



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2021		31	Aug	2022

Section A Reference and administration details

Charity name

Burwood Preschool

Other names charity is known by

None

Registered charity number (if any)

1166835

Charity's principal address

St Peters Institute

Faulkner's Road

Hersham

Postcode

KT12 5JB

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	Kirsty Hammatt	Chairman		
2	Clare Warne	Secretary		
3	Esther Booth	Treasurer		
4	Sue Gray			
5	Jayne Somner			
6	Sylvia Francis			
7	Jennifer Parker			
8	Kate Pavier	Vice Chair		
9	Karen Bearman			
10	Kgale Glynn			
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Samantha Hope- Preschool Manager

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 (ICO)
Trustee selection methods (eg. appointed by, elected by)	As a committee we actively recruit new members when there is a vacancy. Current trustees vote in and appoint new trustees' members.

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.

There shall be no more than 10 trustees at one time, 1 of which must be parents of the Preschool (If all 10 trustees are in place with only one parent trustee elected, if another parent would like to join the committee. Where appropriate trustees will be asked to stand down to allow parent trustees the opportunity to join). 3 is the minimum number of trustees that can sit at one time. All trustees must be over 16 and must pass an enhanced DBS checked and Ofsted suitable persons check. Once voted onto the board they receive an induction and a handbook of what is expected of them.

We aim for all trustees to look after a specific area for the Preschool.

Section C Objectives and activities

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

The objective of Burwood Preschool is to provide education and care for children aged 2-5 years old. We also offer After School care from 3.00pm to 6.00pm for children up to the age of 8.

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)

Burwood Preschool run a preschool in the centre of Hersham village and provides appropriate care, play and educational facilities for any child regardless of race, culture, religion, means or ability aged 2-5 years old. The preschool is a key provider of Free Early Education for two-year olds (FEET) which is in short supply in Elmbridge. We also accept FEE funding and 30 hours is offered to all who is entitled.

The preschool extended the offering of both after school care and breakfast club (early drop off) to support the local primary school. This has been full since opening and continues to operate at full capacity with a waiting list.

We also offer holiday club provision during half terms, Easter and two weeks during the summer months.

The preschool supports around 52 children per year many of whom are disadvantaged or have special educational needs. Over the past year, there has been a significant increase in children attending preschool from the traveller community.

The preschool is a non-profit charity and any money not used for day-to-day business needs is re-invested back into the preschool for better equipment, means for all children and staff training and development.

When recruiting trustees to act on behalf of the Preschool all trustees when voted in by existing trustees are assessed to check they are eligible to stand as trustees, will have the best interests of the preschool at all times and must complete a full enhanced DBS check as well as be a suitable person checked by Ofsted. This year we have a full board of committee members.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

The outside office that we were awarded CIL funding for last year was built in April 2022 and has been put into practice. The additional support it is providing to children that require 121 support and learning has been significant. We have been able to hold meetings with external professionals effectively.

We have successfully fundraised within the Preschool this year and have purchased a new climbing frame. A member of staff and some parents run the marathon to raise money for a defibrillator for the Preschool. This was an important addition to our equipment.

After school club and breakfast club continue to operate at full capacity, which enables parents to access this level of care in the community. We have opened our provision to extend to holiday clubs supporting parents with childcare during school holidays. This covers all half terms, one week at Easter and two weeks in the summer months. There has been a great update of spaces and we are usually at full capacity for these sessions. We have taken a great focus on Forest School activities within these sessions to support children without outdoor space and increase learnings of the outside world.

Our employment staffing costs have increased again this year due to additional staffing and qualified staff for the after school provision.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity holds a reserve of £5000 and is held to secure our lease.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)

K Hammatt

Full name(s)

Kirsty Hammatt

Position (eg Secretary, Chair, etc)

Chairman

Date

27.06.2023

Date	Opening Balance	Description
09/01/2021	26,131.33	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundrasing
		Internet Transfer
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Clubs
09/01/2021		Parenta
		Flick Learning
09/02/2021		Amazon - Ivy Display
		Hersham PCC - Hedge
09/03/2021		Amazon - Hessian for Boards
		Breathe HR
		WHSmith - Stationary
		The Works - Stationary
09/06/2021		Pizza Hut - Cleaning the Preschool
		Tescos - Food
09/09/2021		Kings Windows - Cleaning windows
09/10/2021		EYFS Info
09/13/2021		Amazon - Laminating Pouches
		Amazon - Cash book & Teaspoons
09/14/2021		Talk Talk
		Tescos - Food
		Squires - Outdoor broom
09/15/2021		Amazon - Relistic Lily Pads
		Surrey - Rema
09/16/2021		Sage
09/17/2021		EE - Mobile Phone
09/20/2021		RMT Tree - Tree Survey
09/21/2021		Getgolfing ord - Xmas Party
		Costa - Interviews
09/22/2021		Amazon - Ink
		Tescos - Food
		HMRC
09/23/2021		BG - Gas
		Tescos - Subscription
09/24/2021		Wages

