



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month September	Year 2022		Day 31	Month August	Year 2023

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

The June Farmery Building	
Water End Road, Potten End	
Berkhamsted, Hertfordshire	
<b>Postcode</b>	HP4 2QW

### 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	Steven Haydon	Treasurer	Re-Appointed at GCM 07/12/22	
2	Tom Gough	Chair	Re-Appointed at AGM 07/12/22	
3	Nykkol Phillips		Re-Appointed at AGM 07/12/22	
4	Sarah Dalton	Pre School Manager	Appointed 08/07/22	
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17				
18				
19				
20				

## Section B

## Structure, governance and management

### Description of the charity's trusts

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

Constitution

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

Charitable Incorporated Organisation (CIO)

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

Elected by Trustees at any time, or by Members at a 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.

N/A

## Section C

## Objectives and activities

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

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

**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)**

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

In considering these activities the **trustees have had regard to the guidance issued by the charity commission on public benefit.**

**Additional details of objectives and activities (Optional information)**

N/A

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

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

## Trustees of Potten End Pre-School Association Annual Report for the period 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023

We've had some good developments and changes to the school in the last year.

Firstly in relation to staffing, we've had some good recruitment and strengthening of our team, with 4 new employees joining the staff following some staff turnover in the last year. They've all settled excellently into the team and gives the school good stability and consistency moving forward.

We've made some good improvements to the school facilities, with replacement of the fencing and the complete renovation of the garden area. This is now a much more usable and attractive space, all thanks to the wonderful fundraising in Gaynor's memory.

We face a challenging landscape with changes to childcare funding and the fact that rate increases for funded spaces of our usual cohort are no longer the focus for local government, along with increased running costs due to inflation. The focus of the Pre-school has always been to provide high quality, affordable childcare and so there has historically been a reliance on grants and fundraising. Grant application criteria has become stricter and with a bare trustee team we are more limited in fundraising that can be done.

All current Trustees are now looking to handover roles at the end of 2024, following 4 years of committee positions. There has unfortunately been very little to no interest from parents in previous years in taking positions. Due to the commitments of the current trustees outside of their pre-school roles, we are unable to provide support beyond essential services. Hopefully throughout the year there will be interest in people joining the committee and a handover to a new parent committee at the end of the year.

**Tom Gough**  
**Committee Chair**

### Pre-School Manager's Report

The school year has been a busy one and one in which we have seen changes in regards to staffing, as well as families requirements.

Our main challenges this year have been staffing and recruitment. This has not been exclusive to just us as a setting but significantly within early years. This has meant a strain on the team to cover and push through the best way we can. After a period of time, we have recruited 2 new members of staff, both Level 3 qualified: Kellie Nokes and Katie Stevenson. Two further staff left in the summer term requiring us to recruit further. We employed Helen Rowe, level 2 qualified who joined us towards the end of summer term and Dawn Hopps, level 3 qualified who will be joining us in the September term. We continue to be positive about the team moving forward.

Do  
cu We continue to see lots of interest in the pre-school from families and have welcomed new children throughout the year.  
m As we entered a new year, our staff team were supporting each other as children's numbers continued to grow. As a  
e result of this, staffing was a challenge at times. Both Kay and I covered to help as much as possible and it's a credit to the  
t team that we were able to get through, working together under such circumstances. It has been a busy year.

Cl  
as This year we decided to update the garden portion of the playground into a more usable and visually appealing area. This  
sif means we are able to really utilise the space and use it more frequently to offer a rich learning environment and quiet  
ca space too. We also had new fencing erected which makes a huge difference to the overall look of the outside space.

tio  
n: We continue to have our celebrations/festivities but in a slightly new way; inviting parents for a play session and get  
Int together rather than a nativity. Families continue to support and help where needed but finding members to join the  
er committee is still proving difficult.

na  
l We continue to balance the intake of children to ensure that we have enough 2 year old children into the autumn term as  
US we lose the UPS children in September. As more children attend using 30 hours funding, this limits the amount of spaces  
e available to offer families, effectively reducing our overall number of families, which entail effects fundraising capabilities.

Tr  
us It has been a difficult year; we continue to strive to provide the best care and learning opportunities, despite the  
te challenges. Our focus remains on this and for the team to gel and remain a strong unit.

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**TAR**

Section E

Financial review

Brief statement of the charity's policy on reserves	The charity keeps sufficient reserves to fund the orderly closure of the Pre-School in the event its ongoing operation ceases to remain financially viable.
Details of any funds materially in deficit	N/A.

Treasurers Report  
For the period 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023

The Pre-School has

- a Main fund which is used for collection of fees and to pay salaries and ongoing running costs; and
- a Deposit fund which holds all surplus cash which is reviewed regularly with transfers made in and out of the main fund to ensure sufficient funds are available for day to day operations. Interest is earned on the deposit fund.

