



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month September	Year 2021		Day 31	Month August	Year 2022

Section A Reference and administration details

Charity name Potten End Pre-School Association

Other names charity is known by

Registered charity number (if any) 1168430

Charity's principal address

The June Farmery Building	
Water End Road, Potten End	
Berkhamsted, Hertfordshire	
Postcode	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	Ian Geddes	Secretary	Resigned as of 15/12/21	
5	Victoria O'Sullivan		Resigned as of 21/01/23	
6	Darren Herbert		Resigned as of 21/01/23	
7	Rebecca Geddes		Resigned as of 07/12/22	
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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

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 and
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)

The development and education of children and young people in particular by:

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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
1st September 2021 to 31st August 2022**

This year we unfortunately had the traumatic impact of the sudden death of Gaynor in the spring term. Gaynor was a much loved member of staff by staff, parents and children alike, and her loss will always be felt. It has been a difficult time for everyone since her death, and I want to thank all of the staff for dealing with such a sad and upsetting event so well, especially in the way they've continued to care for and support the children in the same exemplary way they always have done, and I know always will.

As a result of the fundraising in Gaynor's memory, we've been able to buy a bench, tree and completely refurbish and re-design the garden area. This is a long-lasting improvement that children over years and years will feel the benefit of and contribute towards what the Pre-school can offer, and I think serves as a wonderful tribute to the wonderful care Gaynor showed to so many children. I'd like to thank Treasurer Steve Haydon and Vinnie, Steve's landscape gardener friend, who worked solidly on the garden work and are the reason it looks so wonderful, despite being slowed down by my occasional efforts to help!

Other refurbishment work included the completion of work to upgrade the UPS room and a new, larger storage shed, which was funded by a grant from Dacorum council. Big thanks to Sarah and Kay's husbands for helping with this work, including setting the concrete for the case and to everyone in getting the shed up.

We have also seen some change in staff, with Claire and Kellie leaving. We wish them all the best of luck for the future. Kellie Nokes and Katie Stevenson joined us in the autumn term and are settling into PEPS life well.

We unfortunately lose some Trustees from the committee this year. I'd like to thank Darren, Victoria and Rebecca for all of their hard work and support in their various roles. We are looking for new trustees to join the committee and help building on the work of the last few years. We would like to develop our fundraising capabilities and to do so, we need volunteers to join the committee. We also have vacancies for a secretary and health and safety position. These are wonderful opportunities to get to experience the work the committee do and stay connected to the school.

Steve, Nykkol and I will all be standing for re-election, with Steve and I staying on as Chair and Treasurer. Thank you for all their work in making the pre-school what it is today and all their hard work.

Financially we have bounced back well from the uncertainties following Covid and it's aftermath and are now running to similar levels as we were prior to Covid. This year we have a slight operating loss as a result of a drop in fundraising income. This is something we are looking to build on next year and return to our previous patterns of fundraising activities, such as a summer fete.

I'd personally like to thank our manager Sarah as well for everything she's done this year with the school. It's been wonderful to see her implement her plans and improvements since joining last year. Following the aftermath of Covid and it's impacts at the end of last year, and with the tragic loss of Gaynor this year, she has been a constant support and kept everything together despite these challenges. She is wonderful and easy to work with and does so well with the particular nature and challenges of running a charity pre-school, and we couldn't do what we do without her.

Looking forward, we are going to continue to re-furbish the outdoor play space and apply for further grants to work on other projects to improve the Pre-school and continue with the PEPS mission to provide nurturing and supportive affordable care for children.

Tom Gough
Committee Chair

Pre-School Manager's Report

We began the autumn term with me in place as manager and all existing staff returning. We welcomed children and families back, it was wonderful to see so many happy returning children and for me to begin to get to know everyone. We also welcomed new families to the setting and for them to settle well and begin to explore their first pre-school experience.

During this first term we all settled into routine as well as continue to navigate Covid restrictions and ensuring policies and procedures were followed and updated as necessary. We had one positive case in a child and one positive case of a staff member during this term. All guidelines were followed. Staff coped extremely well with the circumstances. We said goodbye to Julie Bruvelis the pre-school admin after many years of working at the pre-school. We ensured a smooth transition of responsibilities.

The spring and summer term brought a very difficult time for the pre-school team. We very sadly and suddenly lost a member of the team. Gaynor was very much a part of the pre-school and is truly missed. We navigated our way through not only our grief, but how best to support the children during this time. The team have had a huge amount to deal with and have done so impeccably, while remaining a constant for the children and families. We continue to build our team again both in numbers and emotionally.

Summer term brought the transitions as usual for those children leaving us to go on to school or school nurseries. Despite the difficulties faced, the pre-school continues to be a rich, learning environment with many opportunities for the children to expand in their thinking and development. We said goodbye to Claire Sexton, a practitioner, at the end of summer term who decided now was the right time to retire.

