The first part of the report deals with the general conditions of the country, and the second part with the details of the various districts. The first part is divided into two sections, the first of which deals with the general conditions of the country, and the second with the details of the various districts. The second part is divided into three sections, the first of which deals with the details of the various districts, the second with the details of the various districts, and the third with the details of the various districts.

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Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
YOU AND ME PRE-SCHOOL

On accounts for the year
ended

31/08/2024

Charity no
(if any)

1161960

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's
statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 19/6/2025

Name: ADAM HOTSON

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

FCCA

Address: Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD

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Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL 1161960

CC16a

Receipts and payments accounts

For the period from 01/09/2022 To 31/08/2023

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					
Early Educational Entitlement	87,164	-	-	87,164	79,220
Fees	17,046	-	-	17,046	19,711
Trips payments	-	-	-	-	-
Registration fees	560	-	-	560	280
Fund raising	1,853	-	-	1,853	1,135
Donations/Sponsorship	234	-	-	234	121
Fruit 'n' Photo Donations	1,687	-	-	1,687	1,334
Gift Aid receipts	286	-	-	286	158
Bank interest received	171	-	-	171	128
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	109,001	-	-	109,001	102,087
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	109,001	-	-	109,001	102,087
A3 Payments					
Wages & Salaries	76,138	-	-	76,138	68,834
Tax & Payroll	937	-	-	937	922
Staff training	222	-	-	222	545
Employers Pension Contributions	1,877	-	-	1,877	1,656
Rent	8,280	-	-	8,280	7,274
Business Rates	258	-	-	258	183
Cleaning	5,037	-	-	5,037	1,104
Trade Waste Collection	499	-	-	499	485
SEN Premium	4,024	-	-	4,024	-
Insurance(contents/employers/etc)	999	-	-	999	1,009
Telephone Charges	616	-	-	616	281
EYPP Purchases	446	-	-	446	-
Subscriptions	59	-	-	59	99
Office Costs	405	-	-	405	517
New Toys/Play Equipment	802	-	-	802	523
New Office Equipment	210	-	-	210	331
Fruit/Snack/Milk Budget	636	-	-	636	538
Miscellaneous admin expenses	660	-	-	660	461
Accountancy	792	-	-	792	780
Consumables	1,096	-	-	1,096	452
Visits/Trips/Xmas Pty/Open&Ind Day	413	-	-	413	201
Fund Raising Expenditure	-	-	-	-	120
Advertising / Promotions	194	-	-	194	45
	-	-	-	-	-
Sub total	104,600	-	-	104,600	86,360
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	104,600	-	-	104,600	86,360
Net of receipts/(payments)	4,401	-	-	4,401	15,727
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	72,353	-	-	72,353	56,626
Cash funds this year end	76,754	-	-	76,754	72,353

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	Current account	43,304	-	-
	Reserve account	33,276	-	-
	Petty Cash account	174	-	-
	Total cash funds	76,754	-	-

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

OK Unrestricted funds Restricted funds Endowment funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	PAYE and NI HMRC debtor	561	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer & Electrical Equipment	unrestricted	1,480	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	8,866	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	11,843	-
	Furniture	unrestricted	5,406	-
			-	-

Categories	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
<i>P.D. Gordon</i>	Mr Peter Gordon	4/6/24

Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	09	2022		31	08	2023

Section A Reference and administration details

Charity name

YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1161960

Charity's principal address

The Cabin, Church of Our Saviour
 Ashton Place, Chelmer Village
 Chelmsford, Essex
Postcode CM2 6ST

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	Peter Gordon	Chairperson		
2	Kellie Deacon	Secretary		
3	Victoria Edwards	Treasurer		
4	Stephanie Jones			
5	Katie Aspinell			
6	Jill Burtenshaw			
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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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution re-adopted at the charity AGM on 27/09/2022
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance association consisting of members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

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- the charity's organisational structure and any wider network with which the charity works;
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3. Read the EYFS (Early Years Foundation Stage)
4. Complete OFSTED EY2 form, and DBS check
5. Be given copies of Committee and Staff structures and contact lists
6. Updated on forthcoming events and current issues and tasks.

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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 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.
6. Furthering the aims of the Pre-School Learning Alliance.

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. The charity works for the public benefit having as its objects the development and education of children and young people in particular by:

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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)

relationships in which children thrive, parents have confidence and staff are committed.

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You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and development of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

The pre-school is proud to have been awarded an Ofsted OUTSTANDING assessment following an inspection in Summer 2022 and efforts continued to be made to maintain this level of performance. The legacy of home working post-Covid continued to have an influence on our ability to recruit Committee members, although we were able to meet relevant levels.

In the current year, You and Me committed to supporting the new Essex Early Years and Childcare Charter. The Charter is a set of minimum principles that early years and childcare providers and partners commit to. The principles are based around best practice and values to support families and giving children the best start in life.

Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2022 – 31st August 2023. The performance continued to be reasonable following the impact of the Coronavirus pandemic and closure of the Pre-School in 2020

This financial year had a good starting financial basis, with a starting balance of £48,590 plus £23,576 in the reserve funds.

