

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Details

Status Registered

Legal form CIO

Registered 2017-07-10

Register [View on the Charity Commission register](#)

Contact

Address 82 Park Road
Ware
SG12 0AN

Phone 01920486627

Email manager.orchardhouse@gmail.com

Website www.orchardhousepreschool.co.uk

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: An Ofsted registered pre-school offering sessional activities to children from 2 years to pre Reception age. Encouraging learning through play within a carefully planned curriculum based on non statutory guidance in implementing the Early Years Foundation Stage Framework.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** LOCAL
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-05	£108,051	£95,869	-	-
2024-01-05	£95,370	£99,877	-	-
2023-01-05	£97,113	£65,911	-	-
2022-01-05	£76,557	£66,024	-	-
2021-01-05	£102,197	£103,212	-	-

Trustees

Name	Role	Appointed
Andrew Carless		2024-09-01
Florence Plank		2024-09-01
Hannah freeman		2025-09-01
Lauren Clayden		2024-09-01
Lisa Smith		2022-05-17
Madeleine Freed		2024-09-01
Natasha McGirr		2022-05-17

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Accounts

Trustees' Annual Report for the period

From 06.01.2024 Period start date - to 05.01.2025 Period end date

Charity Name: Orchard House Pre-school

Charity Address: 82 Park Road, Ware, Herts, SG12 0AN

Charity registration Number: 1173751

Objectives and Activities

Our aims and objectives are in S2 of our constitution

Purpose of the charity as set out in its governing document	Orchard House Pre-school will continue to offer a high quality of child care and education.
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	<p>We strive to provide child care to all families and provide a safe and stimulating environment for all our children following the Early Years Foundation stage.</p> <p>Our trustees work together to support fundraising events which assist in the maintenance and development of the setting.</p>

Achievements and performance

<p>Main achievements of the charity</p>	<p>We have had another fantastic year fundraising and winning two trophies in the Ware Carnival.</p> <p>We have a very healthy cohort of children on the register and we continue to provide quality childcare for children aged 2-4 years.</p> <p>Most of our children are in receipt of 2/3 year old funding.</p> <p>Payment was made in this year to redecorate the Pre-School.</p>
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Financial review

<p>Salaries remain our highest outgoing.</p> <p>The principal source of income is through local government funding. The parents of children who are not eligible for funding pay fees per sessions. This covers the daily cost of running the setting.</p> <p>We do ad hoc fundraising to include Summer and Christmas fetes for additional resources, equipment and activities.</p> <p>We hold a 25k reserve to cover the costs of a 3-month running period, including redundancy costs should the charity be forced to close.</p>

Additional Governance Information

On the 6th January 2018, Orchard House Pre-School became a CIO (Charity Incorporated Organisation).

Previously Orchard House was governed by the Pre-School Learning Alliance's 2011 Model Constitution. The constitution states that there should be at least 5 trustees but changing to a CIO the Pre-School we only need 3 members.

We currently have a strong committee.

Names of the charity Trustees who manage the charity

Trustee Name	Position	Dates
Natasha McGirr	Chairperson	30/06/2022-date
Lauren Clayden	Committee	28/09/2023-date
Maddy Freed	Committee	28/09/2023-date
Lisa Smith	Committee	30/06/2022-date
Florence Plank	Committee	28/09/2023-date

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

Signed on behalf of the charity's trustees

Natasha McGirr	Chairperson
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Date: 29th October 2025

Orchard House Pre-School
Receipts & Payments Account for the year ended 5th January 2025