Covid restrictions were reduced further and all guidelines in place by the Government and Local Authority no longer apply. We continue to monitor cleaning/sanitising routines and continue with children washing hands when arriving as part of our own good hygiene practices. We also continue with drop off and collection of children at the 2 main doors, this practice works for us. The children are settled this way and have ownership of their own space just for them. There have been no safeguarding cases.

Sarah Dalton
Pre-School Manager

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 1st September 2021 – 31st August 2022

The Pre-School has

- a Main fund which is used for collection of fees and to pay salaries and ongoing running costs; and
 - a Friends fund which is built using fundraising activities and used to pay for ad-hoc investment in the Pre School.
- As a result of the financial pressures brought about by the COVID-19 pandemic, the Friends remains as the reserve account

Main Fund

For the year ending 31 August 2022 the Main fund opened with a balance of **£33,997** and closing balance of **£36,342**, this represents a net income generated of **£2,345**.

The Pre School children numbers for the final term remained at 37, however the number of weekly sessions provided increased from 200 to 216. The school operated throughout the year 1 less staff member than budgeted,

Fee income overall was £111,244, compared to £106,196 for the prior representing an increase of £5,048. The increased income was a combination of increased sessions as well as an increase in funding rates and price increases applied to private fees. Total income was £123,860, compared to £128,905 in prior year, an decrease of £5,045 in year, prior year incomes were higher than normal due to the community fund raising and donations of £10,080 that were received due to the potential closure of the Pre School in December 2020

We were impacted by the National Living Wage increases & National Insurance contribution increases, Staffing levels were the same as prior year (1 less than budget) with a Pre School manager appointed in September 2021, All of these factors resulted in increased salary costs. Staff costs for the year were £99,700, compared to £91,988 for the prior year, an increase of £7,712.

Total expenditure was £117,373 compared to £105,108 for the prior year, a increase of £12,265. Expenditure was particularly low prior year as there was still nervousness around Covid and the risk of school closures. This year we returned to normal spending levels for general expenses & invested in the Ups room as well as procuring a new shed and replacement door.

The main account closed with a balance of **£36,342**.

Friends Fund

For the year ending 31 August 2022 the Friends fund opened with a balance of **£20,307** and increased by £4,152.

Fundraising income was kept in reserve. The Friends account closed with a balance of **£24,459**.

We were again unable to hold a summer fete this year which severely impacted our fund raising income

Year Ahead

We go into 2022/23 in a much stronger financial position than we have seen for a number of years but still with many challenges being faced. Inflation causing significant cost increases being the main area of concern. We have budgeted a for an in year deficit of £8,135 however this includes £5,000 to be re-invested in enhancements and improvements to the building and outside spaces as well as £2,000 for legal fees to renew the building lease

The accounts have been submitted to Streets Chartered Accountants for Independent Examination and are pending sign off.

Steven Haydon
Treasurer

Section F Other optional information

Section GDeclaration

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	06/12/22	



Receipts and payments accounts

For the period
from

01st September
2021

To

31st August
2022

Section A Receipts and payments

	Main fund to the nearest £	Social fund to the nearest £	Petty cash to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fee income	111,244			111,244	106,196
Donations	785			785	6,143
Grants		6,252		6,252	5,550
Fundraising Income	90	4,878	115	5,083	10,441
Uniform Income	335			335	424
Other Income	150	11	1	162	152
Sub total	112,604	11,141	116	123,860	128,905
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	112,604	11,141	116	123,860	128,905
A3 Payments					
Insurance & Subscriptions	2,205			2,205	2,500
Uniform Expenditure				-	564
Consumables/Stationary/Cleaning	3,442		6	3,448	2,524
Buildings and garden maintenance	3,571	688	30	4,289	2,114
Rent and rates incl. council tax	820			820	74
Payroll and policy services	611			611	668
Staff costs	99,700			99,700	91,988
Staff training	84			84	1,237
Telephone and internet	1,029			1,029	866
Electricity and water rates	1,912			1,912	1,781
Fundraising costs		123	3	126	163
Other expenses	3,061		87	3,148	630
Sub total	116,436	812	126	117,373	105,108
A4 equipment, purchases, etc					
Building, office & subsidies work	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	116,436	812	126	117,373	105,108
Net of receipts/(payments)	- 3,832	10,329	- 10	6,487	23,796
A5 Transfers between funds	6,177	- 6,177		-	-
A6 Cash funds last year end	33,997	20,307	91	54,395	30,598
Cash funds this year end	36,342	24,459	81	60,882	54,395

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

Categories	Details	Main fund to nearest £	Social fund to nearest £	Petty cash to nearest £
B1 Cash funds				
	Current Account	36,342	-	-
	Savings account	-	24,459	-
	Cash in Hand	-	-	81
	Total cash funds	36,342	24,459	81
	(agree balances with receipts and payments account(s))	OK	OK	OK



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Potten End Pre School Association

On accounts for the year
ended

31 August 2022

Charity no
(if any)

1164830

Set out on pages

1 to 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: 9/12/2022

Name:

Alan Endersby

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

ACA

Address:

Streets S J Males Limited, Basepoint Business & Innovation Centre,
110 Butterfield, Luton LU2 8DL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None.