



YOU AND ME PRE-SCHOOL	1161960
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## Receipts and payments accounts

CC16a

For the period from	01/09/2024	To	31/08/2025
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
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
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>138,775</b>	<b>-</b>	<b>-</b>	<b>138,775</b>	<b>124,003</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>138,775</b>	<b>-</b>	<b>-</b>	<b>138,775</b>	<b>124,003</b>

### 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
<b>Sub total</b>	<b>128,592</b>	<b>-</b>	<b>-</b>	<b>128,592</b>	<b>112,223</b>

### A4 Asset and investment purchases, (see table)

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

<b>Total payments</b>	<b>128,592</b>	<b>-</b>	<b>-</b>	<b>128,592</b>	<b>112,223</b>
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<b>Net of receipts/(payments)</b>	<b>10,183</b>	<b>-</b>	<b>-</b>	<b>10,183</b>	<b>11,780</b>
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<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>A6 Cash funds last year end</b>	<b>88,534</b>	<b>-</b>	<b>-</b>	<b>88,534</b>	<b>76,754</b>
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<b>Cash funds this year end</b>	<b>98,717</b>	<b>1</b>	<b>-</b>	<b>98,717</b>	<b>88,534</b>
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CC16a Receipts and Payments

10/06/2025

## 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	-	-
	<b>Total cash funds</b>	<b>98,717</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	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	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	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

<b>Report to the trustees/ members of</b>	Charity Name YOU AND ME PRE-SCHOOL		
<b>On accounts for the year ended</b>	31/08/2025	<b>Charity no (if any)</b>	1161960
<b>Set out on pages</b>	(remember to include the page numbers of additional sheets)		
<b>Respective responsibilities of trustees and examiner</b>	<p>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.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• examine the accounts under section 145 of the Charities Act,</li><li>• 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</li><li>• to state whether particular matters have come to my attention.</li></ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <ol style="list-style-type: none"><li>1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none"><li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li><li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act</li></ul>have not been met; or</li><li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li></ol> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
<b>Signed:</b>		<b>Date:</b>	15/06/2026
<b>Name:</b>	ADAM HOTSON		
<b>Relevant professional qualification(s) or body (if any):</b>	FCCA		
<b>Address:</b>	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
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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 16/07/2024
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 7<sup>th</sup> Dec 2017 – registered charity number 1161960.

You and Me Pre-School CIO, was registered with Ofsted on 7<sup>th</sup> 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.

## 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

Summary of the main achievements of the charity during the year

### Financial Summary

The financial year for the charity was 1<sup>st</sup> September 2024 – 31<sup>st</sup> 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

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.

<p><b>Christmas &amp; Summer Fayre.</b> The Christmas Fayre in December 2024 and Summer Fayre &amp; 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.</p> <p><b>Session Fees –</b> The Early Education Funded Rates for Essex were increased in April 2025 by 11p per hour for FEE2W and 31p per hour for FEE3&amp;4.</p> <p><b>ICO –</b> The Pre-School renewed its registration with the Information Commissioner's Office (ICO) as per the GDPR law. Ref number ZA431694.</p> <p><b>Other –</b> We made changes to the Terms and Conditions document to all Parents/Carers, specifically to include a section on parent conduct.</p>
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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. 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 3<sup>rd</sup> 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