

SUNNINGWELL PRE-SCHOOL

Registered Charity Number 1164257

ANNUAL REPORT AND

RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

SUNNINGWELL PRE-SCHOOL

INDEX TO ACCOUNTS

	Page
Trustees Annual Report	2-4
Independent Examiner's Report	5
Receipts and Payments Accounts	6
Balance Sheet	7
Notes	8

SUNNINGWELL PRE-SCHOOL

Trustees' Annual Report for the year ended 31st March 2023

The Trustees present their report together with the financial statements of Sunningwell Pre-School for the year ended 31st March 2023.

Reference and Administrative Details

The charity is registered with the Charity Commission, number 1164257. It operates under the name Sunningwell Pre-School.

Trustees

The following Trustees served throughout the period under review:

Helen Johnson (resigned April 2023)
Leila Rawes-Barton (Chair) (appointed February 2022)
Elizabeth Fletcher (Secretary)
Rebecca Myatt (Treasurer, appointed May 2022)
Sharlene Matharu (appointed May 22)
Jamie Smith (appointed October 22)
Lisa Thornton
Bet Knight

Principal Address

Dark Lane
Sunningwell
Oxon
OX13 6RB

Introduction and Overview

The Charity constituted under the Pre-School Learning Alliance Constitution

Appointment of Trustees

New Trustees are identified and appointed by existing Trustees, having been selected by virtue of their suitability. All Trustees are made aware of their responsibility to the Trust.

SUNNINGWELL PRE-SCHOOL

Trustees' Annual Report for the year ended 31st March 2023

Summary of the Main Achievements of the Charity During the Year

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

The Pre-school aims to:

- Stimulate the development of local children aged 2 to 4 through play and early education
- Help these children to gain social skills
- Create a sense of belonging to the local community.

Summary of the Main Achievements of the Charity During the Year

The pre-school's purpose is to nurture happy, confident, independent learners who are excited to discover the world around them. The pre-school continues to receive excellent feedback from parents and each year, we are proud to send our leaving class off to primary school knowing that they are well prepared. Our forest school sessions remain very popular and well-enjoyed by the children and we have benefited significantly in past years from MOD grants to improve this space. We work closely with our neighbouring primary school to collaborate on relevant topics. We engage our parents informally at pick-up and drop-off, we ask for feedback when we issue the children's annual reports, and we invite parents to join the AGM to express their views.

Our key achievements of the year have been:

1. Improvement of the financial health of the pre-school

As noted in our previous year's report, the pre-school made a small financial loss last year. This was due to low pupil numbers, which had not fully recovered post-Covid. Furthermore, the inflationary environment in the macro-economy increased costs, which were not reflected in the hourly rate paid for funded places by the City Council.

The Pre-School Committee recognised this issue and put in place a number of measures to attract more pupils and avoid the need to reduce staffing. We are pleased to report that pupil numbers have recovered well and, although a small loss was made this year of £2,183, the financial position is better than last year and we aim to improve even further next year.

Specific measures that were taken included:

- More active promotion of the pre-school on social media and other channels
- Opening a tots-play session after school on Friday to better connect with local parents who will be looking for pre-school provision in future
- Increasing the duration of the school day by 30 mins (optionally) to better align with the neighbouring primary school to make it easier for parents at pick up. This measure also increases our revenue

SUNINGWELL PRE-SCHOOL

Trustees' Annual Report for the year ended 31st March 2023 (continued)

- Fees were increased moderately for the school year starting September 2022, after considering inflation and benchmarking against other local pre-schools. The Committee is committed to keeping fees affordable for our local parents
- 2. Improvement of the physical environment of the pre-school, including fund-raising activity

We were able to return to in-person fundraising activities this year, after a hiatus during Covid restrictions. We held a number of activities, including sales of Pre-school branded tea-towels (which were very popular as gifts) and raffles. The highlight of the year was the pre-school Christmas Fair. This was well attended by members of the public – both parents of the school but also people from the wider community. We also benefited from generous donations from local businesses of food and raffle prizes. We raised over £900 from fundraising. All fund-raising has been reserved for improving the physical environment of the school.

