



LONG ITCHINGTON PRE SCHOOL
& OUT OF SCHOOL CLUB

Trustees' Annual Report for the year ending 31st August 2024.

Charity Number: 1170843

Address: Stockton Road, Long Itchington, Southam, CV47 9QP

Trustees: Alexandra Feasey (whole year)
Emma Lenihan (whole year)
Becky Pell (whole year)

Senior Staff: Claire Hopkins
Sarah Amaira

Objectives and Activities

There are two purposes of this Charity.

- 1) to help children and young people with educational training, by providing pre-school care for children aged two to five years old for up to nine sessions per week. Each session lasts for three hours 9am–12pm & 12pm–3pm.
- 2) to run a safe and fun out of school club for Long Itchington Primary School. 10 sessions per week. AM sessions = 1hr 7.45am – 8.45 am. PM sessions = 2hr 45min 3.15pm – 6.00pm. We also run ad hoc Holiday Clubs in school holidays as competitively as possible to help the parents of the local community.

The charity aims to enhance the development and education of children by encouraging parents to understand and provide for the need of their children through community groups. In planning the objectives and activities of the Charity, the Trustees have reviewed the guidance provided by the Charity Commission. The purposes of the charity are exclusively charitable and have been prepared in accordance with the requirement of the Charities Act 2011 ("the Act").

Achievements and performance

The setting is currently running with 6 members of the team and we are mainly breaking even most months.

Financial Review

Revenue 161k

Expenditure for the charity is closely monitored and for this period and was at 163k. The main increase in costs was due to additional training for the team, outside mandatory training. This has left the business with a -1.7k loss. The business is cash positive therefore we decided to make this loss to invest in the team.



LONG ITCHINGTON PRE SCHOOL & OUT OF SCHOOL CLUB

Structure Governance and Management

Governing Document

Long Itchington Pre-school was established in June 1990 and continued until December 2018 when it was changed to Long Itchington Pre-school & Out of School Club from trading from 1st January 2019.

Long Itchington Pre-school and Out of School Club is governed by a company constitution from the Early Learning Alliance Document.

Appointment and recruitment of Trustees

Trustees are appointed at the Annual General Meeting. The minimum number of Trustees is 3. All 3 trustees are currently all parents of current children or parents of previous children that have been to the setting.

All new Trustees are provided with a committee welcome pack which includes copies of:

- The Charities Constitution
- The latest Financial Accounts
- Code of Conduct
- Confidentiality Agreement

All trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Organisational Structure

The Trustees administer the charity and meet regularly through-out the year, during these meetings all charitable matters are discussed including the raising of funds income structure, ongoing performance and any expenditure. The charity measures performance against budgeted targets and reports annually at the Annual General Meeting, where trustee's resignation and appointments are made in line with the necessary role and requirements.

Risk Management

Management has reviewed the major risks to which the Charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the Charity faces. Long Itchington Pre-school and Out of School Club benefits from a diligent and dedicated team of Trustees. Costs are closely monitored to ensure the Charity operates within its means. The charity maintains a separate bank account to cover its reserves, all of which minimise its exposure to risk. The Charities internal policies in place to mitigate risk are listed on the Charities website.

Reserves Policy

The Charities reserves policy is to maintain reserves at a level adequate to protect its ongoing work from significant fluctuations in service income. This policy is reviewed annually. The Charity aims to hold sufficient reserves to cover three months running costs plus statutory redundancy costs. This value is set aside in a

Long Itchington Pre-school & Out of School Club | Charity No. 1170843



separate bank account which totals 20k. The Charity reserves are therefore adequate, and the Trustees consider that the Charity will continue as a going concern for the foreseeable future. There are no material uncertainties about the Charities ability to continue.

Plans for Future Periods

It is the Trustees intention that the Charity will continue to provide services in line with objectives and activities as noted in these financial statements.

- We are forecasting a reduction in our income for the Autumn Term, as always, the numbers get higher through the school year. OOSC is normally very consistent but due to parents working from home our numbers have been much lower, but this year this seems to be improving.
- The Committee will be closely monitoring our financial position to avoid a deficit at the end of the year 2025. We pride ourselves in staffing our setting well but do not want to find ourselves over staffed.
- To review staff salaries and hourly rates as per national living wage

This Trustees report was approved on October 30th, 2024 and signed on behalf of the board of Trustees by:

Rebecca Pell
Chair of Trustees

.....Rebecca Pell.....

Profit and Loss

Long Itchington Pre-school and Out of School Club For the year ended 31 August 2024

2024

Turnover

2 Year Old Funding	4,881.18
Bad debt Pre-school	(177.00)
Fundraising Revenue	440.00
Government Funded Revenue	71,506.54
Interest Income	278.03
Out of School Revenue	1,531.56
Pre-school Revenue (Direct to Parents)	1,992.67
Parent Revenue (PS&OOSC)	81,399.98
Total Turnover	161,852.96

Cost of Sales

Cost of Sales	32,068.46
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Gross Profit

129,784.50

Administrative Costs

Staff Cost	113,591.51
Setting Costs	13,671.71
Professional Fees	3,143.64
Charitable and Political Donations	90.20
Depreciation Expense	1,036.37
Total Administrative Costs	131,533.43

Operating Profit

(1,748.93)

Profit on Ordinary Activities Before Taxation

(1,748.93)

Profit after Taxation

(1,748.93)



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Long Itchington Pre-school and Out of School Club

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1170843

Set out on pages

(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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Lucy Lewitt

Date:

30/11/2024

Name:

Lucy Lewitt

Relevant professional
qualification(s) or body

AAT

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

N/A