



## **TRUSTEES' ANNUAL REPORT - 14th DECEMBER 2022**

Thanks to a brilliant team in place, the Trustees have had a very happy and quiet year.

### **BUSINESS MANAGER**

At the last AGM, we introduced the new Business Manager role to our team. This decision is one we never take for granted, as our Business Manager Mei-Ling has been an invaluable asset to the business. Making sure that we have a strong grasp on the finances has aided us in making vital decisions about staffing, staff pay, increasing costs of running the preschool in an economic crisis and brokering deals for physical improvements to the grounds and facilities.

Unfortunately for us, Mei's skills have been snapped up elsewhere and we say goodbye to her as a member of staff at this AGM. And so we are in the process of interviewing for a new Business Manager and hope to have someone to join the team in the New Year.

### **TRUSTEES**

In good news, Mei-Ling isn't leaving us for good. She will be joining the Trustees, which is fantastic news. Having her on board to provide consistency of provision is a silver-lining to losing her as Business Manager and we are very grateful that she will be able to stay with us in some capacity.

In other Trustee changes, both Megan Brown and I will be stepping down. We thank Megan for three years of dedication as well as being an acting Treasurer two years ago when the moment called for it. We wish her enormous luck in her future opportunities.

My departure as Chair is one that leaves the Trustees in the very capable hands of the remaining Trustees Caroline Burgess-Pike and our Manager and Nominated Individual, Rebecca Shipp as well as our new recruit, Mei-Ling. I thank you all for your continuing support and wish you the greatest of success in the future. In the time I've been Chair, we have made great strides of progress and I am immensely proud of Marsh Green Pre-school and all it's become. I leave on extremely positive terms and look forward to seeing you continue on your upward trajectory in the future.

### **KEY PRIORITIES**

At this very point in time we have the very immediate recruitment needs for

1. Business Manager

2. Chair of Trustees (Caroline has kindly agreed to act as Chair for the time being)
3. More Trustees

And as a result of recruiting these new members to the Marsh Green Pre-school team, we will be able to audit how things are currently and set fresh priorities for the future.

## THANKS

As always, enormous thanks to all the Trustees for their hard work and dedication, we couldn't do it without you.

And finally, thank you to our brilliant Manager, Rebecca and the whole team, Sophia, Julie, Jenny, Lucy, Carly, Sam & Sian. You are the beating heart of Marsh Green Pre-school and the success of the business speaks volumes about how amazing you are at it.

Alex Thurman  
Chairperson  
December 2022

**Marsh Green Pre-School****Accounts September 2021 - August 2022****BALANCE SHEET**

Item	Income	Expenditure	Net Income	
<b>Main Income</b>				
Session Fees	12187.00	47.00	12140.00	
KCC Funding	72702.51	0.00	72702.51	
Fundraising & Grants	675.14	0.00	675.14	
Uniform	250.50	0.00	250.50	
Savings Interest	89.76	0.00	89.76	
<b>Main Expenses</b>				
Salaries		80195.44	-80195.44	
HMRC		1845.56	-1845.56	
Pensions		1379.55	-1379.55	
DWP - DEA		967.01	-967.01	
Suppliers (Accounts, HR, Cleaning)	142.40	2672.99	-2530.59	
Rent		5013.00	-5013.00	
Subscriptions (DBS, ICO, PPL, H&S, Ofsted)		517.71	-517.71	
Insurance		540.44	-540.44	
Technology		311.57	-311.57	
Training & Course Fees		387.59	-387.59	
Snack Time		1125.47	-1125.47	
Entertainment		563.75	-563.75	
Maintenance		8094.00	-8094.00	
Other		205.24	-205.24	
<b>Children</b>				
Equipment - School	32.95	1593.32	-1560.37	
Equipment - Cleaning		214.92	-214.92	
Equipment - Crafts		709.93	-709.93	
Equipment - Toys		1940.07	-1940.07	
<b>TOTAL</b>	<b>86080.26</b>	<b>108324.56</b>	<b>-22244.30</b>	
<b>Balance B/F</b>	84556.26			
<b>Income</b>	86080.26			
<b>Expenditure</b>	108324.56			
<b>Uncleared Receipts</b>	0.00			
			<b>Current Account</b>	22243.47
			<b>Deposit Account</b>	40000.00
			<b>Petty Cash</b>	68.49
<b>Closing Balance</b>	<b>62311.96</b>		<b>Balance</b>	<b>62311.96</b>
<b>Difference</b>	<b>0.00</b>			
<b>Reconciled Bank</b>	19/09/2022			
<b>Reconciled Cash</b>	31/08/2022			



**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 2022

**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 **31/08/2022**.

**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:**

6/12/22

**Name:**

Michael Musgrove

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

**Address:**

The Old Manse, Hever Road,

Edenbridge, Kent

TN8 5NQ