1. The Pre-School finished the financial year in a good position with a reasonable profit of £4,401. Staff costs continue to be the largest part of Pre-School expenditure and, at 76%, even taking into account the Government's 9.7% increase in the National Minimum Wage (NMW) implemented in April 2023, we achieved a slight reduction compared to the previous year.
2. The Pre-School had a creditable overall 91% occupancy rate for the whole year and this translated into a yearly average profit of £1.13 per child per session.
3. Staff salaries were reviewed and increased in April 2023. Even so, the overall percentage of staff costs to total expenditure has reduced modestly from the previous year. We continued the careful management of our staff resources, utilising 'bank' staff to fill in as and when necessary.
4. We fell a little short of our Fundraising target of £2500 which was due in part because we were unable to stage our Summer Fayre. However, with a fundraising total figure of £1972 achieved (79%), mostly from a successful Christmas Fayre, this was better than the previous year. Purchases made from fundraising include a new pre-school printer, two new storage units, a new snack, books for leavers and small Christmas gifts,

Charities Management. The Charity had between 5 - 6 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2021/22
- Renewal of Pre-School Insurance: liability, indemnity and contents
- Ofsted and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review
- Communication to Parents – face to face contact occurs daily but we also communicate via E Mails and letters. Posts on our Facebook page are also a useful form of quick communication.
- Physical Half Termly Committee Meetings
- The Covid pandemic and lockdown in 2020 resulted in the Annual General Meeting being held at the end of September. This has continued and helps recruitment of new Committee members as more new parents attend rather than a significant number whose children will be leaving the pre-school for state schools.

Additional Tasks Completed by Committee:

IT & Website. Facebook continued to be popular for communication with parents/carers and a weekly summary of the activities undertaken continues to be published at the end of each week. It is also used to provide other information about Early Years matters.

The re-branding of our pre-school, with a new logo, uniforms and signage was completed with full implementation effective from the start of the 2023/24 Academic year in September 2023. A lot of work was put into the creation of a new website and this will be launched in tandem with the move of service provider in 2023/24.

Staff/Structure. We modified the staff structure slightly to include a new, senior position which will provide greater potential for career development among our long serving staff. Responsibilities of roles were adjusted slightly and the new senior role will provide greater support to the Manager. Implementation scheduled for the start of the 2023/24 Academic year in September 2023.

Premises. Our landlord (Church of Our Saviour) proposed the introduction of a new, formal rental agreement between us and, as part of this exercise, we will move onto a new monthly billing agreement. Given the recent, significant increases in energy prices in the UK, this includes the installation of a separate electricity meter for the pre-school in order that the exact usage can be determined. The new meter was fitted in August 2023.

Admissions. We started the academic year with an occupancy level of 81% and finished on 98% with an overall average for the year of 91%. Our Occupancy levels are a very important driver in our financial performance and we were encouraged by the figures reported

Christmas Fayre. The Christmas Fayre was very successful and contributed £1157 to our overall fundraising target. This was achieved through the diligent efforts of Committee members and staff.

ICO – The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.

Pre-School Trip. Appropriate venues for the annual Pre-School trip are still not as readily available since Covid and we will look into reinstating this in the future.

Section E Financial review

Brief statement of the charity's policy on reserves

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances. The reserve account at the end of 2022/23 was £33,276 and we keep this under regular review.

Details of any funds materially in deficit

Not applicable

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 charity's principal source of funding continues to be from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is paid by Essex County Council.

Plans are afoot to introduce 15 hours funding for 2-year-olds but this is likely to happen in the 2023/24 Academic year.

Another key source of income for the charity are the fees charged for all children not yet eligible for the government funding.

Fruit 'n' Photo fund - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School. However, donations have been declining and we have therefore taken measures to 'educate' our parents on how important these donations are and how the money is spent on their children. We re-named these donations as 'Child Enrichment' funds, which is more descriptive of their purpose. These donations are sought across the board.

Against the background of the adverse UK economy and increasing costs, it was agreed that our 3-hour session cost should be increased to £18 effective from September 2023. This is a modest increase of £0.50 per hour.

The two prime fundraising events are the Summer and Christmas Fayres but we also conduct small events within the pre-school each term e.g. cake bake/potted sunflowers etc.

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) P.D. Gordon

Full name(s) Mr Peter Donald Gordon

Position (eg Secretary, Chair, etc) Chairperson

Date 4/6/24



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name YOU AND ME PRE-SCHOOL		
On accounts for the year ended	31/08/2023	Charity no (if any)	1161960