09/27/2021		Apple
09/29/2021		Sainsburys - Food
09/30/2021		Nest
		St Peters Church - Rent
		Total Outgoings
09/30/2021	Closing Balance	

Amount (In)
3,569.00
11,487.97
0
0
208.22
0
15265.19
1,362.00
5,967.66
7,329.66
40
40
Amount (Out)
70.98
270
20.99
100
69.98
13.8
42.14
8
39
133.05
50
153.6
39.96
19.05
64.74
117.86
12
10.99
415
20.4
11.53
617.33
249.97
6.1
155.55
120.07
2,149.77
19.51
6.99
12,111.82

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Date	Opening Balance	Description
10/01/2021	23,871.72	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Donna P - repayment
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
10/01/2021		Parenta
10/04/2021		Zoo Lab
		Breathe HR
10/05/2021		Tescos - Food
10/06/2021		Sparkle with Beauty - Voucher
		Sainsburys - Food
10/07/2021		Costa - Interview
10/08/2021		McAfee - Virus software
10/13/2021		Talk Talk
		Amazon - Hand towels
		Tescos - Food
10/15/2021		Sage
10/18/2021		EE- Mobile phone
10/20/2021		Tescos - Food
10/21/2021		HMRC
10/22/2021		BG - Gas
		Wonde - Food Vouchers
10/25/2021		Wages
		Tescos - subscription
		Apple
10/26/2021		Nest
10/28/2021		Castle Water
		Total Outgoings

10/29/2021	Closing Balance	

Amount (In)
3,677.00
26,875.87
1,670.52
0
2,125.19
0
1,019.30
35367.88
1,108.50
4,357.55
5,466.05
550
550
Amount (Out)
70.98
202.8
13.8
11.65
300
78.32
10.5
89.99
64.74
38.25
105.82
36
11.53
45.92
2,213.50
26.78
210
13,682.43
6.99
0.79
789.32
211.78
18221.89

47,033.76

Date	Opening Balance	Description
11/01/2021	47,033.76	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Total Preschool
		Breakfast Club Fees
		After School Club Fees
		Total wrap round Fees
		Holiday Club
		Total Holiday Club
11/01/2021		Parenta
11/02/2021		Breathe HR
11/03/2021		Surrey - Rema Webinar
		PPL PRS Ltd - Music Licence
		Sainsburys - Food
		EYFS (2 Year) Prog
		PCC - Field Use
11/04/2021		Amazon - Printer Paper
		TV Licence
		The Works - Books (Xmas Presants Children)
		Consortium - Water Tray
11/05/2021		Amazon - Calendar Tabs
		Amazon - bows
		Amazon - Ink/Cutters/Xmas Craft Stuff
		Amazon - Ink/Xmas craft stuff
11/10/2021		Sainsburys - Food
11/12/2021		Talk Talk
		GetGolfing - Xmas party
		ANSA - WTSC - Mia
11/15/2021		Amazon - Traffic Signs
		Amazon - Wall Picture
		Amazon - 16 pc Road Sign & Taffic Lights
		Amazon - Xmas stuff
		Amazon - Outside Lights
		Amazon- Batteries/stick on lights
11/16/2021		IQ Cards
11/17/2021		EE - Mobile phone
		Sage
		Amazon - 3 Wise men Dressing up
		Tescos - Food
11/19/2021		Amazon - Book about Travellers

		Amazon - Ear covers - Thermometer
		Amazon - pens
		Amazon - Car & Caravan toy & Books
		Amazon - Friction powered quad bikes
11/22/2021		Amazon - PVA Glue & Rainbow balls
		Amazon - Inflatable balls
		Amazon - Wall Hangers
11/23/2021		tescos - Subscription
		BG - Gas
		HMRC
11/24/2021		Tescos - Food
11/25/2021		Wages
11/25/2021		Apple
11/26/2021		Nest
11/30/2021		Onecom - phone & broadbasnd
		Get Golfing - Xmas party
		Baker Ross - Paint
		Total Outgoings
11/30/2021	Closing Balance	

Amount (In)
6,320.00
1,581.12
2,082.85
0
469.8
0
10453.77
1,560.00
6,505.49
8,065.49
210
210
Amount (Out)
70.98
13.8
95
108.43
98.14
3.95
50
19.09
159
56
174.69
7.99
6.99
85.96
86.74
121.1
65.12
249.53
29
31.95
5.47
16.54
45.97
54.12
44.88
220.85
11.53
32.4
28.56
129.6
5.85

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Date	Opening Balance	Description
12/01/2021	48,230.74	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		S Hope - Refund of wages
		Amazon refund
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
12/01/2021		Parenta
		Amazon - Hand towels
		Amazon - Childrens Aprons
		Amazon - Red pom poms
		Tescos - Food
		Home Bargains - Christmas stuff
12/02/2021		Amazon - Childrens Aprons
		Kings Windows
		Breathe HR
		Lucy O'Connor - Refund
12/06/2021		JCJ - PAT test
12/08/2021		Tescos - Food
12/15/2021		Tescos - Fruit
12/16/2021		Sage
12/17/2021		Wages
12/20/2021		EE - Mobile Phone
12/23/2021		BG - Gas
		Tescos - Subscription
12/29/2021		Apple
		Total Outgoings
12/31/2021	Closing Balance	