	£ 2024-25	£ 2024-25	£ 2023-24	£ 2023-24	% +/-
Balances b/f 6th January 2024					
NW Business Reserve a/c 71150978		35,598.69		35,173.54	
NW Current a/c 71150951		25,691.33		30,623.00	
Petty cash		114.62		114.62	
		<u>61,404.64</u>		<u>65,911.16</u>	
Receipts					
HCC Funding	75,675.46		61,463.51		23.1%
Fees (including Holding fees)	28,185.00		28,902.59		-2.5%
Just Giving / Fundraising	2,380.15		3,542.15		-32.8%
Sweatshirts / uniforms	1,074.00		849.15		26.5%
Interest (Reserve)	516.41		425.15		21.5%
Lunch club	199.50		164.00		21.6%
Misc	20.65		23.45		-11.9%
		<u>108,051.17</u>		<u>95,370.00</u>	13.3%
Less Payments					
Salaries	61,227.26		67,764.16		-9.6%
Repairs & Maintenance (Incl. flooring, decorating, plumbing, cleaning)	4,723.39		4,018.43		17.5%
Teaching Materials	4,184.26		3,237.24		29.3%
PAYE	3,746.37		3,694.89		1.7%
Photocopier	3,583.46		1,941.71		84.6%
Rent / Lease	3,346.10		4,602.25		-27.3%
Pensions	2,341.99		2,168.64		8.0%
Insurance	1,943.65		1,726.04		12.6%
Energy & Water	1,584.76		2,489.29		-36.3%
Sweatshirts / Uniforms	1,506.42		1,195.67		26.0%
Phone/Broadband	1,337.91		1,414.53		-5.4%
Refreshments	917.69		701.67		30.8%
Equipment	914.76		-		0.0%
Training & Resources	788.16		494.99		59.2%
Fire & Electrical Testing	781.15		1,993.61		-60.8%
Personal Hygiene cleaning / medical	702.52		51.50		1264.1%
PSLA Payroll charges	600.22		601.99		-0.3%
Memberships / DBS	375.68		318.55		17.9%
Presents / Photos	355.86		474.90		-25.1%
Garden	348.75		322.49		8.1%
Postage/Stationery	210.44		349.57		-39.8%
Accounting / Audit fees	175.00		150.00		16.7%
Website	174.00		174.00		0.0%
		<u>95,660.00</u>		<u>99,878.52</u>	-4.0%
Surplus (Deficit) of receipts over payments		<u>12,181.37</u>		<u>(4,506.52)</u>	
Closing balance		<u>73,586.01</u>		<u>61,404.64</u>	
Represented By:-					
Balances c/f 5th January 2025					
NW Business Reserve a/c 71150978		36,115.10		35,598.69	
NW Current a/c 71150951		37,056.29		25,891.33	
Petty cash		114.62		114.62	
Deferred Income		300.00		-	
		<u>73,586.01</u>		<u>61,404.64</u>	

Prepared By

Angie Reynolds

date: 01/05/25

date: 22/04/24

Independent Examiners Certification

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:

Karen Gould

Mrs Karen Gould (FCCA)

date: 12/05/25

date: 28/04/24

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Accounts

Trustees' Annual Report for the period

From 06.01.2023 Period start date - to 05.01.2024 Period end date

Charity Name: Orchard House Pre-school

Charity Address: 82 Park Road, Ware, Herts, SG12 0AN

Charity registration Number: 1173751

Objectives and Activities

Our aims and objectives are in S2 of our constitution

<p>Purpose of the charity as set out in its governing document</p>	<p>Orchard House Pre-school will continue to offer a high quality of child care and education.</p>
<p>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</p>	<p>We strive to provide child care to all families and provide a safe and stimulating environment for all our children following the Early Years Foundation stage.</p> <p>Our trustees work together to support fundraising events which assist in the maintenance and development of the setting.</p>

Achievements and performance

<p>Main achievements of the charity</p>	<p>We have had a fantastic fundraising year and a very healthy cohort with 43 children on register. We won a trophy in Ware carnival for 'best children's entry.'</p> <p>We continue to provide quality childcare for children aged 2-4 years.</p> <p>Most of our children are in receipt of 2/3 year old funding. We have no children currently using 30 hour funding.</p> <p>We had a successful stall at Ware Dickensian evening and won the 'best children's entry' in the Ware carnival.</p>
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Financial review

<p>Salaries remain our highest outgoing at Funding and fees charged to parents of non-funded children brought in</p> <p>All other income came from fundraising, Summer and Christmas fetes and uniform, which most parents opted to purchase.</p>

Additional Governance Information

On 6th January 2018, Orchard House Pre-school became a CIO, Charity Incorporated organisation.

Previously Orchard House was governed by the Pre-school Learning Alliance's 2011 Model Constitution. The constitution states that there should be at least 5 trustees but changing to a CIO the Pre-school Learning Alliance approved at least 3 members.