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement


My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:  **Date:** 4/6/2024

Name: ADAM HOTSON

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

Address: Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL 1161960

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 £
A1 Receipts					
Early Educational Entitlement	79,220	-	-	79,220	64,412
Fees	19,711	-	-	19,711	11,234
Trips payments	-	-	-	-	-
Registration fees	280	-	-	280	660
Fund raising	1,135	-	-	1,135	591
Donations/Sponsorship	121	-	-	121	95
Fruit 'n' Photo Donations	1,334	-	-	1,334	1,375
Gift Aid receipts	158	-	-	158	67
Bank interest received	128	-	-	128	24
Government covid grants	-	-	-	-	899
	-	-	-	-	-
Sub total (Gross income for AR)	102,087	-	-	102,087	79,357
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,087	-	-	102,087	79,357
A3 Payments					
Wages & Salaries	66,706	-	-	66,706	58,398
Tax & Payroll	922	-	-	922	1,464
Staff training	545	-	-	545	24
Employers Pension Contributions	3,784	-	-	3,784	2,040
Rent	7,274	-	-	7,274	7,274
Business Rates	183	-	-	183	-
Cleaning	1,104	-	-	1,104	471
Trade Waste Collection	485	-	-	485	479
Other	-	-	-	-	-
Insurance(contents/employers/etc)	1,009	-	-	1,009	888
Telephone Charges	281	-	-	281	798
Membership Fees	-	-	-	-	-
Subscriptions	99	-	-	99	71
Office Costs	517	-	-	517	233
New Toys/Play Equipment	523	-	-	523	37
New Office Equipment	331	-	-	331	-
Fruit/Snack/Milk Budget	538	-	-	538	399
Miscellaneous admin expenses	461	-	-	461	369
Accountancy	780	-	-	780	720
Consumables	452	-	-	452	430
Visits/Trips/Xmas Pty/Open&Ind Day	201	-	-	201	115
Fund Raising Expenditure	120	-	-	120	-
Advertising / Promotions	45	-	-	45	-
	-	-	-	-	-
Sub total	86,360	-	-	86,360	74,210
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	86,360	-	-	86,360	74,210
Net of receipts/(payments)	15,727	-	-	15,727	5,147
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	56,626	-	-	56,626	51,479
Cash funds this year end	72,353	-	-	72,353	56,626

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	Current account	48,580	-	-
	Reserve account	23,574	-	-
	Petty Cash account	189	-	-
	Total cash funds	72,363	-	-
<small>(agree balances with receipts and payments account(s))</small>		OK	OK	OK

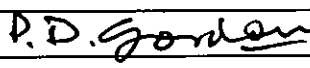
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	PAYE and NI HMRC debtor	2,315	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer & Electrical Equipment	unrestricted	1,280	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	8,720	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	8,772	-
	Furniture	unrestricted	6,442	-
			-	-
			-	-

Categories	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
	Mr Peter Gordon	9/6/23

Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 01	Month 09	Year 2021	To	Day 31	Month 08	Year 2022

Section A Reference and administration details

Charity name YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1161960

Charity's principal address

	The Cabin, Church of Our Saviour
	Ashton Place, Chelmer Village
	Chelmsford, Essex
	Postcode CM2 6ST

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	Peter Gordon	Chairperson		
2	Kellie Deacon	Secretary		
3	Richard Bradbrook		29/09/2021-21/06/2022	
4	Victoria Edwards		29/09/2021-31/08/2022	
5	Stephanie Jones		29/09/2021-31/08/2022	
6	Katie Aspinell		29/09/2021-31/08/2022	
7				
8				
9				
10				
11				
12				
13				
14				
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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution re-adopted at the charity AGM on 29/09/2021
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance association consisting of members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting

Additional governance issues (Optional information)

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The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and devolvement of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

During the year ended 31st August 2022, our occupancy levels were good although this does not necessarily translate commensurately with the easy recruitment of Committee members. This is also partly due to the legacy of home working and disruption brought about by Covid. However, we were able to satisfy the ratio mix.

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2021 – 31st August 2022. The performance continued to improve following the impact of the Coronavirus pandemic and closure of the Pre-School in 2020

This financial year had a good starting financial basis, with a starting balance of £32,921 plus £23,564 in the reserve funds.

1. The Pre-School finished the financial year in a strong position with a good profit of £15,727. Staff costs remain the largest part of Pre-School expenditure and, at 83%, the level was similar to last year even including salary increases implemented in April 2022.
2. The Pre-School finished the Summer term with an occupancy level of 72%, ending the year with a superb 98%. This produced an excellent average rate of 87% for the year overall. This translated into a yearly average profit of £1.20 per child per session.
3. Following prior agreement to standardise our approach to session fees for this academic year, the session rates of £5.50 per hour for 3 hour sessions were in force for the whole of the year. However, we retained discretion to allow 2.5 hour sessions in exceptional circumstances.
4. Staff salaries were reviewed and increased in April 2022. Even so, the overall percentage of staff costs to total expenditure has reduced modestly from the previous year. This was also influenced in part due to our careful management of our staff resources, utilising 'bank' staff to fill in as and when necessary. We also contracted an external cleaner to replace our former employed cleaning member of staff.
5. We were unable to achieve our Fundraising target of £2500 mainly due to our inability to proceed with our Summer Fayre. We report £1256 of fundraising income for this financial year. Purchases made from fundraising include books as small Christmas gifts, a new bookcase for our Reading Corner, a new painting easel and drying rack to replace the old, broken items and books for daily use and for presentation to our Leavers.

