



Trustees' Annual Report for the period

Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	September	2023		31	August	2024

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		
2	Tom Gough	Chair		
3	Nykkol Phillips			
4	Sarah Dalton	Pre School Manager		
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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. public limited company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by shareholders)	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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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 2023 to 31st August 2024

This has been a challenging year for the Pre-School with increases in all running costs as inflation hit most areas of expenditure for the Pre-School.

We had staff wage increases disproportionate to HCC funding. The decision was taken not to pass these increased costs to parents in terms of private fees, to maintain our commitment to affordable, high quality childcare. This has resulted in an operating loss this year.

A grant application was rejected due to stricter Council criteria and focus on large projects. Part of the ongoing problem for this period was the need for new trustees and those with active links to the Pre-School to improve parent engagement with the committee. This has now been successful and a new trustee committee will be taking the Pre-School forward after the AGM. Finances now look healthy going into the new academic year.

I wanted to take this opportunity on behalf of all trustees from the last 4 years to thank all of the staff at the Pre-School. You do a fantastic job giving the children the best experience they could have coming into a childcare/school setting. In particular, I want to thank Kay and Sarah. Kay has been wonderful from the first day I met her, looking for a Pre-School for my daughter. She has been the beating heart of the Pre-School for many years and I know my daughter's time there, as with countless other children, wouldn't have been as special without her.

Sarah has been a fantastic manager from the moment she started. When we were recruiting for a new manager at the start of our time as Trustees, I couldn't believe how lucky we'd been when we found her. She couldn't have been a more perfect fit and every day she's been at the helm that's been completely evident. Managing the Pre-School comes with lots of challenges, some hidden and some obvious, yet the Pre-School wouldn't be where it is today had it not been for having her in place.

I finally want to thank all the trustees, past and present, for all your hard work. It's not easy these days to find time to step up and help run a Pre-School, particularly with no education experience, but these type of settings only exist with trustee volunteers. Thanks to Nykkol for her amazing fundraising efforts over the years, which have been vital to the income needed to keep the school running. Huge thanks to Steve as Treasurer as well. The Treasurer is the most important role in the trustee committee and the school couldn't have wished for a better Treasurer. There's no way I could have done my role without Steve being there and a large part of the future health of the Pre-School will be down to him for years to come.

Tom Gough
Committee Chair

Pre-School Manager's Report

The school year has been a busy one and changes to our staff team are a positive step forwards after our difficulties with recruiting staff. Helen Rowe joined us in July and Dawn Hopps started with us in September. Both are keen to learn and get to know the children as well as our families and hopefully strengthen our staff team.

We have seen 18 new children and families join us over the school year as well as preparing our Uppers children for their transition to school.

Funds have been tight and the team have understood the need to use what we have and keep costs to a minimum regarding, resources, craft items etc. It has been a challenge but essential in the running of the school. The team have been looking at fundraising as well as other means such as available grants to help support further. Something discussed with committee to look into also for us.

We had a particular tough December with several staff off due to Covid which impacted plans and arrangements. This resulted in asking parents to reduce numbers where possible to help us remain open before the Christmas break. Families were understanding and supportive and the remaining staff team did an excellent job in keeping things going as normally as possible.

Changes to funding have seen an increased interest in children who will have just turned two years wanting to join us from next autumn. We forecast that autumn term will be busier than we have seen for quite some time. This meant we had to plan ahead and look at our way of working overall in preparation. We will see the outcome next year.

We had our Ofsted inspection over the summer. The inspection went well and we achieved a Good. The team were disappointed to not receive Outstanding, something we would hope for with the way the school is run and the learning opportunities, but overall we were happy with the outcome.

We continue to offer a wonderful learning environment and only hope this can develop further into next year with the involvement of new families and committee members joining the team.

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 2023 – 31st August 2024

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 2024 the Main fund opened with a balance of **£10,595** and closing balance of **£4,762**, this represents a net reduction in funds of **£5,833..**

£9,525 was transferred in from the Deposit account during the year to cover operating costs

Deposit Fund

For the year ending 31 August 2024 the Deposit fund opened with a balance of **£53,190** and decreased by £10,246 in year which includes £9,525 was transferred to the main account during the year.