Specific improvements this year include:

- Renovating the outdoor space to create a small garden and replacing equipment that had become tired
- Redecorating some walls internally
- Replacing rugs and furniture, which had become tired

3. Staff

Staff development and opportunities for ongoing learning is important to the Pre-school. Two members of staff are working towards NVQs. We increased wages in line with historic inflation rates in Q1 FY22/23 or in line with the minimum wage as relevant. Inflation during the period was higher than historic rates, and the Committee will look to increase staff salaries further for the next financial year, assuming sufficient budget headroom.

SUNINGWELL PRE-SCHOOL

Trustees' Annual Report for the year ended 31st March 2023 (continued)

Policy on Reserves

The Trustees aim to hold a reserve of £50,000 to cover staffing costs during the summer holidays and to meet unexpected expenditure.

Declaration

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

Signed on behalf of the Charity's Trustees

.....

Leila Rawes-Barton (Chair)

Date: 8 November 2023

Independent Examiner's Report to the Trustees of Sunningwell Pre-School

I report to the trustees on my examination of the accounts of Sunningwell Pre-School for the year ended 31st March 2023 which are set out on pages 6 to 8.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 or the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

S J Bates FCA CTA
10 Broad Street
Abingdon
Oxon
OX14 3LH

Date: 25th January 2024

SUNNINGWELL PRE-SCHOOL

Receipts and Payments Accounts for the year ended 31st March 2023

	Unrestricted funds	Restricted funds	2023	2022
Receipts				
Fees received	85,644	2,111	87,755	84,693
Interest	1	-	1	1
Grants	-	-	-	-
Donations/Fundraising	1,067	-	1,067	134
Other	-	-	-	9,360
Total receipts	86,712	2,111	88,823	94,188
Payments				
Uniform	-	-	-	210
Salaries	70,797	1,504	72,301	77,931
NI	-	-	-	-
Pensions	1,937	-	1,937	1,827
Rent	5,293	-	5,293	2,408
Insurance	994	-	994	965
Telephone	885	-	885	885
Meals	1,682	-	1,682	2,039
Snacks	1,205	-	1,205	1,064
Teaching supplies	2,328	37	2,365	1,007
Training	325	-	325	1,723
Fundraising costs	590	-	590	-
Accountancy	1,140	-	1,140	1,110
Repairs	293	-	293	1,855
Outdoor classroom	-	-	-	11,381
Ofsted	192	-	192	254
Petty cash/sundries	1,209	595	1,804	2,381
Total payments	88,870	2,135	91,006	107,040
Net surplus / (deficit)	(2,158)	(25)	(2,183)	(12,852)
Funds transferred	-	-	-	-
Funds brought forward	71,825	3,776	75,601	88,453
Funds carried forward	69,667	3,751	73,418	75,601

SUNNINGWELL PRE-SCHOOL

Balance Sheet for the year ended 31st March 2023

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Current Assets				
Cash at Bank and in Hand	69,667	3,751	73,418	75,601
	69,667	3,751	73,418	75,601
Net Current Assets	69,667	3,751	73,418	75,601
Net Assets	69,667	3,751	73,418	75,601
Funds				
General Funds	69,667	3,751	73,418	75,601
	69,667	3,751	73,418	75,601

Approved on behalf of the trustees on 8 November 2023 and signed on their behalf by

Leila Rawes-Barton (Chair)

SUNNINGWELL PRE-SCHOOL

Notes to the accounts for the year ended 31st March 2023

1. These accounts have been prepared on a receipts and payments basis.

2. **Restricted funds**

	Balance at 01.04.2022	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31.03.2023
OCC DAF funding	-	1,449	(1,449)	-	-
OCC Deprivation funding	-	347	(347)	-	-
Other OCC Funding	-	315	(315)	-	-
MOD Grant	3,776	-	(25)	-	3,751
	3,776	2,111	(2,136)	-	3,751

	Balance at 01.04.2021	Incoming resources	Outgoing resources	Transfer between funds	Balance at 31.03.2022
OCC DAF funding	-	1,845	(640)	(1,205)	-
OCC Deprivation funding	-	882	-	(882)	-
Winter Grant	-	-	(240)	240	-
MOD Grant	16,077	-	(12,301)	-	3,776
	16,077	2,727	(13,181)	(1,847)	3,776