We currently have a strong committee.

Names of the charity Trustees who manage the charity

Trustee Name	Position	Dates
Maria Dennis	Chairperson	30/06/2022-26/09/2024
Natasha McGirr	Committee	30/06/2022-date
Lauren Clayden	Committee	28/09/2023-date
Maddy Freed	Committee	28/09/2023-date
Lisa Smith	Committee	30/06/2022-date
Florence Plank	Committee	28/09/2023-26/09/2024

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

Signed on behalf of the charity's trustees

Natasha McGirr	Chairperson

Date: 29th October 2024

Orchard House Pre-School**Receipts & Payments Account for the year ended 5th January 2024**

	£	£	£	£	%
	2023-24	2023-24	2022-23	2022-23	+/-
Balances b/f 6th January 2023					
NW Business Reserve a/c 71150978		35,173.54		35,097.19	
NW Current a/c 71150951		30,623.00		30,785.05	
Petty cash		114.62		141.62	
		65,911.16		66,023.86	
Receipts					
HCC Funding	61,463.51		51,840.70		18.6%
Fees (including Holding fees)	28,902.59		43,000.67		-32.8%
Just Giving / Fundraising	3,542.15		2,014.05		75.9%
Sweatshirts / uniforms	849.15		115.50		635.2%
Lunch club	164.00		-		0.0%
Misc	23.45		65.46		-64.2%
Interest (Reserve a/c)	425.15		76.35		456.8%
		95,370.00		97,112.73	-1.8%
Less Payments					
Salaries	67,764.16		64,897.17		4.4%
Rent / Lease	4,602.25		4,843.09		-5.0%
Repairs & Maintenance (incl. flooring, decorating, plumbing, cleaning)	4,018.43		730.24		450.3%
PAYE	3,684.89		4,781.61		-22.9%
Teaching Materials	3,237.24		3,351.32		-3.4%
Energy & Water	2,489.29		1,673.91		48.7%
Pensions	2,168.64		2,107.51		2.9%
Fire & Electrical Testing	1,993.81		931.32		114.1%
Photocopier	1,941.71		2,586.18		-24.9%
Insurance	1,726.04		1,651.78		4.5%
Phone/Broadband	1,414.53		1,712.85		-17.4%
Sweatshirts / Uniforms	1,195.87		1,070.76		11.7%
Refreshments	701.67		620.25		13.1%
PSLA Payroll charges	601.99		322.80		86.5%
Training & Resources	494.99		461.60		7.2%
Presents / Photos	474.90		534.00		-11.1%
Postage/Stationery	349.57		148.53		135.4%
Garden	322.49		200.00		61.2%
Memberships / DBS	318.55		237.23		34.3%
Website	174.00		174.00		0.0%
Accounting / Audit fees	150.00		150.00		0.0%
Personal Hygiene cleaning / medical	51.50		38.39		34.1%
Equipment	-		4,000.89		-100.0%
		99,876.52		97,225.43	2.7%
Surplus (Deficit) of receipts over payments		(4,506.52)		(112.70)	
Closing balance		61,404.64		65,911.16	
Represented By:-					
Balances c/f 5th January 2024					
NW Business Reserve a/c 71150978		35,598.69		35,173.54	
NW Current a/c 71150951		25,691.33		30,623.00	
Petty cash		114.62		114.62	
		61,404.64		65,911.16	0.00

Prepared By

Angie Reynolds

date: 22/04/24

date: 21/03/23

Independent Examiners Certification

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:*Karen Gould*

Mrs Karen Gould (FCCA)

date: 28/04/24

date: 16/05/23

Independent Examiners Report to the Trustees of Orchard House Pre-School (CE011266)

This report is for the accounts of Orchard House Pre-School for the Year ended 5th January 2024 and which is set out on the attached pdf.

With effect from 10th July 2017, Orchard House Pre-School became a Charitable Incorporated Organisation (CIO # 1173751).

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011.

The charity's trustees considered that a full audit was not required for this year (under section 144) and that an Independent Examination of the accounts (prepared under a Receipts & Payments method) would be adequate. I am qualified to undertake the examination by being a qualified member of the ACCA and it is my responsibility to examine the accounts as required by the Act and to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with section 145(5)(b) of the Charities Act.

