



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1st September 2023 to 31<sup>st</sup> August 2024

Charity name: Skylarks Community Preschool

Charity registration number: 1169303

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity's aim is to advance the development and education of children from the age of 2 to 5 years by: <ul style="list-style-type: none"><li>• Offering appropriate play, education and care facilities, allowing for parental involvement.</li><li>• Offering opportunities for all children whatever their race, culture, religion, means and ability</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Providing a safe, rich, rewarding, play based environment. Recruitment, training and development of qualified staff who look after children aged 2 to 5 years including preparation for their transition to primary school. Trustees support all staff members to carry out their roles and with any decision making for the benefit of the preschool. We are an equal opportunity employer supporting families within the village.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had regard to the guidance issues by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	Parent and Trustee fundraising work in this area helps to promote community cohesion and publicity for the preschool. Assisted in the development of the pre-school by providing funds for new equipment to benefit the children.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The preschool is staffed by experienced and well-qualified staff. We operate with good ratios of staff to children. All staff focus on individual child development within the EYFS framework.</p> <p>We offer a safe, fun and stimulating environment in which children learn through play. We ensure all children have the opportunity to develop off of their learning goals.</p> <p>Since the start in 2021 we have continued to support the village with pre school places and have good communication and interaction with the local schools and village residents, with the expansion of the village demand for places has grown and we have adapted to accommodate more children.</p> <p>We still provide a multitude of activities on a daily basis and include weekly visits from dance and exercise groups which the children enjoy and also planned visits from the fire and police service.</p> <p>We re-designed our outside area to include a built in mud kitchen area and water play and give more storage for new bikes and scooters for the children, music unit and mark making areas.</p> <p>The soft play area and sensory area has benefitted all children but especially those children with SEND.</p> <p>We welcomed 3 new staff and developed 2 staff to become Level 2/3 trained.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves for contingency planning, in particular for wages/redundancy/minimum wages increases and utility costs.
Amount of reserves held	Para 1.22	<b>£25,000</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Nominated by AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Skylarks Community Preschool
Other name the charity uses	
Registered charity number	1169303
Charity's principal address	Broadbridge Heath Village Centre Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LY

### **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	Kathleen Thomson	Chair		
2	Ian Thomson	Treasurer		
3	Rhiannon Wood	Secretary		
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

*K Thomson*

Full name(s)

Kathleen Thomson

Position (eg Secretary,  
Chair, etc)

Chair

Date

09/02/2024





**Skylarks Community Preschool Accounts**  
**1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**  
**Charity Number 1169303**

Starting Balance: **£62,551.70**

Total Income:	£256,669.36
WSCC Fees:	£198,313.89
Parents Fees:	£ 58,151.41
Fundraising:	£ 204.06

<b>Total Expenditure:</b>	<b>£255,179.76</b>
Activities:	£ 2407.26
Arts and Crafts:	£ 2932.12
Cleaning Products:	£ 615.10
Paper Towels:	£ 520.35
Plastic Cups	£ 125.53
Nappies/Wipes/Tissues	£ 583.36
Snacks/Fruit	£ 3447.21
Coffee/Tea	£ 571.55

Stationery	£ 1150.00
Toys	£ 5255.31
New Equipment	£ 12123.26
Uniform	£ 1036.35
Annual Subscriptions	£ 1901.89
Phone/Printer	£ 1956.24
Wages/HMRC	£ 166598.64
HMRC:	£ 20817.60
Rent:	£ 15600.00
Books:	£ 446.00
Maintenance:	£ 1815.79
Entertainment/Days Out:	£ 5817.96
Gloves :	£ 145.23
Pension:	£ 5105.08
Training:	£ 330.62
First Aid:	£. 147.55
Funding Returned	£ 906.46
Sage Payroll	£ 561.60
SENCO	£ 368.72
Staff	£ 1337.89
Fundraising	£ 219.09
Tapestry	£ 336.00

End Balance: £ 64,041.30

Signed as a true and accurate statement of account.

Signed .....  .....

Print Name ..... STEPHEN WOOD .....

Position ..... ACCOUNTANT .....

Date ..... 17/4/25 .....



# 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

SKILLARS COMMUNITY PRESCHOOL

On accounts for the year  
ended

AUGUST 2024

Charity no  
(if any)

1169303

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

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:

17/4/25

Name:

STEPHEN WOOD

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

ICAEW

Address:

111 BUSHEY ROAD, BAYNARD PARK  
SW20 0SN

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.