Charities Management. The Charity had between 4 - 5 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2020/21
- Renewal of Pre-School Insurance: liability, indemnity and contents
- Ofsted and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review
- Communication to Parents – we continued to communicate in a variety of ways including face to face, Letters, Facebook posts, and E Mails.
- Physical Half Termly Committee Meetings
- The Annual General Meeting continues to be held at the end of September as it gives rise to more new parents attending rather than a significant number whose children will be leaving the pre-school for state schools.

Additional Tasks Completed by Committee:

Ofsted Inspection. Ofsted conducted an inspection of You and Me in June 2022 and we are delighted that we were awarded an OUTSTANDING assessment. This is a brilliant achievement and is testament to the expertise and dedication of the staff in particular and everyone involved with the Pre-School.

IT & Website. Facebook continued to be the most commonly used form of online communication and a weekly summary of the activities undertaken is published at the end of each week.

The Pre-School website will be updated and the service provider will be changed in the months ahead although full implementation will be synchronised with our plan to re-brand You and Me in 2023.

Admissions. We started the academic year with an occupancy level of 72% and finished on 98%. Our Occupancy levels are a very important driver in our financial performance and we were encouraged by the figures reported

ICO – The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.

Pre-School Trip. The annual Pre-School trip was not possible as many venues were not fully available following Covid and its aftermath.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances. The reserve account for 2021/22 was £23,574 and we keep this under regular review.

Details of any funds materially in deficit

Not applicable

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 charity's principal source of funding continues to be from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is paid by Essex County Council.

Another key source of income for the charity are the fees charged for all children not yet eligible for the government funding.

Fruit 'n' Photo fund - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School. However, we have seen a steady decline in donations this year with less than 50% of parents making the voluntary contribution in our Summer B term. We believe this is due, in part, to the overall economic conditions but we will continue to take steps to 'educate' our parents on how important it is and what we spend the funds on.

It is planned to transfer the sum of £9500 into our Reserve Account in due course.

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)	<i>P. D. Gordon</i>	
Full name(s)	Mr Peter Donald Gordon	

Position (eg Secretary, Chair, etc)	Chairperson	
-------------------------------------	-------------	--

Date	9/6/23
------	--------



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
YOU AND ME PRE-SCHOOL

On accounts for the year
ended

31/08/2022	Charity no (if any)	1161960
------------	--------------------------------	---------

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's
statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 9/6/2023

Name: ADAM HOTSON

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

FCCA

Address: Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL 1161960

CC16a

Receipts and payments accounts

For the period from 01/09/2020 To 31/08/2021

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					
Early Educational Entitlement	64,412	-	-	64,412	49,377
Fees	11,234	-	-	11,234	4,934
Trips payments	-	-	-	-	-
Registration fees	660	-	-	660	160
Fund raising	591	-	-	591	2,140
Donations/Sponsorship	95	-	-	95	970
Fruit 'n' Photo Donations	1,375	-	-	1,375	712
Gift Aid receipts	67	-	-	67	281
Bank interest received	24	-	-	24	37
Government covid grants	899	-	-	899	13,037
	-	-	-	-	-
Sub total (Gross income for AR)	79,357	-	-	79,357	71,648
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	79,357	-	-	79,357	71,648
A3 Payments					
Wages & Salaries	58,398	-	-	58,398	53,179
Tax & Payroll	1,464	-	-	1,464	2,159
Staff training	24	-	-	24	366
Employers Pension Contributions	2,040	-	-	2,040	2,338
Rent	7,274	-	-	7,274	4,243
Business Rates	-	-	-	-	110
Cleaning	471	-	-	471	351
Trade Waste Collection	479	-	-	479	479
Other	-	-	-	-	-
Insurance(contents/employers/etc)	-	-	-	-	984
Telephone Charges	798	-	-	798	560
Membership Fees	888	-	-	888	40
Subscriptions	71	-	-	71	59
Office Costs	233	-	-	233	170
New Toys/Play Equipment	37	-	-	37	304
New Office Equipment	-	-	-	-	409
Fruit/Snack/Milk Budget	399	-	-	399	244
Miscellaneous admin expenses	369	-	-	369	200
Accountancy	720	-	-	720	720
Consumables	430	-	-	430	311
Visits/Trips/Xmas Pty/Open&Ind Day	115	-	-	115	446
Fund Raising Expenditure	-	-	-	-	-
Advertising / Promotions	-	-	-	-	49
	-	-	-	-	-
Sub total	74,210	-	-	74,210	67,721
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	74,210	-	-	74,210	67,721
Net of receipts/(payments)	5,147	-	-	5,147	3,927
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,479	-	-	51,479	47,552
Cash funds this year end	56,626	-	-	56,626	51,479

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	Current account	32,921	-	-
	Reserve account	23,564	-	-
	Petty Cash account	141	-	-
	Total cash funds	56,626	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

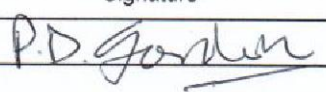
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	PAYE and NI HMRC debtor	unrestricted	2,148	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer & Electrical Equipment	unrestricted	1,210	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	7,723	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	9,267	-
	Furniture	unrestricted	5,300	-
			-	-