My examination includes a review of the accounting records kept by a 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 seeks explanations from the trustees concerning such matters. The procedures 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 the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - (a) To keep accounting records in accordance with section 130 of the Act and
 - (b) To prepare accounts which accord with accounting records and comply with the accounting requirements of the Charities Act

have 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.

Signed: 

Date: 29/04/2024

Mrs Karen Gould (FCCA)

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Accounts

Trustees' Annual Report for the period		
From	Period start date To	Period end date
	06 January 2022	05 January 2023

Section A Reference and administration details charity name Orchard House
Preschool

Other names charity is known by

Registered charity number (if any) **1173751**

Charity's principal address 82 Park Road
Ware
Herts

Postcode **SG12 0AN**

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. Maria Dennis-Waters			Chairperson 30.06.2022-date
2 Lisa Smith	Committee member		30.06.2022 - date
3 Lauren Clayden	Committee member		28.09.2023
4 Madeleine Freed	Committee member		28.09.2023
5 Florence Plank	Committee member		28.09.2023
6 Rakkapan Rajan	Committee member		28.09.2023
7 Rebecca Finnis	Committee member		30.06.2022 – July 2023
8 Natasha McGirr	Committee member		30.06.2022 - date
9 Emma Sheffield	Chairperson		03.10.2019 – 30.06.2022
10 Rebecca Currie	Committee member		01.09.2020 – 30.06.2022
11 Carrie Storey	Committee member		01.09.2020 – 30.06.2022
12 Anna Rawlings	Treasurer		03.10.2019 – 01.09.2020
13 Goldie Martin	Secretary		03.10.2019 – 01.09.2020

Names of the trustees for the charity, if any, (for example, any custodian

trustees) Name Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser Name Address

PSLA

Law Call

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

TAR 1 September 2021



Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

How the charity is constituted(eg. trust, association, company)

Trustee selection methods (eg. appointed by, elected by)
PSLA 2011 Constitution

Elected by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.



On 6thJanuary 2018 Orchard House Pre-School became a Charity Incorporated Organisation (CIO) no: 1173751.

Until the Unincorporated Organisation was dissolved on 5thJanuary 2018, the committee was governed by the Pre School Learning Alliance's 2011 Model Constitution. This Constitution states that there should be at least 5 trustees but, as the organisation was becoming a CIO to be governed by a new constitution, the Pre School Learning Alliance approved the committee continuing with three members.

In July 2023 1 member of the committee stepped down due to their child leaving the preschool. At our recent AGM, we had 4 new members join our committee.

Summary of the objects of the charity set out in its governing document

Our aim and objectives are laid out in S2 of our constitution and are as follows.

Trustees have been asked to familiarise themselves with the guidance issued by the Charity Commission on public benefit. All decisions taken have been made with regard to the constitution and Trustees have acted in the best interest of the Charity.

We offer sessional activities to children between the ages of 2 and 5. Our activities encourage learning through play within a carefully planned curriculum based on non statutory guidance in implementing the Early Years Foundation Stage Framework. Our curriculum takes into account the interests, backgrounds and achievements of the children within our care. As an Ofsted registered provider, we endeavour to provide a secure foundation through planned and targeted learning opportunities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

(Contribution made by volunteers)

We strive to maintain and enhance our well equipped environment in order that the children attending our setting can benefit from safe and engaging learning opportunities. Our trustees work together to support a sub-committee of parent volunteers in fundraising events which assist in the maintenance and development of the setting.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

TAR 3 September 2021



Summary of the main achievements of the charity during the year

By attending community events and advertising, the pre-school has successfully grown its business. We have seen an increase in waiting list numbers and demand for sessions.

Brief statement of the charity's policy on reserves

The charity aims to maintain costs with additional £10 maintenance costs. This

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
 - how expenditure has supported the key objectives of the charity;
 - investment policy and objectives including any ethical investment policy adopted.
- The main source of income is through the Early Years

Funding and fees charged to parents of non-funded children which brought in £43,000.67 in this financial period. All other income was from fundraising including a Treasure Hunt, summer fete etc. and the sale of sweatshirts for the children to wear if they wish.