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Date	Opening Balance	Description
01/01/2022	45,852.61	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Cheques Fundraising (xmas cards)
		Internet Transfer
		consortium refund
		Amazon refund
		Wicken Toys refund
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
01/04/2022		Parenta
		Breathe HR
01/05/2022		ONECOM - Phone & broadband
		Sainsburys - Food
01/06/2022		Zoo Zab
		Amazon - Suspension files
		Amazon - Printer Paper
		Amazon - Printer Paper
		Amazon - Gloves
		Waitrose - Fruit
01/07/2022		Amazon - Pens
		Amazon - mosaic squares
		Amazon - Glue Sticks
		Amazon - Tissue Paper
		Amazon - Pencils
		Amazon - Pipe Cleaners/card/sponges
		Amazon - Ink/Laminating Pouches/feathers
01/11/2022		Wicken Toys - Climbing Frame
		Cost - Interview
01/12/2022		Amazon - Loom Bands
		Tesco - Food
		Nursery Resources - Accident forms
		Costa - Interview
01/15/2022		Total Charges
01/17/2022		EE - Mobile phone
		Sage
		Costa - Interview

01/18/2022		Ucheck - DBS Nicola C
		ANSA - WTSC - NC & GH
		ANSA - New to Role - DR
		ANAS - DSL refresher - SH/JR/TC
		Workwear - Uniform
01/19/2022		Ucheck - DBS - GH
		Tesco - Food
01/20/2022		Tigerlily - First Aid - DR & GH
01/21/2022		BG - Gas
		Amazon - Butterflies & Stick Insect and books
		ICO
		Findel Education - PVC Cover & Turbo Pens
01/23/2022		HMRC
		HMRC
01/24/2022		EBCS - Building control
		Tescos - Subscription
01/25/2022		Wages
		Apple
01/26/2022		Waitrose - Cleaning
		Surrey - Overpayment
01/27/2022		Nest
		Amazon - 3 in 1 USB
		Amazon - USB Cable
		Amazon - Apple adapter
		Amazon - Apple plug
		Tesco - Food
01/28/2022		Surrey - DR Module 1 & 2 DSL
		ONECOM - Telephone & Broadband
		Total Outgoings
01/31/2022	Closing Balance	

Amount (In)
4,671.00
14,715.77
0
0
8
0.4
1.57
29.97
499.99
19926.7
1,352.68
6,268.80
7,621.48
30
30
Amount (Out)
70.98
13.8
53.99
148.89
202.8
29.97
19.09
19.09
39.99
14.5
17.48
10.78
37.83
3.99
6.67
45.5
93.96
499.99
9.6
33.78
105.91
45.18
8
5
11.53
32.4
7.6

[illegible]

Date	Opening Balance	Description
02/01/2022	51,982.01	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Amazon Refund
		Orbis Investmeant
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
02/01/2022		Parenta
		Childcare Company - DR - Level 3
02/02/2022		Breathe HR
02/03/2022		Tesco - Food
02/04/2022		Amazon - Burns First Aid Kit
		Amazon - Spray bottles & Hay
		Amazon - Welding gloves
		Baker Ross - A£ rainbow card & Air harding clay
02/07/2022		St Peters Church - Rent
		Rebecca Whiteley - Scan
		Amazon - Pots/Sticks/Stones/tissue
		paper/paper
		Amazon - Blue Silk
		Amazon - Linimng paper
02/08/2022		ANSA - Early Litercy reading & Writing - TC
		ANSA - Essential role of play in childs development
02/09/2022		Amazon - Books
		Amazon - Key ring hoops
02/10/2022		Amazon - Library Cards
		Amazon - Storage Box
		Amazon - Storage Box
		Amazon - Storage Box
		Amazon - Storage Box
		Amazon - Storage Box
		Amazon - Storage Box
		Amazon - Storage Box
02/10/2022		Tesco - Food

		Wonde - Food Vouchers
02/11/2022		Amazon - Book
		Amazon - Suspension Files
02/15/2022		Total charges
02/17/2022		EE - Mobile Phone
		Sage
		Twinkl - Subscription
02/21/2022		Tesco - Food
02/23/2022		BG - Gas
		HMRC
		tescos - subscription
		Castle Water
02/24/2022		Kings Window Clean
02/25/2022		Wages
		Apple
02/26/2022		Internet Transfer
		London Hearts - Difibrillator
		Total Outgoings
02/28/2022	Closing Balance	

Amount (In)
4,211.00
25,737.79
0
0
10
0
7.06
5000
34965.85
1,187.84
4,393.50
5,581.34
1,800.00
1,800.00
Amount (Out)
70.98
360
13.8
120.47
24.91
27.09
5.99
58.4
6,915.33
1,980.07
91.77
4.99
6.99
60
150
12.52
7.99
11.99
12.5
12.5
23.36
17.99
23.36
12.5
29.82
72.44

