



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	September	2022		31	August	2023

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	Sarah Dalton	Pre School Manager	Appointed 08/07/22	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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

Do
cu
m
en
t
Cl
as
sifi
ca
tio
n:
Int
er
na
l
Us
e -
Tr
us
te
d
Pa
rti
es

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:

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 1st September 2022 to 31st 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 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 This year we decided to update the garden portion of the playground into a more usable and visually appealing area. This s 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 We continue to have our celebrations/festivities but in a slightly new way; inviting parents for a play session and get n: together rather than a nativity. Families continue to support and help where needed but finding members to join the Int committee is still proving difficult.

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

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

te
d
Pa
rti
es
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 1st September 2022 – 31st 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. Do£25,000 was transferred in from the main account.

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

CI Overall Financial performance

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

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

e - Tr We were impacted by the National Living Wage increases & National Insurance contribution increases, Staffing levels us were the same as prior year for the majority of the year (1 below budgeted) however we have ended the year with te appointments which give us full staffing quota going into FY24 All of these factors resulted in increased salary costs. d 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

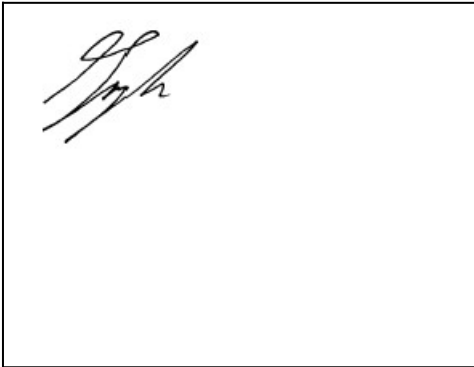
Section F
Other optional information

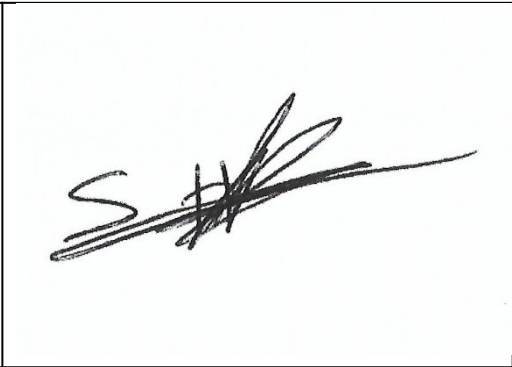
Section G
Declaration

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

Document Classification: Internal Use - Trusted Parties



CHARITY COMMISSION
FOR ENGLAND AND WALES

Potten End Preschool

No (if any)
1164830

Receipts and payments accounts

CC16a

For the period
from

01st September
2022

To

31st August
2023

Section A Receipts and payments

	Main fund to the nearest £	Deposit fund to the nearest £	Petty cash to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fee income	117,169			117,169	111,244
Donations	62			62	785
Grants				-	6,252
Fundraising Income	118	3,214	285	3,617	5,083
Uniform Income	291		9	300	335
Other Income		349		349	162
Sub total	117,640	3,563	294	121,497	123,860
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	117,640	3,563	294	121,497	123,860
A3 Payments					
Insurance & Subscriptions	2,668			2,668	2,205
Uniform Expenditure	355			355	-
Consumables/Stationary/Cleaning	3,336		54	3,390	3,448
Buildings and garden maintenance	1,422			1,422	4,289
Rent and rates incl. council tax	1,058			1,058	820
Payroll and policy services	590			590	611
Staff costs	102,109			102,109	99,700
Staff training	187			187	84
Telephone and internet	1,307			1,307	1,029
Electricity and water rates	2,789			2,789	1,912
Fundraising costs	1,167		10	1,177	126
Other expenses	1,231			1,231	3,148
Sub total	118,219	-	64	118,283	117,373
A4 equipment, purchases, etc					
Building, office & subsidies work	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	118,219	-	64	118,283	117,373
Net of receipts/(payments)	- 579	3,563	230	3,214	6,487
A5 Transfers between funds	- 25,168	25,168		-	-
A6 Cash funds last year end	36,342	24,459	81	60,882	54,395
Cash funds this year end	10,595	53,190	311	64,096	60,882

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	10,595	-	-
	Savings account	-	53,190	-
	Cash in Hand	-	-	311
	Total cash funds	10,595	53,190	311
	(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 2023

Charity no
(if any)

1164830

Set out on pages

1 to 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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: 08/03/2024

Name:

Alan Endersby

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

FCA

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.