Categories	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
	Mr Peter Gordon	22/4/22

Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	09	2020		31	08	2021

Section A Reference and administration details

Charity name

YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1161960

Charity's principal address

The Cabin, Church of Our Saviour
Ashton Place, Chelmer Village
Chelmsford, Essex
Postcode CM2 6ST

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	Peter Gordon	Chairperson		
2	Keeley Kirk	Secretary	01/08/20 – 09/03/21	
3	Kellie Deacon	Secretary	09/03/21 – 31/08/21	
4	Laura Miller	Treasurer		
5	Joanna Brown			
6	Holly Millar		28/09/20 – 31/08/21	
7	Arzu Ashwell		28/09/20 – 31/08/21	
8	Holley Brading		28/09/20 – 31/08/21*	*Unable to attend many meetings and subsequently withdrew from Committee
9				
10				
11				
12				
13				
14				
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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Constitution re-adopted at the charity AGM on 11/06/2019.
How the charity is constituted (eg. trust, association, company)	Pre-School Learning Alliance association consisting of members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting

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.

You & Me Pre-school is a non-profit making organisation and a registered Charity, and it became active as a CIO (charitable incorporated organisation) on 7th Dec 2017 – registered charity number 1161960.

You and Me Pre-School CIO, was registered with Ofsted on 7th Dec 2017, with a setting reference number of EY546639.

All trustees have to do the following for their induction into the Pre-School Committee;

1. Read and understand the adopted constitution
2. Be shown the You & Me Pre-Schools Policies and Procedures, in order that they can be referenced when required
3. Read the EYFS (Early Years Foundation Stage)
4. Complete OFSTED EY2 form, and DBS check
5. Be given copies of Committee and Staff structures and contact lists
6. Updated on forthcoming events and current issues and tasks.

You & Me Pre-School is a non-profit making organisation and a registered Charity. Since December 2017 we have been operating as a charitable incorporated organisation (CIO) - You and Me Pre School CIO – registered charity number 1161960.

The Pre-School is a member of the Early Years Alliance, and the Manager participates in local Sub-Committee meetings, and signposts parents and practitioners to the support services available. Staff and the Committee attend Early Years training, briefings and regularly consult its publications.

The charity rents its premises from 'The Church of Our Saviour'.

The charity's Policies and Procedures are all reviewed and updated at least annually.

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

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.
6. Furthering the aims of the Pre-School Learning Alliance.

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. 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;** Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. All the correct policies and procedures are in place to ensure that optimal care and safety is achieved.
2. **Promoting their education and promoting parental involvement.** By using the EYFS framework, we promote teaching and learning that ensures children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundations for school and through life. We have a specially tailored curriculum designed to achieve approved 'learning outcomes' of the EYFS: Personal, social and emotional development, Mathematics, Knowledge and understanding of the World, Physical development and Creative development. Children benefit most when parents and the Pre-School work together in partnership. We actively encourage parental involvement in their child's education, management and governance of the setting. Research shows that it can be a great benefit for children, who achieve more when their parents are involved in their education from a young age. Parents benefit from being given opportunities to meet like-minded people, develop close social networks and forge links in the local community - especially beneficial to parents who have recently moved to the area.
3. **Promoting their health and wellbeing;** Children's earliest years are recognised as vital in enabling them to reach their full potential. In our setting the children have the opportunity to increase confidence and independence, to enable them to make decisions for themselves and be responsible for their actions, to have fun and build friendship with other children. The children receive individual care and attention, which is made possible by our high ratio of adults to children. The children receive reassurance, appropriate praise and encouragement to try new activities in a safe and supportive environment. The Pre-School has staff trained and with experience in the following areas; working with children with behavioural problems, working with children with speech and language and communication needs, working with children on the Autistic spectrum, working with children with allergies and special education needs.
4. **Providing services to support them and their families and carers;** By providing early years care and education we are enabling children's growth and development, as well as supporting their family to return to work, which benefits the community in many ways. All children have the support of a personal key-worker as we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach

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)

Section E**Financial review****Brief statement of the charity's policy on reserves**

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances. The reserve account for 2020/21 was £23,565 and we keep this under regular review.

Details of any funds materially in deficit

Not applicable

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 charity's principal source of funding continues to be from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is paid by Essex County Council.

Another key source of income for the charity are the fees charged for all children not yet eligible for the government funding.

Fruit 'n' Photo fund - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School.

Fund raising income was modest because of Coronavirus restrictions but we did benefit from the final payments under the CJRS scheme.