Salaries remain our highest outgoing at £64,897.17 but this has also reduced due to reduction of our admin team and reduced overtime.

Section F Other optional information

The preschool does not have any custodian trustees.

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Maria Dennis-Waters

Position (eg Secretary, Chair, etc)

Chairperson

Date 10.10.2023

Orchard House Pre-School**Receipts & Payments Account for the year ended 5th January 2023**

	£ 2022-23	£ 2022-23	£ 2021-22	£ 2021-22	% +/-
Balances b/f 6th January 2022					
NW Business Reserve a/c 71150978		35,097.19		35,093.66	
NW Current a/c 71150951		30,785.05		31,416.19	
Petty cash		141.62		213.78	
		66,023.86		66,723.63	
Receipts					
HCC Funding	51,840.70		38,068.46		36.2%
Fees	43,000.67		36,529.67		17.7%
Just Giving / Fundraising	2,014.05		900.32		123.7%
Sweatshirts / uniforms	115.50		236.00		-51.1%
Interest (Reserve a/c)	76.35		3.53		2062.9%
Misc	65.46		818.32		-92.0%
		97,112.73		76,556.30	26.9%
Less Payments					
Salaries	64,897.17		52,755.24		23.0%
Rent / Lease	4,843.09		4,925.00		-1.7%
PAYE	4,781.61		2,775.68		72.3%
Equipment	4,000.89		436.87		815.8%
Teaching Materials	3,351.32		2,715.52		23.4%
Photocopier	2,586.18		1,529.24		69.1%
Pensions	2,107.51		1,636.53		28.8%
Phone/Broadband	1,712.85		1,572.69		8.9%
Energy & Water	1,673.91		1,334.10		25.5%
Insurance	1,651.78		1,419.37		16.4%
Sweatshirts	1,070.76		812.00		31.9%
Fire & Electrical Testing	931.32		515.43		80.7%
Repairs & Maintenance (incl. flooring, decorating, plumbing, cleaning)	730.24		1,030.56		-29.1%
Refreshments	620.25		456.56		35.9%
Presents	534.00		143.99		270.9%
Training & Resources	461.60		869.60		-46.9%
PSLA Payroll charges	322.80		633.87		-49.1%
Memberships / DBS	237.23		462.64		-48.7%
Garden	200.00		348.93		-42.7%
Website	174.00		174.00		0.0%
Accounting / Audit fees	150.00		-		0.0%
Postage/Stationery	148.53		230.69		-35.6%
Personal Hygiene cleaning / medical	38.39		477.56		-92.0%
		97,225.43		77,256.07	25.8%
Surplus (Deficit) of receipts over payments		(112.70)		(699.77)	
Closing balance		65,911.16		66,023.86	
Represented By:-					
Balances c/f 5th January 2023					
NW Business Reserve a/c 71150978		35,173.54		35,097.19	
NW Current a/c 71150951		30,623.00		30,785.05	
Petty cash		114.62		141.62	
		65,911.16		66,023.86	

Prepared By

Angie Reynolds

date: 21/03/23

date: 25/06/22

Independent Examiners Certification

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:*Karen Gould*

Mrs Karen Gould (FCCA)

date: 16/05/23

date: 14/07/22

Orchard House Pre-School**Receipts & Payments Account for the year ended 5th January 2023**

