

# Trustees' annual report for the period



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Period start date **010422** Period end date **310323**

Charity name **ARACUS PRE-SCHOOL LICHFIELD**

Charity No  
(if any)

**1172294**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO PROVIDE THE LOCAL COMMUNITY WITH CHILDCARE AND EDUCATION FOR YOUNG CHILDREN BETWEEN 2-4 YEARS OF AGE.
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	OUR MAIN AIM IS TO OFFER ALL CHILDREN FROM DIVERSE BACKGROUNDS THE OPPORTUNITY TO LEARN, DEVELOP AND SOCIALISE. WE DO THIS THROUGH MEANINGFUL OBSERVATION, ASSESSMENT, EVALUATION AND PLANNING. TO ENABLE US TO DO THIS EFFECTIVELY WE USE THE PLATFORM 'BABY'S DAYS'. SOME UNDERPRIVILEGED FAMILIES RECEIVE A PUPIL PREMIUM AND SOME DISSABILITY ACCESS FUND TO PROMOTE THEIR LEARNING THROUGH RESTRICTED FUNDS.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	YES. ALL TRUSTEES COMPLETE MANDATORY TRAINING IN 'THE ROLE OF THE TRUSTEES' AND RECEIVE A TRUSTEE HANDBOOK. BOTH INCLUDE INFORMATION ON 'PUBLIC BENEFIT' AND WE MAKE SURE ALL KNOW WE ARE ONLY FOR CHARITABLE PURPOSE.

## Additional information (optional)

You may choose to include further statements where relevant about: PURPOSE.

	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	
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>WE REMAIN PROUD TO OFFER CHILDCARE AND EDUCATION TO A VERY HIGH PERCENTAGE OF LOCAL AUTHORITY FUNDED CHILDREN SUCH AS; THINK2 AND EXTENDED 30 HOURS FUNDING FOR WORKING FAMILIES.</p> <p>WE HAVE LOW INCOME FAMILIES, CHILDREN WHO ARE ENTITLED TO EXTRA FUNDING DUE TO SPECIAL EDUCATIONAL NEEDS, AND ALSO EARLY YEARS PUPIL PREMIUM TO HELP TO NARROW THE GAP OF DISADVANTAGE. BOTH OF THESE ARE RESTRICTED FUNDS AND ARE TO BE USED TO BENEFIT THE LEARNING AND DEVELOPMENT OF ELIGIBLE CHILDREN.</p> <p>SOME CHILDREN ARE ELIGIBLE FOR ADDITIONAL NEEDS FUNDING ALSO. THIS IS WHEN A CHILD NEEDS SUPPORT ABOVE AND BEYOND ANY OTHER CHILD. WE CAN USE THIS TO PROVIDE 1:1 OR SPECIFIC TRAINING OR RESOURCES.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	ALL OUR AIMS AND OBJECTIVES FOR OUR CHARITY HAVE BEEN MET THIS YEAR.
Performance of fundraising activities against objectives set	Para 1.41	OUR FUNDRAISING THIS YEAR HAS REMAINED STEADY. WE HAVE HAD A VALENTINES RAFFLE AND CONTINUE TO RECEIVE EASY FUNDRAISING CHEQUES.
Investment performance against objectives	Para 1.41	PARENTS ARE ALSO DONATING TERMLY TOWARDS CONSUMABLES.
Other		

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	WE WERE AN EXCESS OF INCOME OVER EXPENDITURE OF £4,325.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	OUR RESERVE ACCOUNT IS USED IN CASE OF EMERGENCIES SUCH AS MAINTENANCE OR REDUNDANCIES. IT HAS PARTLY BEEN USED THIS YEAR DUE TO MINIMUM WAGE AND RENT INCREASES.
Amount of reserves held	Para 1.22	£9,121.21
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:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	OUR MAIN INCOME IS FROM THE LOCAL AUTHORITY FOR FUNDED PLACES. WE ALSO HAVE SOME PAYING FAMILIES. WE DO FUNDRAISING, TAKE DONATIONS AND APPLY FOR GRANTS WHEREVER WE CAN.
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	IT IS ALWAYS TRICKY TO RECRUIT AND RETAIN TRUSTEES. AS CHILDREN LEAVE US, THEIR PARENTS ALSO TEND TO MOVE ON. LIVING WAGE IS ALSO A CONCERN DUE TO ADDED TAX, NI, AND PENSION CONTRIBUTIONS.
Other		

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	C.I.O. (CHARITABLE INCORPORATED ORGANISATION).
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	WE FOLLOW THE EARLY YEARS ALLIANCE CONSTITUTION. WE ARE A C.I.O
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	WE ADVERTISE OURSELVES AS A CHARITY RUN PRE-SCHOOL. PARENTS ARE ENCOURAGED TO JOIN OUR TRUSTEES ESPECIALLY AS SUMMER APPROACHES WHEN WE TEND TO LOOSE TRUSTEES AS THEIR CHILDREN LEAVE US. NEW MEMBERS ARE VOTED IN AT COMMITTEE MEETINGS BY CURRENT TRUSTEES. ROLES AND RESPONSIBILITIES ARE GIVEN AND ALL NEW TRUSTEES ARE GIVEN OUR HANDBOOK. TRUSTEES ARE DBS CHECKED,