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)

P.D Gordon

Full name(s)

Mr Peter Donald Gordon

Position (eg Secretary, Chair, etc)

Chairperson

Date

22/4/2022



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name YOU AND ME PRE-SCHOOL		
On accounts for the year ended	31/08/2021	Charity no (if any)	1161960

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  **Date:** 22/04/2022

Name: ADAM HOTSON

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

Address: Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD

YOU AND ME PRE-SCHOOL

England & Wales - Charity number 1161960

Accounts



YOU AND ME PRE-SCHOOL 1161960

Receipts and payments accounts

CC16a

For the period from 01/09/2019 To 31/08/2020

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					
Early Educational Entitlement	49,377	-	-	49,377	74,621
Fees	4,934	-	-	4,934	10,302
Trips payments	-	-	-	-	210
Registration fees	160	-	-	160	340
Fund raising	2,140	-	-	2,140	1,933
Donations/Sponsorship	970	-	-	970	1,762
Fruit 'n' Photo Donations	712	-	-	712	2,011
Gift Aid receipts	281	-	-	281	92
Bank interest received	37	-	-	37	25
Government covid grants	13,037	-	-	13,037	-
	-	-	-	-	-
Sub total (Gross Income for AR)	71,648	-	-	71,648	91,296
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,648	-	-	71,648	91,296
A3 Payments					
Wages & Salaries	53,179	-	-	53,179	61,540
Tax & Payroll	2,159	-	-	2,159	3,021
Staff training	366	-	-	366	436
Employers Pension Contributions	2,338	-	-	2,338	665
Rent	4,243	-	-	4,243	7,791
Business Rates	110	-	-	110	109
Cleaning	351	-	-	351	832
Trade Waste Collection	479	-	-	479	453
Other	-	-	-	-	-
Insurance(contents/employers/etc)	984	-	-	984	944
Telephone Charges	560	-	-	560	740
Membership Fees	40	-	-	40	35
Subscriptions	59	-	-	59	91
Office Costs	170	-	-	170	389
New Toys/Play Equipment	304	-	-	304	1,708
New Office Equipment	409	-	-	409	116
Fruit/Snack/Milk Budget	244	-	-	244	643
Miscellaneous admin expenses	200	-	-	200	168
Accountancy	720	-	-	720	720
Consumables	311	-	-	311	437
Visits/Trips/Xmas Pty/Open&Ind Day	446	-	-	446	954
Fund Raising Expenditure	-	-	-	-	20
Advertising / Promotions	49	-	-	49	37
	-	-	-	-	-
Sub total	67,721	-	-	67,721	81,719
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,721	-	-	67,721	81,719
Net of receipts/(payments)	3,927	-	-	3,927	9,577
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,552	-	-	47,552	37,975
Cash funds this year end	51,479	-	-	51,479	47,552

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	Current account	27,811	-	-
	Reserve account	23,562	-	-
	Petty Cash account	106	-	-
	Total cash funds	51,479	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

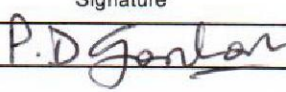
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer & Electrical Equipment	unrestricted	1,210	-
	Indoor Books/Toys/Games/Puzzles	unrestricted	7,723	-
	Outside Toys/Bikes/Climbing Frames etc	unrestricted	9,267	-
	Furniture	unrestricted	5,300	-
			-	-
			-	-

Categories	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
	Mr Peter Gordon	21/5/21

Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 01	Month 09	Year 2019	To	Day 31	Month 08	Year 2020

Section A Reference and administration details

Charity name YOU AND ME PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1161960

Charity's principal address

The Cabin, Church of Our Saviour	
Aston Place, Chelmer Village	
Chelmsford, Essex	
Postcode	CM2 6ST

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	Peter Gordon	Chairperson		
2	Keeley Kirk	Secretary		
3	Laura Miller	Treasurer	01/06/20 – 31/08/20	
4	Razvan Badan	Treasurer	01/09/19 – 01/06/20	
5	Joanna Brown			
6				
7				
8				
9				
10				
11				
12				
13				
14				
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)

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Section B Structure, governance and management

Description of the charity's trusts

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

CIO Constitution adopted at the charity AGM on 26/06/2018.

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

Pre-School Learning Alliance association consisting of members

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

Trustees are appointed or reappointed annually at the Annual General Meeting

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.

You & Me Pre-school is a non-profit making organisation and a registered Charity, and it became active as a CIO (charitable incorporated organisation) on 7th Dec 2017 – registered charity number 1161960.

You and Me Pre-School CIO, was registered with Ofsted on 7th Dec 2017, with a setting reference number of EY546639.

All trustees have to do the following for their induction into the Pre-School Committee;

1. Read and understand the adopted constitution
2. Be shown the You & Me Pre-Schools Policies and Procedures, in order that they can be referenced when required
3. Read the EYFS (Early Years Foundation Stage)
4. Complete OFSTED EY2 form, and DBS check
5. Be given copies of Committee and Staff structures and contact lists
6. Updated on forthcoming events and current issues and tasks.

You & Me Pre-School is a non-profit making organisation and a registered Charity. Since December 2017 we have been operating as a charitable incorporated organisation (CIO) - You and Me Pre School CIO – registered charity number 1161960.

The Pre-School is a member of the Early Years Alliance, and the manager participates in local Sub-Committee meetings, and signposts parents and practitioners to the support services available. Staff and the Committee attend Early Years training, briefings and regularly consult its publications.

The charity rents its premises from 'The Church of Our Saviour'.

The charity's Policies and Procedures are all reviewed and updated at least annually.