	£ 2022-23	£ 2022-23	£ 2021-22	£ 2021-22	% +/-
Balances b/f 6th January 2022					
NW Business Reserve a/c 71150978		35,097.19		35,093.66	
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Sweatshirts / uniforms	115.50		236.00		-51.1%
Interest (Reserve a/c)	76.35		3.53		2062.9%
Misc	65.46		818.32		-92.0%
		97,112.73		76,556.30	26.9%
Less Payments					
Salaries	64,897.17		52,755.24		23.0%
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PAYE	4,781.61		2,775.68		72.3%
Equipment	4,000.89		436.87		815.8%
Teaching Materials	3,351.32		2,715.52		23.4%
Photocopier	2,586.18		1,529.24		69.1%
Pensions	2,107.51		1,636.53		28.8%
Phone/Broadband	1,712.85		1,572.69		8.9%
Energy & Water	1,673.91		1,334.10		25.5%
Insurance	1,651.78		1,419.37		16.4%
Sweatshirts	1,070.76		812.00		31.9%
Fire & Electrical Testing	931.32		515.43		80.7%
Repairs & Maintenance (incl. flooring, decorating, plumbing, cleaning)	730.24		1,030.56		-29.1%
Refreshments	620.25		456.56		35.9%
Presents	534.00		143.99		270.9%
Training & Resources	461.60		869.60		-46.9%
PSLA Payroll charges	322.80		633.87		-49.1%
Memberships / DBS	237.23		462.64		-48.7%
Garden	200.00		348.93		-42.7%
Website	174.00		174.00		0.0%
Accounting / Audit fees	150.00		-		0.0%
Postage/Stationery	148.53		230.69		-35.6%
Personal Hygiene cleaning / medical	38.39		477.56		-92.0%
		97,225.43		77,256.07	25.8%
Surplus (Deficit) of receipts over payments		(112.70)		(699.77)	
Closing balance		65,911.16		66,023.86	
Represented By:-					
Balances c/f 5th January 2023					
NW Business Reserve a/c 71150978		35,173.54		35,097.19	
NW Current a/c 71150951		30,623.00		30,785.05	
Petty cash		114.62		141.62	
		65,911.16		66,023.86	

Prepared By

Angie Reynolds

date: 21/03/23

date: 25/06/22

Independent Examiners Certification

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:*Karen Gould*

Mrs Karen Gould (FCCA)

date: 16/05/23

date: 14/07/22

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Accounts

Trustees' Annual Report for the period		
From Period start date To	Period end date	
06 January 2021	05 January	2021

Section A Reference and administration details Charity name

Orchard House Preschool

Other names charity is known by

Registered charity number (if any) 1173751

Charity's principal address 82 Park Road

Ware

Herts

Postcode SG12 0AN

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 Maria			Dennis-Waters Chairperson 30.06.2022 - date
2 Lisa Smith	Committee member	30.06.2022 - date	
3 Rebecca Finnis	Committee member	30.06.2022 - date	
4 Natasha McGirr	Committee member	30.06.2022 - date	
5 Emma Sheffield	Chairperson	03.10.2019 - 30.06.2022	6
Rebecca Currie	Committee member	01.09.2020 - 30.06.2022	7
Carrie Storey	Committee member	01.09.2020 - 30.06.2022	8
Anna Rawlings	Treasurer	03.10.2019 - 01.09.2020	9
Goldie Martin	Secretary	03.10.2019 - 01.09.2020	

Names of the trustees for the charity, if any, (for example, any

custodian trustees) Name Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser Name Address

PSLA

Law Call

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Name of chief executive or names of senior staff members

(Optional information) TAR 1 September 2021

[Redacted]

[Redacted]

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

PSLA 2011 Constitution

How the charity is constituted (eg. trust, association, company)

Elected by Members

Trustee selection methods (eg. appointed by, elected by)

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

On 6th January 2018 On
Charity Incorporated C

Until the Unincorporat
5th January 2018, the c
School Learning Allian
Constitution states tha
as the organisation wa
new constitution, the
the committee continu

In June 2022 2 membe
to their children leavin
were appointed. A new
previous chairperson h

[Redacted]

Our aim and objectives are laid out in S2 of our constitution and are as follows.

We offer sessional activities to children between the ages of 2 and 5. Our activities encourage learning through play within a carefully planned curriculum based on non statutory guidance in implementing the Early

Summary of the objects of the charity set out in its governing document

Years Foundation Stage Framework. Our curriculum also takes account of the interests, backgrounds, abilities and achievements of the children within our care. As an Ofsted registered provider we endeavour to provide a secure foundation to the children in our care through planned and targeted learning

opportunities.

Trustees have been asked to familiarise themselves with the guidance issued by the Charity Commission on public benefit. All decisions taken have been made with regard to the constitution and Trustees have acted in the best interest of the charity.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

(Contribution made by

We strive to maintain environment in order can benefit from safe trustees work together volunteers in fundrais maintenance and dev

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;

- contribution made by volunteers.

TAR 3 September 2021



Summary of the main achievements of the charity during the year

By attending community events and advertising, the pre-school has successfully grown its business. We have seen an increase in waiting list numbers and demand for sessions.