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	TRUSTEES RECEIVE OUR TRUSTEE HANDBOOK AND HAVE FULL ACCESS TO OUR POLICIES AND PROCEDURES. THEY ALSO COMPLETE MANDATORY TRAINING. ANY NEW POLICIES OR PROCEDURES ARE AGREED AT COMMITTEE MEETINGS.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	OUR COMMITTEE CHAIR PERSON AND PRE-SCHOOL MANAGER LIAISE REGULARLY TO MAKE SURE ALL LEGAL REQUIREMENTS ARE MET. THESE ARE DISCUSSED AND ANY TASKS ARE DELEGATED TO TRUSTEES OR STAFF IF NEEDED.
Relationship with any related parties	Para 1.51	NONE
Other		

## Reference and Administrative details

Charity name	ABACUS PRE-SCHOOL LICHFIELD
Other name the charity uses	ABACUS PRE-SCHOOL PLAYGROUP
Registered charity number	1172294
Charity's principal address	FRANK HALFPENNY HALL, GEORGE LANE, LICHFIELD, STAFFORDSHIRE, WS13 6DX

### 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	KATHERINE COLE	CHAIR		ALL NEW TRUSTEES ARE VOTED ONTO THE COMMITTEE BY EXISTING TRUSTEES.
2	NATALIE MCKEE	TREASURER		
3	EMILY WATSON	SECRETARY		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Reference and Administrative details

(cont)

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## 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)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

--

## Declarations

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

**Signed on behalf of the charity's trustees**

Signature(s)

K Cole

Full name(s)

KATHERINE COLE

Position (eg Secretary,  
Chair, etc)

CHAIR

Date

21/11/23



**Peach&Co.**

Chartered Accountants & Business Advisers

**ABACUS PRESCHOOL LICHFIELD**

**Report of the Trustees &**

**Financial Statements for the Year Ended 31 March 2023**

# **ABACUS PRESCHOOL LICHFIELD**

## **Contents of the Financial Statements for the year ended 31 March 2023**

	Page
Legal and Administrative Information	1
Trustees' Report	2 -3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6
Notes to the Financial Statements	7-8

**ABACUS PRESCHOOL LICHFIELD**

**Legal and Administrative Information  
for the year ended 31 March 2023**

**Charitable Incorporated  
Organisation number**

1172294

**Principal Office**

Abacus Preschool  
Frank Halfpenny Hall  
George Lane  
Lichfield  
Staffordshire  
WS13 6DX

**Independent Examiner**

Mrs S L Hall ACA  
Peach & Co  
Chartered Accountants  
115 Byrkley Street  
Burton on Trent  
Staffordshire  
DE14 2EG

**Bankers**

Barclays Bank  
1 Breadmarket Street  
Lichfield  
Staffordshire  
B79 7NJ

## **ABACUS PRESCHOOL LICHFIELD**

### **Trustees' Report for the year ended 31 March 2023**

The Trustees present their report and the financial statements of the Charity for the year ended 31 March 2023.

#### **Charity Trustees and Committee Members**

The Committee Members, who are responsible for the management of the Preschool are also its Trustees. The following were Committee Members during the period under review:

<b>Chair</b>	K Cole
<b>Treasurer</b>	N McKie
<b>Secretary</b>	E Watson
<b>Other Committee Members:</b>	H Walton – resigned 1 July 2022
	A Barnes – resigned 1 January 2023
	A Farmer – resigned 1 June 2023
	K Thickett – resigned 1 June 2023
<b>Manager</b>	S Johnson

The present Charity Trustees are:

<b>Chair</b>	K Cole
<b>Treasurer</b>	N McKie
<b>Secretary</b>	E Watson
<b>Other Committee Members:</b>	None

#### **Governing Document**

Abacus Preschool Lichfield is a Charitable Incorporated Organisation governed by a constitution originally approved in March 2017 and is a Registered Charity, Number 1172294. On winding up of the CIO, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

#### **Financial Review**

The Preschool has recorded an excess of income over expenditure of £4,325 for the year ended 31 March 2023 (2022: Excess of expenditure over income of £14,486).

## **ABACUS PRESCHOOL LICHFIELD**

### **Trustees' Report for the year ended 31 March 2023**

#### **Aims, Objectives and Activities**

The Charity works for the public benefit having as its objectives the development and education of children and young people in particular by:

- Promoting their care and safety;
- Promoting their education and promoting parental participation;
- Promoting their health and wellbeing;
- Providing services to support them and their families and carers; and
- Providing services to individuals holding membership of the CIO.

#### **Reserves Policy**

The Charity Trustees have established a reserves policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be equal to a minimum of 6 months forecast expenditure. The reserves are needed to meet the working capital requirements of the Charity. By the balance sheet date there were not any funds designated for specific purposes – see Financial Review above.