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

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.**
6. **Furthering the aims of the Pre-School Learning Alliance.**

You & Me Pre-School provides a much-needed service for the local community as well as giving the children that attend a great start. 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;** Our setting works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. All the correct policies and procedures are in place to ensure that optimal care and safety is achieved.
2. **Promoting their education and promoting parental involvement.** By using the EYFS framework, we promote teaching and learning that ensures children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundations for school and through life. We have a specially tailored curriculum designed to achieve approved 'learning outcomes' of the EYFS: Personal, social and emotional development, Mathematics, Knowledge and understanding of the World, Physical development and Creative development. Children benefit most when parents and the Pre-School work together in partnership. We actively encourage parental involvement in their child's education, management and governance of the setting. Research shows that it can be a great benefit for children, who achieve more when their parents are involved in their education from a young age. Parents benefit from being given opportunities to meet like-minded people, develop close social networks and forge links in the local community - especially beneficial to parents who have recently moved to the area.
3. **Promoting their health and wellbeing;** Children's earliest years are recognised as vital in enabling them to reach their full potential. In our setting the children have the opportunity to increase confidence and independence, to enable them to make decisions for themselves and be responsible for their actions, to have fun and build friendship with other children. The children receive individual care and attention, which is made possible by our high ratio of adults to children. The children receive reassurance, appropriate praise and encouragement to try new activities in a safe and supportive environment. The Pre-School has staff trained and with experience in the following areas; working with children with behavioural problems, working with children with speech and language and communication needs, working with children on the Autistic spectrum, working with children with allergies and special education needs.
4. **Providing services to support them and their families and carers;** By providing early years care and education we are enabling children's growth and development, as well as supporting their family to return to work, which benefits the community in many ways. All children have the support of a personal key-worker as we believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach

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)

benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence and staff are committed.

5. **Providing services to individuals holding membership of the CIO;** Membership of the charity applies to all parents. Studies have revealed that Pre-Schools are much more than just nurseries or playgroups to members i.e. parents. The Pre-School Staff and committee also offer families practical and emotional support, valuable information, training and employment opportunities, help and advice on parenting, education, health, social security and housing matters. The Pre-School encourages and support parents to play an active part in the governance and management of the setting. The elected trustees are mainly parents of children who attend the setting. Membership gives parents the opportunity to shape the services the Pre-School provides, this benefits the child and family because it means that parents receive the right childcare for their needs. Parents who actively participate in the management and governance of the setting and the fundraising gain a sense of achievement and self-satisfaction by participating in rewarding work for a good cause, and giving something back to their local community. On a professional level, for parents actively involved in the Committee and the running of the Pre-School, it provides a chance for them to keep their minds active, learn new skills, and help them to return to work.
6. **Furthering the aims of the Pre-School Learning Alliance.** All children who attend the Pre-School, its members, employees and associates benefit from the Pre-Schools membership of the Pre-School Alliance.

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.

The Pre-School is reliant on the services of Volunteers who give up their time to be members of the Committee. We rely heavily on them to not only help with the general running and devolvement of the Pre-School but also to maximise the use of their skills and experience in an assortment of disciplines such as Fundraising.

Given the ratios of parents (of children attending the Pre-School) to non-parents that we have to observe as members of the Committee, our occupancy levels are very important, During the year ended 31st August 2020, our occupancy levels were lower than in previous years but, nevertheless, we were able to satisfy the ratio mix.

The Coronavirus pandemic and the related Government regulations imposed led to the closure of the Pre-School from the close of business on 23rd March 2020. Although we had hoped to re-open in July 2020 when the restrictions were eased, there was not the demand from the parents to do so and we remained closed beyond the end of the academic and financial year (31st August). We re-opened on 7th September 2020.

During lockdown the dedication of the management team was invaluable in addressing the almost daily changes to lockdown regulations affecting the Setting and, although COVID impacted significantly on our financial performance (no ability to hold fundraising events etc), we remain positive that these events of 2020 should not prevent us from continuing to operate successfully.

Summary of the main achievements of the charity during the year

Financial Summary

The financial year for the charity was 1st September 2019 – 31st August 2020. **The performance was affected significantly by the impact of the Coronavirus pandemic and the closure of the Pre-School from 23 March until the end of the financial (and academic) year**

This financial year had a good starting financial basis, with a starting balance of £32,463 plus £15,025 in the reserve funds.

1. The Pre-School finished the financial year with a small profit of £3,927. Staff costs remain largest part of Pre-School expenditure (86%). The Committee decided that we would continue to pay staff at their normal rate during the closure as we were led to believe by the Department for Education (DfE) that we would be eligible to receive 80% of our monthly salary bill by way of the Government's contribution under the Coronavirus Job Retention Scheme (CJRS). However, the DfE made a U Turn on this at the point of our submitting our first claim and, under the new regulations; we were able to claim ONLY 22% of salaries under the CJRS. This had a significant impact on our financial performance.
2. The Pre-School finished the summer term with an occupancy level of 59% and this is reflected in the profit for the year.
3. The session fees for this academic year remained at £13 for the 2.5 hour session and £15.50 for the 3 hour sessions. This fee structure has been in effect since September 2018
4. Staff salary increases were frozen this year due to COVID, although the childcare rates of pay remain at top levels to equivalent level 2/3 practitioners' pay across Essex.
5. Fundraising income was impacted negatively due to the Coronavirus lockdown and our inability to stage our usual events. We report £3,391 of fundraising income for this financial year. Purchases made from fundraising include books for children's Christmas gift, a new clear sand and water tray, new space and ocean play mats and accompanying toys.