Brief statement of the charity's policy on reserves

The charity aims to manage running costs with additional planned maintenance

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funding and fees charged to parents of non-funded children which brought in £74,598.13 in this financial period. All other income was from fundraising including a Treasure Hunt, summer fete etc. and the sale of sweatshirts for the children to wear if they wish.

The main source of income is through the Early Years

Salaries remain our highest outgoing at £53,755.24 but this has also reduced due to reduction of our admin team and reduced overtime.

Section F Other optional information

The preschool does not have any custodian trustees.



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

Signed on behalf of the charity's trustees

Signature(s) M. Dennis-Waters

Full name(s)

Maria Dennis-Waters

Position (eg Secretary, Chair, etc)

Chairperson

Date 16.10.2022

TAR 5 September **2021**

Orchard House Pre-School
Receipts & Payments Account for the year ended 5th January 2022

£ £ £
2022 2022 2021 2021

Balances b/f 6th January 2021

NW Business Reserve a/c 71150978 35,093.66 25,071.12 NW Current a/c 71150951 31,416.19 42,570.25 HSBC a/c 60068063 - - Petty cash 213.78
97.68 **66,723.63 67,739.05**

Receipts

Fees 38,068.46 19,786.30 HCC Funding 36,529.67 70,900.60 East Herts Council Grant (Covid) 10,000.00 - Just Giving / Fundraising 900.32 455.68
Misc 818.32 682.73 Sweatshirts / uniforms 236.00 288.80 Lunch club - 35.80 Holding fees - 25.00 Interest (Reserve) 3.53 22.54 **76,556.30**
102,197.45

Less Payments

Salaries 52,755.24 61,323.36 Rent / Lease 4,925.00 2,635.96 PAYE 2,775.68 2,695.52 Teaching Materials 2,715.52 2,158.10
Pensions 1,636.53 1,606.72 Phone/Broadband 1,572.69 1,414.37 Photocopier rental 1,529.24 2,129.04 Insurance 1,419.37 1,394.67
Energy & Water 1,334.10 1,590.60 Repairs & Maintenance (incl. flooring, decorating, plumbing) 1,030.55 16,992.26 Training &
Resources 869.60 296.00 Sweatshirts 812.00 942.00 PSLA Payroll charges 633.87 797.56 Fire & Electrical Testing 515.43 371.04
Personal Hygiene cleaning / medical 477.56 80.06 Memberships / DBS 462.64 518.23 Refreshments 456.56 297.90 Equipment
436.87 4,544.93 Garden 348.93 400.00 Postage/Stationery 230.69 89.04 Website 174.00 674.80 Presents 144.00 47.00 Christmas
party - 163.31 Misc - 50.40

77,256.07 103,212.87

Surplus (Deficit) of receipts over payments **(699.77) (1,015.42)** Closing balance **66,023.86 66,723.63** Represented By:-

Balances c/f 5th January 2022

HSBC a/c 60068063 - - NW Business Reserve a/c 71150978 35,097.19 35,093.66 NW Current a/c 71150951 30,785.05 31,416.19 Petty cash 141.62
213.78 **66,023.86 66,723.63**

Prepared By

Angie Reynolds date: 27/05/22 date: 22/06/21 **Independent Examiners Certification**

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:

Karen Gould

Mrs Karen Gould (FCCA) date: 13/07/22 date: 08/07/21

Independent Examiners Report to the Trustees of Orchard House Pre-School

This report is for the accounts of Orchard House Pre-School for the Year ended 5th January 2022 and which is set out on the attached pdf.

With effect from 6th January 2018, Orchard House Pre-School became a Charitable Incorporated Organisation (CIO # 1173751).

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011.

The charity's trustees considered that a full audit was not required for this year (under section 144) and that an Independent Examination of the accounts (prepared under a Receipts & Payments method) would be adequate. I am qualified to undertake the examination by being a qualified member of the ACCA and it is my responsibility to examine the accounts as required by the Act and to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with section 145(1) of the Charities Act.

An examination includes a review of the accounting records kept by a 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 seeks explanations from the trustees concerning such matters. The procedures 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 the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in, any material respect, the requirements: (a) To keep accounting records in accordance with section 130 of the Act and (b) To prepare accounts which accord with accounting records and comply with the accounting requirements of the Charities Act

have 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.

