



## **TRUSTEES' ANNUAL REPORT - 18th NOVEMBER 2021**

It's a pleasure to report that this year has been a much calmer one by comparison to last year. The legacy that COVID leaves us with is the ability to appreciate the normality of a year *without* a pandemic. And that suits us just fine.

### **NEW BUSINESS MANAGER**

There has been a shift in the function of the Trustees this year, as we have appointed a member of staff in the brand-new role of part-time Business Manager. The Business Manager's role is to undertake many of the duties the Trustees would normally perform as Secretary, Treasurer and Chair as well take on all business admin and financial planning needed for the pre-school to run successfully from a business perspective.

The reason for this change is that we found that parents seem to be less able to offer themselves as volunteers lately and when we do get volunteers, it tends to only be for a short period of time whilst their children attend pre-school and with limited capacity to perform tasks on behalf of the pre-school. So, it's been a game-changing decision to create the Business Manager role to provide stability and consistency for the pre-school as well as take care of the finances and ensure that the pre-school is being run efficiently and effectively.

And so, we welcome Mei-Ling Reddaway to the team as our part-time Business Manager. In the role since this February, she has settled in brilliantly to the team and we have great confidence that she is the right person to work alongside Rebecca to keep the pre-school thriving as a business whilst maintaining the highest standards as an education setting.

### **COVID-19**

Although the pandemic has continued to cause major challenges throughout the country in the last 12 months, Marsh Green Pre-school has been relatively unaffected. Rebecca will outline the inevitable closures we did have, but it has been a smooth year and I would like to congratulate all the staff and members of the team who have made sure the virus was kept at bay. That is no mean feat given the circumstances.

### **TRUSTEES**

Over the course of the year, we have said goodbye to Rob Peters, Clare Brightwell and Charlotte Luck. Megan Brown stays on with us, as well as Caroline Burgess-Pike who joined right after our last AGM and our Manager, Rebecca Shipp will be joining the Trustees in an official capacity too so that she can take over the Nominated Individual role with Ofsted. We thank all of our Trustees, past and present for their outstanding commitment and dedication.

### **KEY PRIORITIES**

It has felt a little like we've still been coming off the back-foot from Covid, but our key priorities this year have been:

- 1) To ensure the Business Manager is supported with an appropriate induction programme
- 2) To maintain a steady staff rota, with training opportunities and staff job satisfaction
- 3) To spend money on staff, facilities and sensory garden
- 4) To adapt the invoicing system so that families are given longer periods to pay their fees

### **THANKS**

Thanks, as always, to our brilliant staff, Trustees and parents for all their efforts to help keep Marsh Green Pre-school a magical place for children to learn, grow & thrive.

**Alex Thurman**  
**Chairperson**  
**November 2021**

**Marsh Green Pre-School****BALANCE SHEET****Accounts September 2020 - August 2021**

<b>Item</b>	<b>Income</b>	<b>Expenditure</b>	<b>Net Income</b>	
<b>Main Income</b>				
Session Fees	14957.00	495.00	14462.00	
KCC Funding	91841.68		91841.68	
KCC Funding (SENIF)	4737.48		4737.48	
Snack Time	355.00	743.91	-388.91	
Fundraising & Grants	1706.78		1706.78	
Uniform	282.00	557.41	-275.41	
Savings Interest	65.77		65.77	
Misc - awaiting credit to account	-45.15		-45.15	
<b>Main Expenses</b>				
Salary	276.08	67464.07	-67187.99	
HMRC		1710.24	-1710.24	
Pensions		1154.59	-1154.59	
Suppliers (Accounts, HR, Cleaning)		1933.00	-1933.00	
Rent		4660.00	-4660.00	
Subscriptions (DBS, ICO, PPL, H&S, Ofsted)		854.17	-854.17	
Insurance		454.28	-454.28	
Technology		923.18	-923.18	
Training & Course Fees		358.00	-358.00	
<b>Children</b>				
Equipment - School (Needed for building)	282.34	1404.05	-1121.71	
Equipment - Cleaning		630.64	-630.64	
Equipment - Crafts		209.58	-209.58	
Equipment - Toys		818.22	-818.22	
Equipment - Animals		0.00	0.00	
Gifts & Entertainment		170.72	-170.72	
Fruit		0.00	0.00	
<b>TOTAL</b>	<b>114458.98</b>	<b>84541.06</b>	<b>29917.92</b>	
<b>Balance B/F</b>	54638.34			
<b>Income</b>	114458.98			
<b>Expenditure</b>	84541.06			
<b>Uncleared Receipts</b>				
		<b>Current Account</b>	34451.07	
		<b>Deposit Account</b>	50000.00	
		<b>Petty Cash</b>	105.19	
<b>Closing Balance</b>	<b>84556.26</b>	<b>Balance</b>	<b>84556.26</b>	
<b>Difference</b>	0.00			
<b>Reconciled Bank</b>	11/10/2021			
<b>Reconciled Cash</b>	20/08/2021			



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Marsh Green Pre-School CIO

On accounts for the year  
ended

31<sup>st</sup> August 2021

Charity no  
(if any)

1173155

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 **31/08/2021**.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

Date:

30/10/2021

Name:

Michael Musgrove

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

Address:

The Old Manse, Hever Road,

Edenbridge, Kent

TN8 5NQ

## 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.

Report to the trustees members of	On accounts for the year ended	Set out on pages
Marsh Green Pre-School Ltd	11 August 2017	
Charity no. 113185	(if any)	
<p>I report to the trustees on my examination of the accounts of the above charity for the year ended 31/08/2017.</p> <p>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).</p> <p>I report a report of my examination of the Trust's accounts carried out under section 142 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(1)(b) of the Act.</p> <p>I have completed my examination. I confirm that, in my opinion, the accounts come to my attention in connection with the examination which gives me cause to believe that in any material respect:</p> <ul style="list-style-type: none"> <li>the accounting records are not in accordance with section 130 of the Charities Act 2011;</li> <li>the accounts do not accord with the accounting records; or</li> <li>the accounts do 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.</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in the report in order to enable a proper understanding of the accounts to be reached.</p>		
Signed:		Relevant professional qualification(s) or body (if any):
Name:		Address:
Michael Murgrove		The Old Manse, Haver Road Edenbridge, Kent TN8 2NQ