Charities Management. The Charity had between 4 - 5 trustee members at any time (out of 12 available committee positions). The day-to-day management of the Pre-School is carried out by the Pre-School Manager and the Business Manager.

During the COVID lockdown physical Committee meetings were not permitted and electronic methods (Zoom etc) were not possible. The Manger, Business Manager and Chairman were in almost daily contact by telephone and were able to address all of the issues imposed by the Government and keep parents advised. Committee members were advised personally of the developments through regular telephone updates.

However, few 'normal' day to day activities arose during lockdown e.g. no fundraising events or day trips etc were possible.

Main Routine Annual Tasks completed;

- Pre-School's CIO Charity commission Report & Financial report for 2019/20
- Renewal of Pre-School Insurance: liability, indemnity and contents
- OFSTED and Pre-School Alliance memberships
- Staff and committee DBS checks
- Staff contracts
- Pre-School Fees review

- Communication to Parents – Newsletters, Letters, Facebook posts, Website and, during lockdown, E Mail communications were prevalent.
- Running of the website and Facebook
- Half Termly Committee Meetings were not possible – see above

Additional Tasks Completed by Committee:

- **ICO** – The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.
- **Pre-School Trip.** The annual Pre-School trip was not possible during lockdown.

IT & Website. Facebook is now the most commonly used form of online communication. The Pre-School website remains a point of reference in terms of contact details, policies and applying for a place on the waiting list.

Admissions. We started the academic year with an occupancy level of 48% and finished on 59%. Due to the closure of the pre-school on the 23rd March until the end of 2019-20 academic year we were unable to increase our occupancy level with new starters for the summer term as has happened in previous years.

COVID. The impact of COVID on the operation of the pre-school was dramatic given that we were forced to close for many months yet had to keep everything going 'underneath the surface' in accordance with the Government's rapidly changing regulations.

This was achieved by the significant and almost daily involvement of the Management Team, in particular the Manager and Business Manager.

A great deal of work was undertaken in the understanding and application of the many and varied requirements set out by the Government and, of course, all of this work was unique as we have never faced such a situation previously.

As mentioned above, at the beginning of the lockdown closure we took the decision to continue to pay our staff based on the premise that we would be eligible to receive the benefit of the Government's Coronavirus Job Retention Scheme (CJRS). However, the parameters of the scheme were changed some weeks later by the Department for Education that rendered us eligible for only a greatly reduced level of support but we continued to pay our staff as agreed.

In addition to the above scheme, we were eligible to receive a Small Business Grant and were helped by our landlords with a rent holiday arrangement. All of these things allowed us to keep the business afloat.

In addition to our involvement in adhering to the various regulations, the Management Team did an incredible job in maintaining contact with the staff and, importantly, the parents of our children. This served to ensure that everyone was kept advised of the ongoing daily situation with Pre-School. In addition we were able to ensure that the welfare of everyone concerned was acceptable and we were able to provide advice and guidance to parents regarding the ongoing development of their children whilst at home.

The lockdown also gave rise to the need to defer our AGM until the various COVID restrictions were eased to allow a physical meeting which, after consultation with the Charities Commission, took place at the end of September 2020.

In spite of all of the disruption we were able to overcome all the difficulties thrown up by this unique situation and are confident that we will be able to continue to provide this valuable community service for the foreseeable future.

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Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-School aims to hold 3 months' worth of running costs in the reserve account. This is to maintain a reasonable level of reserves to cover unforeseen circumstances and is under regular review.

The opening balance of the reserve account for 2019/20 was £15,025. The Committee agreed to transfer £8,500 to the reserve account at the end of 2018/19. This transfer was actioned in September 2019 and has increased the reserve account to £23,562, helping to secure the pre-school's ability to cover 3 months running cost.

Details of any funds materially in deficit

Not applicable

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 charity's principal source of funding is from the Early Years Government Funding which applies to all children from the term after their 3rd birthday. This is paid by Essex County Council.

Another key source of income for the charity are the fees charged for all children not yet eligible for the government funding.

Fruit 'n' Photo fund - A voluntary donation is requested from those whose children are funded by the government grant to help cover costs of snacks and other items consumed at the Pre-School.

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)

P.D. Gordon

Full name(s)

Mr Peter Donald Gordon

Position (eg Secretary, Chair, etc)

Chairperson

Date

21/5/21



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name
YOU AND ME PRE-SCHOOL

On accounts for the year ended 31/08/2020 **Charity no (if any)** 1161960

Set out on pages (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:


- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:  **Date:** 21/5/2021

Name: ADAM HOTSON

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

Address: Office 2 The Reach, 687-693 London Rd, Westcliff on Sea, Essex. SS0 9PD