[illegible]

Date	Opening Balance	Description
03/01/2022	62,014.32	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		As Advised
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
03/01/2022		ONECOM - Telephone & Broadband
		Parenta
		Ebay - Insect Box (stickinsect)
03/02/2022		Hersham PCC - Field Use
		Tesco - Food
		Breathe HR
03/03/2022		Nest
		Amazon - Ink
03/04/2022		Amazon - Ink
03/08/2022		Amazon - Hand towels
		Amazon - Printer Paper
		Amazon - Printer Paper
		Amazon - Printer Paper
03/09/2022		Amazon - Plastic labels for plants
		Amazon - Plant pots
		Tesco - Food
03/10/2022		Amazon - Books
		Amazon - Sunflower seeds
		Amazon - Books & Cold compresses
		Amazon - Book
03/16/2022		Waitrose - Cleaning
03/17/2022		EE - Mobile phone
		Sage
		Tesco - Food
03/18/2022		Total Charges
03/22/2022		Tescos - Subscription
03/23/2022		BG - Gas
		Nordic Room - Office
		Nordic Room - Office
		HMRC

03/24/2022		Surrey - Childrens development - DK
		Post Office - Stamps (mothers day cards)
03/25/2022		Wages
		Tesco - Food
		Elmbridge Car Park (Bank)
		Home Bargains - Cleaning
		Apple
03/28/2022		Tesco - Food
		Nordic Room - Office
03/29/2022		Tescos - Easter Eggs
03/30/2022		Tescos - Easter Eggs
		British Red Cross - Ukraine
		Trophies - Jubilee Medals
		Findel Education - Play food/register/Supermarket pack
		Waitrose - food
03/31/2022		ONECOM - Telephone & Broadband
		Total Outgoings
03/31/2022	Closing Balance	

Amount (In)
5,708.00
450
2,443.05
180
8
0
53.43
8842.48
1,808.00
7,766.65
9,574.65
80
80
Amount (Out)
53.99
70.98
18.99
56
118.69
13.8
774.36
60.66
79.43
76.5
22.89
22.89
22.89
4.39
12.99
121.37
25.22
4.08
48.57
5.54
19.50
11.53
32.4
114.43
5
6.99
142.53
1,149.75
229.95
2,295.51

[illegible]

Date	Opening Balance	Description
04/01/2022	60,294.41	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
04/01/2022		Parenta
		Wonde - Food Vouchers
		Car park - Bank
04/03/2022		Nordic Room - Office
04/04/2022		Nest
		Breathe HR
		EBCS - Building control
04/05/2022		Morton Michel - Insurance
04/08/2022		Nordic Room - Office
04/14/2022		Carbo class - Slabs
		Pizza hut - Cleaning
		ANF Dry Cleaners - Rugs
		Sainsburys - Food
04/15/2022		Total Charges
04/19/2022		EE - Mobile phone
		Sage
		Ebay - Boxes
		Crumbs - cleaning
		Findel Education - Sand Table
		SP Office - Desks/Filing cabinet/Drawers
		Longacres - Stones/mud/sand
		The Range - Office equipment
04/20/2022		Tesco - food
04/21/2022		HMRC
		Zoo Lab
04/22/2022		Tescos - subscription
		Central Rubbish - Took rubbish away
		Early years staffroom - Subscription
04/24/2022		Cosy - Small world animals
04/25/2022		Cosy - Climbing Frame
		Wages

		Apple
04/26/2022		SP Office - Meeting table
		Screwfix - Henry Hoover
		Euip4work - Chairs for meeting room
04/27/2022		BG - Gas
		Amazon - Suspension files
		Amazon - Office chair
		Amazon - Office chair
		Amazon - Office chair
04/28/2022		Tesco - food
		Toolstation - Wifi extender
04/29/2022		ONECOM - Telephone & Broadband
		A G Exell & Son - Electrician for office
		St Peters Church - Rent
		SP Office - Filing cabinets
		Total Outgoings
04/30/2022	Closing Balance	

Amount (In)
1,658.02
18,076.83
0
0
8
5,000.22
24743.07
637.5
2,496.14
3,133.64
0
0
Amount (Out)
70.98
480
1.3
1,900.00
731.33
14.4
480
1,332.79
1,900.00
60.38
64.1
50
41.7
6.47
12.6
32.4
99.9
32.7
251.99
1,120.00
87.71
40.96
133.44
1,726.72
202.6
6.99
468
17.4
346.65
1,968.00
12,085.67

[illegible]