Main Fund

For the year ending 31 August 2023 the Main fund opened with a balance of £36,342 and closing balance of £10,595, this represents a net reduction in funds of £25,747. £25,000 was transferred to the Deposit account to allow interest to be earned on these funds.

The main account closed with a balance of £10,595.

Deposit Fund

For the year ending 31 August 2023 the Deposit fund opened with a balance of £24,459 and increased by £28,731. £25,000 was transferred in from the main account.

Fundraising income totaled £3,617, a reduction of £1,466 from prior year. The Deposit account closed with a balance of £53,190.

Overall Financial performance

The Pre School children numbers for the final term reduced from 37 to 29, the number of weekly sessions provided decreased from 216 to 195. The school operated throughout the year 1 less staff member than budgeted,

Fee income overall was £117,169, compared to £111,244 for the prior representing an increase of £5,925. The increased income was a combination of increased sessions over the year (although final term numbers were down over Autumn & Spring terms were higher than last year) as well as an increase in funding rates and price increases applied to private fees. Total income was £121,497, compared to £123,860 in prior year, represents a decrease of £2,363 in year, prior year incomes were higher than normal due to higher fundraising incomes as well as Grant incomes received in prior year. We made a grant application this year which was unfortunately rejected.

We were impacted by the National Living Wage increases & National Insurance contribution increases, Staffing levels were the same as prior year for the majority of the year (1 below budgeted) however we have ended the year with appointments which give us full staffing quota going into FY24 All of these factors resulted in increased salary costs. Staff costs for the year were £102,109, compared to £99,700 for the prior year, an increase of £2,409.

Total expenditure was £118,283 compared to £117,373 for the prior year, an increase of £910. Expenditure was low this year as fencing works were carried out over the summer but not completed and paid until September. These costs of £2,850 have therefore been incurred in FY25. It was agreed to keep project expenditure to a minimum due to the lack of grant support as well as the financial pressures incurred from high inflation.

The accounts will be submitted to Streets Chartered Accountants for Independent Examination subject to AGM approval.

Steven Haydon  
Treasurer

Section F

Other optional information

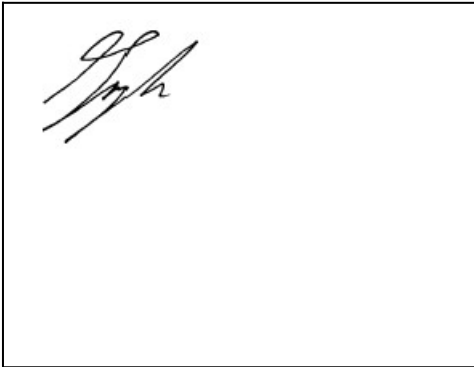
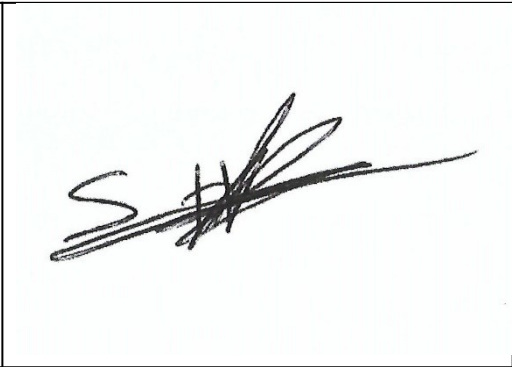
Section G

Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)

Full name(s)

Tom Gough

Steve Haydon

Position (e.g., Secretary, Chair, etc)

Chair

Treasurer

Date

05/02/24



Receipts and payments accounts

CC16a

For the period from	1st June 2022	To	31st May 2023
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations, Legacies and other similar receipts	72,886		-	72,886	-
Operating Activities to further Charities objectives			-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	72,886	-	-	72,886	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	72,886	-	-	72,886	-
<b>A3 Payments</b>					
Charitable payments - charitable activities	6,038		-	6,038	-
Charitable payments - management and administration	60,939		-	60,939	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	66,977	-	-	66,977	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	66,977	-	-	66,977	-
<b>Net of receipts/(payments)</b>	5,909	-	-	5,909	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	80,948	38	-	80,986	-
<b>Cash funds this year end</b>	86,857	38	-	86,895	-

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Balance in Current Account	15,720	38	-
	Balance in Deposit Account	71,137		-
		-	-	-
	<b>Total cash funds</b>	86,857	38	-

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



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	Balance in Current Account	15,720	38	-
	Balance in Deposit Account	71,137		-
		-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>86,857</b>	<b>38</b>	<b>-</b>

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

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

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

	Details	Fund to which	Amount due	When due
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



G. J. MORAN





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Main Street Community Church

On accounts for the year  
ended

31<sup>st</sup> May 2023

Charity no  
(if any)

1162138

Set out on pages

CC16a pages 1 and 2

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:

Judith M T Kent

Date:

4/1/24

Name:

JUDITH KENT

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

<b>Address:</b>	35 Ennerdale Brwe
	Frodsham
	Cheshire WAB TLF.

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**