Approved by the Charity Trustees on 21 November 2023 and signed on their behalf by:

K Cole

A handwritten signature in black ink, appearing to read 'K Cole', written in a cursive style.

# **ABACUS PRESCHOOL LICHFIELD**

## **Independent Examiner's Report to the Charity Trustees of**

### **Abacus Preschool Lichfield**

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 5 to 8.

#### **Respective Responsibilities of the Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), (as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

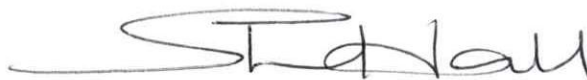
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Mrs S L Hall A C A**  
Peach & Co.  
Chartered Accountants  
115 Byrkley Street  
Burton on Trent  
Staffordshire  
DE14 2EG



Date: 22 November 2023

# ABACUS PRESCHOOL LICHFIELD

## Receipts and Payments Account for the year ended 31 March 2023

	Notes	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
<b>Receipts</b>					
General receipts	1	91,228	6,970	98,198	79,436
Grants received		1,000	-	1,000	-
Fundraising & donations		1,053	42	1,095	267
Investment income – bank interest received		2	-	2	1
<b>Total Receipts</b>		93,283	7,012	100,295	79,704
<b>Payments</b>					
Fundraising expenditure		71	-	71	-
Management and administration	2	89,177	6,722	95,899	94,190
<b>Sub total</b>		89,248	6,722	95,970	94,190
Capital expenditure		-	-	-	-
<b>Total Payments</b>		89,248	6,722	95,970	94,190
<b>Surplus/(Deficit) of receipts over payments</b>		4,035	290	4,325	(14,486)
<b>Cash funds at 1 April 2022</b>		£7,791	£316	£8,107	£22,594
<b>Cash funds at 31 March 2023</b>		£11,826	£606	£12,432	£8,108

The notes on pages 7 and 8 form part of these accounts

# ABACUS PRESCHOOL LICHFIELD

## Statement of Assets and Liabilities as at 31 March 2023

	Notes	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
		£	£	£	£
<b>Cash Funds</b>					
Current account		11,722	606	12,328	1,008
Deposit account		65	-	65	7,063
Cash		39	-	39	37
Total Funds		£11,826	£606	£12,432	£8,108

### Current Liabilities

	Total 2023 £	Total 2022 £
PAYE & NIC due to HMRC	857	776
Independent examiners fees	600	-
Pension contributions due to Nest	150	78
	£1,607	£854

### Current Assets

	Total 2023 £	Total 2022 £
Waste disposal prepaid	510	-
Fees owed	288	-
	£798	£-

Approved by the Trustees on 21 November 2023 and signed on their behalf by:



K Cole

The notes on pages 7 and 8 form part of these accounts

# ABACUS PRESCHOOL LICHFIELD

## Notes to the Financial Statements for the year ended 31 March 2023

	General Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>1. General Receipts</b>				
Funding	73,921	-	73,921	65,956
Fees	17,307	-	17,307	11,873
Disability Access Funding	-	2,400	2,400	615
Early Years Pupil Premium	-	4,570	4,570	992
	<hr/>	<hr/>	<hr/>	<hr/>
	91,228	6,970	98,198	79,436
	<hr/>	<hr/>	<hr/>	<hr/>

	General Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>2. Management and Administration</b>				
Staff costs	76,802	5780	82,582	77,638
Rent	6,600	-	6,600	6,000
Licences	301	-	301	359
Computer expenses	244	-	244	156
Consumables	1,151	-	1,151	1,654
Refreshments	505	-	505	439
DBS checks	64	-	64	145
DAF expenditure	-	266	266	615
Donations & gifts	155	-	155	415
Early Years Pupil Premium expenses	-	676	676	1,725
Equipment	72	-	72	351
Insurance	536	-	536	521
Maintenance and repairs	207	-	207	344
Resources	283	-	283	1,405
Sundry expenses	111	-	111	76
Uniforms	65	-	65	84
Telephone and internet	435	-	435	425
Bookkeeper	633	-	633	-
Waste disposal	556	-	556	954
Postage and stationery	333	-	333	320
Training	124	-	124	564
	<hr/>	<hr/>	<hr/>	<hr/>
	89,177	6,722	95,899	94,190
	<hr/>	<hr/>	<hr/>	<hr/>

## **ABACUS PRESCHOOL LICHFIELD**

### **Independent Examiner's Report to the Charity Trustees of**

#### **Abacus Preschool Lichfield**

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages 5 to 8.

#### **Respective Responsibilities of the Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), (as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

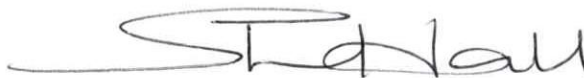
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Mrs S L Hall A C A**  
Peach & Co.  
Chartered Accountants  
115 Byrkley Street  
Burton on Trent  
Staffordshire  
DE14 2EG



Date: 22 November 2023