Date	Opening Balance	Description
05/01/2022	51,239.36	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		amazon refund
		ebay rufund
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
05/02/2022		Nordic Rooms - Office
05/03/2022		Parenta
		Amazon - Desk paper tray & Lead for pc
		Breathe HR
		Amazon - Desk Tidies/Magnectic clips/magnets
05/04/2022		Amazon - Containers with lids (Jam & cream)
		Ebay - Boxes
		Amazon - British Flags (Jubilee)
		Baker Roass - Crowns/Tiaras/jewels (Jubilee)
05/05/2022		Amazon - Bunting (Jubilee)
		Castle Water
05/06/2022		Nest
		Baker Ross - Jubilee
		Sainsburys - Food
		Longacres - Matt
05/10/2022		Amazon - Echo Dot
		Amazon - Office Chair
		Amazon - Office Chair
05/11/2022		Ebay - Boxes
		Amazon - Water Dispensers
05/13/2022		National ED Group - Course 2 year check (SH)
		Waitrose - Food
05/16/2022		Total Charges
		Tescos - ASC Voucher - mental health week
		Tescos - ASC Voucher - mental health week
		Tescos - ASC Voucher - mental health week
		Tescos - ASC Voucher - mental health week
		Tescos - ASC Voucher - mental health week
05/17/2022		EE - Mobile Phone

		Sage
		Amazon - Gloves
		Amazon - Desktop Calculator
		Amazon - Ink/Door bell/Laptop Charger
		Amazon - Graduation Certificates & Activity Books
		Incredible Eggs - Ducks
05/18/2022		Amazon - Jubilee stuff
		Kings Window Clean
		Amazon - Desk fan
05/20/2022		Giles Harding (Refund for fees)
		Hersham PCC - Field Usage
		SP Hoover - Office Hoover
05/22/2022		Zodd & Sons - Patio for Office
05/23/2022		Pandora Books
05/23/2022		Amazon - Wooden Knives
		Amazon - Jubilee Beads
		Amazon - Book
		Amazon - Games
		Amazon - Cake Decorations
		Amazon - Book
		Tescos - Subscription
		Early Years Staff Room - Trackers
		Toolstation - Outdoor Brooms
		HMRC
05/24/2022		BG - gas
		Amazon - Food Colouring
		Amazon - Gilt Paint
		Tescos - Food
05/25/2022		Wages
		Apple
05/26/2022		Nest
05/31/2022		ONECOM - Telephone & Broadband
		Total Outgoings
05/31/2022	Closing Balance	

Amount (In)
4,620.50
29,519.09
0
0
8
11,400.19
511.84
99.90
46159.52
1,204.00
6,081.03
7,285.03
120
120
Amount (Out)
11,310.21
70.98
38.29
14.4
55.97
19.89
99.9
29.98
93.02
40.45
219.76
767.51
99.58
135.86
9.99
27.99
195.49
195.49
97.96
29.41
60.00
26.35
14.91
20
20
20
20
20
12.6

[illegible]

Date	Opening Balance	Description
06/01/2022	72,869.50	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		elmbridge CIL
		amazon refund
		wages paid back
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
06/01/2022		Parenta
06/06/2022		Breathe HR
06/07/2022		Tescos - Food
06/08/2022		Farm
		Surrey CC - Refund
		Amazon - Loom Bands & Tea towels
06/09/2022		Amazon - Hand Towels
		Amazon - Cushions
		Amazon - Note Pads
		Amazon - Wooden Pen Pots x3
		Amazon - Mouse Matt
06/10/2022		Waitrose - Foodie Friday
06/13/2022		Amazon - Kids Knives
		Amazon - Mouse Pad
		Amazon - Mouse Pad
06/14/2022		Tescos - Food
		Argos - Sand
		Post Office - Stamps for Fathers Day Cards
06/15/2022		Internet Transfer
		TTS - EYPP
		TTS - EYPP
06/16/2022		Sage
		Amazon - Egg & Spoon
		Ebay - Bibs (Sports day)
		Amazon - Kids Knives
		Screwfix - Screws
06/17/2022		EE
		60-60-02 - Computer Screens etc

		Amazon - Sports day Medals & Certificates
06/22/2022		Ucheck - Veronicas DBS
		Cool Milk
		Tesco - Subscripton
		Early Years Staff Room - Subscripton
		Tescos - Food
		HMRC
06/23/2022		BG - Gas
06/24/2022		Wages
		Lee Maxime - Food (KH Writing policies)
		Apple
06/25/2022		Wages
06/29/2022		Tescos - Food
06/30/2022		ONECOM - telephone & broadband
		Emma Jane Cox - Jitterbugs
		Total Outgoings
06/30/2022	Closing Balance	

Amount (In)
3,004.50
0
0
0
10
0
35,000.00
8.99
12,851.76
50875.25
1,546.50
5,494.12
7,040.62
1,388.00
1,388.00
Amount (Out)
70.98
14.4
110.23
346.7
489.24
75.96
76.5
83.82
14.89
71.93
12.95
13.51
8.99
12.99
12.99
157.7
24.95
4.7
30000
262.46
338.94
32.4
15.99
37
8.99
6.79
12.6
834.17

[illegible]