The Deposit account closed with a balance of **£42,944**

Petty Cash

Petty cah opening balance was £311 and closed with £222 representing a reduction in funds of £89

Overall Financial performance

The Pre School children numbers for the final term increased from 29 in prior year to 32 this year, the number of weekly sessions being provided in the final term of the year decreased from 195 to 192. However the number of children and sessions in Autumn and spring terms were significantly down on prior year.

Fee income overall was £109,550, compared to £117,169 for the prior representing an decrease of £7,619. The reduced income was down to much lower intake in Autumn and Spring terms which was partly recoupled with increases in funding

rates and price increases applied to private fees. Fund raising income was £1,919 in the year down £1,698 on prior year income of £3,617, This in part was again down to lower number of children in the setting during the year. Total income was £113,116, compared to £121,497 in prior year, represents a decrease of £8,381 in year.

We were impacted by the National Living Wage increases in year (9%), Staffing levels were the same as prior year. Some savings were made with staffing hours during the year, With the lower cohort unpaid leave for staff occurred during the year resulting in some savings. All of these factors resulted in increased salary costs for the year, Staff costs for the year were £111,692, compared to £102,109 for the prior year, an increase of £9,583.

Total expenditure was £129,284 compared to £118,283 for the prior year, an increase of £11,001. Expenditure this year did include £2,850 of costs to replace the fencing. It was agreed to keep other project expenditure to a minimum due to the lack of grant support as well as the financial pressures incurred again for continuing high inflation.

The inflationary pressures on costs and low intake at the start of the year could not be offset by rate increases and resulted in a deficit for the year of £16,168 which was lower than the budgeted expected loss of £21,942.

The intake for FY25 is much stronger with 32 registered children at the start of the term and 193 weekly sessions provisioned. The budget for FY25 shows a small surplus income for the year of £771.

The Independent examination of our accounts have been approved and signed by Streets Chartered Accountants .

Steven Haydon
Treasurer

Section F Other optional information

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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

16/01/25



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2024

Charity no
(if any)

1164830

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

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: 16/12/2024

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

Section B Disclosure

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.



Receipts and payments accounts

CC16a

For the period
from

01st September
2023

To

31st August
2024

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	109,550			109,550	117,169
Donations	598			598	62
Grants				-	-
Fundraising Income	455	1,464		1,919	3,617
Uniform Income	282		102	384	300
Other Income		665		665	349
Sub total	110,885	2,129	102	113,116	121,497
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,885	2,129	102	113,116	121,497
A3 Payments					
Insurance & Subscriptions	3,150			3,150	2,668
Uniform Expenditure				-	355
Consumables/Stationary/Cleaning	3,775		24	3,799	3,390
Buildings and garden maintenance	627	2,850	6	3,483	1,422
Rent and rates incl. council tax	656			656	1,058
Payroll and policy services	667			667	590
Staff costs	111,692			111,692	102,109
Staff training	881			881	187
Telephone and internet	1,199			1,199	1,307
Electricity and water rates	2,711			2,711	2,789
Fundraising costs	53		31	84	1,177
Other expenses	962			962	1,231
Sub total	126,373	2,850	61	129,284	118,283
A4 equipment, purchases, etc					
Building, office & subsidies work	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	126,373	2,850	61	129,284	118,283
Net of receipts/(payments)	- 15,488	- 721	41	- 16,168	3,214
A5 Transfers between funds	9,655	- 9,525	- 130	-	-
A6 Cash funds last year end	10,595	53,190	311	64,096	60,882
Cash funds this year end	4,762	42,944	222	47,928	64,096

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	4,762	-	-
	Savings account	-	42,944	-
	Cash in Hand	-	-	222
	Total cash funds	4,762	42,944	222
(agree balances with receipts and payments account(s))				