Date	Opening Balance	Description
07/01/2022	70,850.21	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
07/01/2022		Parenta
07/04/2022		Breathe HR
		Renata Lakatos - Refund
07/06/2022		Tescos - Food
07/07/2022		Nest
		Tescos
07/11/2022		Microsoft
		St Peters - Electricity
12/10/2022		Amazon - Folders
		Amazon - Printer Paper
		Amazon - Printer Paper
		Amazon - Ink
		Trophies - Staff Trophies
		Majestic wine - Irina
07/13/2022		Amazon - Eooden Circles
		Amazon - Shaving Foam
		Amazon - Modeling clay, Paper Plates, Key ring
		Twinkl - Books & Toys
		Amazon - Potato peelers & Tattoos
		Ebay - Beads & Bracelets
		Ebay - Tshirts
		Ebay - More beads
		Amazon - Tattoos
		Amazon - Wooden cocktail sticks
		Amzon - Tye Dye Kits
		Amazon - Balloons & Wooden rings
		Asda - Tshirts
		Amazon - Craftmans Knife x2
		Amazon - Cardboard Tubes
		Walton Cameras - Photos
		Sainsburys - Food

07/14/2022		Amazon - Busy Bees Boarder
		Currys - Printer
		Sainsburys - Floor Cleaner
07/15/2022		Sage
		Ucheck - DBS Summer
		Amazon - Owl Pellets & Science Kit
07/16/2022		Total Charges
07/18/2022		EE
07/19/2022		Wonde - Food Vouchers
		Waitrose - Food
		Tescos - Crackers
		Psychology - Elsa Renewal
		Hersham PCC - Field
07/20/2022		HMRC
07/22/2022		Tescos subscription
		Early Years Staff Room - Subscription
07/25/2022		BG - Gas
		Wages
		Las Iguanas - End of term dinner
		Tescos - Toys
		Apple
07/29/2022		ONECOM - Telephone & Broadband
		Total Outgoings
07/30/2022	Closing Balance	

Amount (In)
2,815.50
1,350.00
0
0
8
0
4173.5
1,414.00
4,528.50
5,942.50
5,255.00
5,255.00
Amount (Out)
70.98
14.4
54
90.9
811.77
5.5
79.99
55.92
27.97
34.99
34.99
110.73
43.45
131.88
24.99
7.96
37.96
198.6
11.47
27.68
19.36
13.28
2.99
4.99
43.9
15.98
74.5
15.9
16.99
69.4
78.44

[illegible]

Date	Opening Balance	Description
08/01/2022	66,743.51	
		Preschool Fees
		Surrey CC fees
		cash fees
		Cheque fees
		Fundraising
		Internet Transfer
		Total Preschool
		Breakfast Club
		After School Club Fees
		Total After School Club Fees
		Holiday Club
		Total Holiday Club
08/01/2022		Parenta
		Tescos - Buckets
08/02/2022		Breathe HR
08/03/2022		Nest
08/08/2022		Prime Sunscription
08/09/2022		Kings Window Cleaners
		Sainsburys - Cleaning
08/10/2022		Ofsted
08/11/2022		Louise Vercoe - Refund
		Hersham PCC - Electricity
08/15/2022		Total Charges
08/17/2022		EE
		Sage
08/19/2022		Amazon - Files
		Workwear - Uniform
08/22/2022		Tescos - Subscription
		Early Years Staff Room - Sunscription
		HMRC
08/23/2022		BG - Gas
08/25/2022		Wages
		Apple
08/30/2022		Ebay - ring sizer
08/31/2022		ONECOM - Telephone & Broadband
		Total Outgoings
08/31/2022	Closing Balance	

[illegible]

COST SHEET: SEP 2021 - AUG 2022

DATE	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
SALARIES	12,111.82	13,682.43	11,869.01	13,830.80	11,560.06	12,948.44	11,913.69	12,085.67	12,171.32
HMRC	2,149.77	2,213.50	2,011.81	0.00	4,180.45	2,436.61	2,295.51	1,726.72	1,749.31
SAGE	20.40	36.00	32.40	32.40	32.40	32.40	32.40	32.40	32.40
NEST	722.3	789.32	818.15	0	1,581.26	0	774.36	731.33	1,539.45
RENT	6,915.33	0	0	0	0.00	6,915.33	0	7,437.33	0
UTILITIES	19.51	238.56	324.65	117.41	101.57	370.72	142.53	88.48	267.03
ICO	0	0	0	0	40.00	0	0	0	0
PHONE/BROADB AND/MOBILE	76.27	76.27	157.93	11.53	119.51	11.53	119.5	71.62	71.62
FOOD/ CLEANING	506.84	248.7	457.41	255.24	499.53	316.64	571.29	364.83	370.26
INSURANCE	0	0	0	0	0.00	0	0.00	1,332.79	0.00
DBS	0	0	0	0	103.20	0	0	0	0
WINDOW CLEANING / HEDGE	150	0	0	50	0.00	50	0	0.00	50
PC/SPFTWARE	85.57	175.56	85.57	85.57	85.57	85.57	85.57	86.17	86.17
TOYS/EQUIP	267.56	38.25	925.99	153.35	877.69	1,247.67	501.87	2,981.23	1,145.46
STATIONARY	264.7	0	191.79	0	250.73	29.99	208.76	99	329.1
PAT TEST/BOILER SERVICE	0	0	0	86.4	0.00	0	0	0.00	0
TRAINING	270	0	124	0	630.00	570	120	0.00	60
STAFF WELFARE	288.97	300	476.58	0	0.00	0	0	96.80	100
TRANSFER	0	0	0	0	0.00	5,000.00	0	0.00	0.00
OFSTED	0	0	0	0	0.00	0	0	0.00	0
UNIFORM	0	0	0	0	229.98	0	0	0.00	0
NEW OFFICE	617.33	0	0	0	160.00	0	3,279.70	8,621.62	12,637.19

MICELLANEOUS	421.1	10.50	0	0	25.20	1,980.10	110.86	469.30	0.00
FARM/zoolab	0	202.8	0	0	202.80	0	0	202.60	330
REFUNDS	0	0	0	231	756.84	0	0	0.00	100
FIELD USAGE	0	0	50	0	0.00	0	56	0.00	880
FOOD VOUCHERS	0	210	0	0	0.00	240	0	480.00	0
SUBSCRIPTION S	6.99	0	6.99	0	6.99	74.88	0	17.40	0
BANK CHARGES	0	0	0	0	5.00	5	5	6.47	14.91
TOTAL	###	18221.89	###	14853.7	21448.78	32314.88	###	36931.76	31934.22

			total	
JUNE	JULY	AUG		
25,705.18	13,543.28	13,530.37	164,952.07	
2,029.00	1,822.99	2,217.24	24,832.91	
32.40	32.40	32.40	380.40	
0	811.77	827.47	8,595.41	
0	0	0	21,267.99	21,267.99
36.55	82.02	84.61	1,873.64	2,930.68
0	0	0	40.00	
71.62	71.62	71.62	930.64	
436.48	216.19	159.47	4,402.88	19,974.75
0.00	0.00	0.00	1,332.79	9,742.66
49.6	52	0	204.80	
0	0	50.00	350.00	350.00
920.34	166.16	86.17	2,033.99	
1,130.57	749.33	60.92	10,079.89	
30.68	403.67	64.11	1,872.53	
0	0	0.00	86.40	
0	0	0	1,774.00	
0	605	0.00	1,867.35	202,741.79
30,000.00	0.00	0.00	35,000.00	35,000.00
0	0	220.00	220.00	
0	0	490.07	720.05	
0	0	0.00	25,315.84	25,665.84

27.40	131.88	0.00	3,176.34	
346.7	0	0.00	1,284.90	
489.24	54	154.00	1,785.08	
0	56	0.00	1,042.00	
0	450	0.00	1,380.00	
17.4	224.39	120.39	475.43	
0.00	5	5.00	46.38	
61323.16	19477.7	18173.84	317,323.71	

DATE	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
OPENING BALANCE	£ 26,131.33	£ 23,871.72	£ 47,033.76	£ 48,230.74
PRESCHOOL FEES	£ 3,569.00	£ 3,677.00	£ 6,320.00	£ 3,110.00
ASC FEES	£ 5,967.66	£ 4,357.55	£ 6,505.49	£ 5,055.16
Breakfast fees	£ 1,362.00	£ 1,108.50	£ 1,560.00	£ 983.00
Holiday Club Fees	£ 40.00	£ 550.00	£ 210.00	£ -
Cash fees	£ -	£ 1,670.52	£ 2,082.85	£ -
FUNDRAISING	£ 208.22	£ 2,125.19	£ 469.80	£ 59.18
SCC	£ 11,487.97	£ 26,875.87	£ 1,581.12	£ 1,250.00
OTHER INCOME	£ -	£ 1,019.30	£ -	£ 2,018.23
TRANSFERRED FROM SAVINGS	£ -	£ -	£ -	£ -
TOTAL INCOME	£ 22,634.85	£ 41,383.93	£ 18,729.26	£ 12,475.57
TOTAL OUTGOINGS	£ 24,894.46	£ 18,221.89	£ 17,532.28	£ 14,853.70
PROFIT/LOSS	-£ 2,259.61	£ 23,162.04	£ 1,196.98	-£ 2,378.13
CLOSING BALANCE	£ 23,871.72	£ 47,033.76	£ 48,230.74	£ 45,852.61

Income 2021 - 2022

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
£ 45,852.61	£ 51,982.01	£ 62,014.32	£ 60,294.41	£ 51,239.36	£ 72,869.50
£ 4,671.00	£ 4,211.00	£ 5,708.00	£ 1,658.02	£ 4,620.50	£ 3,004.50
£ 6,268.80	£ 4,393.50	£ 7,766.65	£ 2,496.14	£ 6,081.03	£ 5,494.12
£ 1,352.68	£ 1,187.84	£ 1,808.00	£ 637.50	£ 1,204.00	£ 1,546.50
£ 30.00	£ 1,800.00	£ 80.00	£ -	£ 120.00	£ 1,388.00
£ -	£ -	£ 2,443.05	£ -	£ -	£ -
£ 8.00	£ 10.00	£ 188.00	£ 8.00	£ 8.00	£ 10.00
£ 14,715.77	£ 25,737.79	£ 450.00	£ 18,076.83	£ 29,519.09	£ -
£ 531.53	£ 5,007.06	£ 53.43		£ 611.74	£ 47,860.75
£ 0.40	£ -	£ -	£ 5,000.22	£ 11,400.00	£ -
£ 27,578.18	£ 42,347.19	£ 18,497.13	£ 27,876.71	£ 53,564.36	£ 59,303.87
£ 21,448.78	£ 32,314.88	£ 20,217.04	£ 36,931.76	£ 31,934.22	£ 61,323.16
£ 6,129.40	£ 10,032.31	-£ 1,719.91	-£ 9,055.05	£ 21,630.14	-£ 2,019.29
£ 51,982.01	£ 62,014.32	£ 60,294.41	£ 51,239.36	£ 72,869.50	£ 70,850.21

JULY	AUGUST	TOTAL	
£ 70,850.21	£ 66,743.51		
£ 2,815.50	£ 588.00	£ 43,952.52	
£ 4,528.50	£ 982.16	£ 59,896.76	
£ 1,414.00	£ 150.00	£ 14,314.02	
£ 5,255.00	£ 1,000.00	£ 10,473.00	£ 134,832.72
£ -	£ -	£ 6,196.42	
£ 8.00	£ 8.00	£ 3,110.39	
£ 1,350.00	£ -	£ 131,044.44	£ 131,044.44
£ -	£ -	£ 57,102.04	£ 60,212.43
£ -	£ -	£ 16,400.62	
£ 15,371.00	£ 2,728.16	£ 342,490.21	
£ 19,477.70	£ 18,173.84	£ 317,323.71	
-£ 4,106.70	-£ 15,445.68	£ 25,166.50	
£ 66,743.51	£ 51,297.83	£ 51,297.83	

Burwood Preschool - Account summary

Period: 1 Sept 2021 to 31 Aug 2022

Accounts

		x7088
		Current account
Opening balance	as of 1 Sep 2021	26,131.33
Income	From Fees: Preschool, Breakfast, Afterschool and Holiday Clubs	134,832.72
	From Surrey Council	131,044.44
	From Other Sources	60,212.43
	TOTAL income	326,089.59
Costs	Staff costs	202,741.79
	Rent	21,267.99
	Utilities	2,930.68
	Property maintenance	25,665.84
	Toys/Equipments/Books/ Activities/ Food/ Cleaning	19,974.75
	Others: Insurance, DBS, OFSTED, Software, Subscriptions and Stationary	9,683.76
	TOTAL costs	-282,264.81
Transfer btwn accounts		-18,599.26
Closing	as of 31 Aug 2022	51,356.85
	check	0.00

prepared by Irina Louis ACCA

Date: 26nd of June 2023

x2065	x9005	TOTAL	
Saving account	Bond Account		
21,776.29	5,000.04	52,907.66	43,824.78
		134,832.72	
		131,044.44	
11.53	1.67	60,225.63	
11.53	1.67	326,102.79	52,907.66
		202,741.79	96,745.64
		21,267.99	43,837.98
		2,930.68	
		25,665.84	
		19,974.75	
		9,683.76	
0.00	0.00	-282,264.81	
18,600.00	-0.74	0.00	
40,387.82	5,000.97	96,745.64	
0.00	0.00	0.00	

Burwood Preschool - Account summary

Period: 1 Sept 2021 to 31 Aug 2022

Accounts		x7088	x2065	x9005	TOTAL
		Current account	Saving account	Bond Account	
<u>Opening balance</u>	<u>as of 1 Sep 2021</u>	<u>26,131.33</u>	<u>21,776.29</u>	<u>5,000.04</u>	<u>52,907.66</u>
<u>Income</u>	From Fees: Preschool, Breakfast, Afterschool and Holiday Clubs	134,832.72			134,832.72
	From Surrey Council	131,044.44			131,044.44
	From Other Sources	60,212.43	11.53	1.67	60,225.63
	<i>TOTAL income</i>	<i>326,089.59</i>	<i>11.53</i>	<i>1.67</i>	<i>326,102.79</i>
<u>Costs</u>	Staff costs	202,741.79			202,741.79
	Rent	21,267.99			21,267.99
	Utilities	2,930.68			2,930.68
	Property maintenance	25,665.84			25,665.84
	Toys/Equipments/Books/ Activities/ Food/ Cleaning	19,974.75			19,974.75
	Others: Insurance, DBS, OFSTED, Software, Subscriptions and Stationary	9,683.76			9,683.76
	<i>TOTAL costs</i>	<i>-282,264.81</i>	<i>0.00</i>	<i>0.00</i>	<i>-282,264.81</i>
Transfer btwn accounts		-18,599.26	18,600.00	-0.74	0.00
<u>Closing</u>	<u>as of 31 Aug 2022</u>	<u>51,356.85</u>	<u>40,387.82</u>	<u>5,000.97</u>	<u>96,745.64</u>
	check	0.00	0.00	0.00	0.00

prepared by Irina Louis ACCA

Date: 26nd of June 2023