Signed:  Date: 13/07/2022

Mrs Karen Gould (FCCA)

ORCHARD HOUSE PRE-SCHOOL

England & Wales - Charity number 1173751

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	September	2018		05	January	2020

Section A Reference and administration details

Charity name Orchard House Preschool

Other names charity is known by

Registered charity number (if any) 1173751

Charity's principal address

82 Park Road
Ware
Herts
Postcode SG12 0AN

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	Emma Sheffield	Chairperson	03.10.2019 – date	
2	Anna Rawlings	Treasurer	03.10.2019 – 01.09.2020	
3	Goldie Martin	Secretary	03.10.2019 – 01.09.2020	
4	Janice Chaplin	Chairperson	21.09.2017 – 03.10.2019	
5	Lauren Martin	Treasurer	21.09.2017 – 03.10.2019	
6	Helena Staples	Secretary	21.09.2017 – 03.01.2019	
7				
8				
9				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
PSLA		
Law Call		

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PSLA 2011 Constitution
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Elected by Members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

On 6th January 2018 Orchard House Pre-School became a Charity Incorporated Organisation (CIO) no: 1173751.

In September 2019, every member of the committee stepped down and three new members, all with children attending the pre-school formed the new committee.

Until the Unincorporated Organisation was dissolved on 5th January 2018, the committee was governed by the Pre School Learning Alliance's 2011 Model Constitution. This Constitution states that there should be at least 5 trustees but, as the organisation was becoming a CIO to be governed by a new constitution, the Pre School Learning Alliance approved the committee continuing with three members.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Our aim and objectives are laid out in S2 of our constitution and are as follows.

We offer sessional activities to children between the ages of 2 and 5. Our activities encourage learning through play within a carefully planned curriculum based on non statutory guidance in implementing the Early Years Foundation Stage Framework. Our curriculum also takes account of the interests, backgrounds, abilities and achievements of the children within our care. As an Ofsted registered provider we endeavour to provide a secure foundation to the children in our care through planned and targeted learning opportunities.

Trustees have been asked to familiarise themselves with the guidance issued by the Charity Commission on public benefit. All decisions taken have been made with regard to the constitution and Trustees have acted in the best interest of the charity.

(Contribution made by volunteers)

We strive to maintain and enhance our well equipped environment in order that the children attending our setting can benefit from safe and engaging learning opportunities. Our trustees work together to support a sub-committee of parent volunteers in fundraising events which assist in the maintenance and development of the setting.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

By attending community events and advertising, the pre-school has successfully grown its business. We have seen an increase in waiting list numbers and demand for sessions.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain reserves equivalent to 3 months running costs with additional £10k to cover unexpected and planned maintenance costs. This equates to £35k.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of income is through the Early Years Funding and fees charged to parents of non-funded children which brought in £113,881.96 in this financial period. Most other income was from fundraising including a Christmas Bazaar, Treasure Hunt etc. and the sale of sweatshirts for the children to wear if they wish.

Salaries remain our highest outgoing at £72,017.87 but recruitment in this financial period has resulted in reduced spend on agency staff.

Section F

Other optional information

The preschool does not have any custodian trustees.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Emma Sheffield	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	29.10.2020	

Orchard House Pre-School
Receipts & Payments Account for the year ended 5th January 2021

	£	£
	2021	2021
Balances b/f 6th January 2020		
HSBC a/c 60068063		-
NW Business Reserve a/c 71150978		25,071.12
NW Current a/c 71150951		42,570.25
Petty cash		97.68
		<u>67,739.05</u>

Receipts

HCC Funding	70,900.60	
East Herts Council Grant (Covid)	10,000.00	
Fees	19,786.30	
Misc	682.73	
Just Giving/Fundraising	455.68	
Sweatshirts	288.80	
Lunch club	35.80	
Holding fees	25.00	
Interest (Reserve)	22.54	
		<u>102,197.45</u>

Less Payments

Salaries	61,323.36	
Repairs & Maintenance (incl. flooring, decorating, plumbing)	16,992.26	
Equipment	4,544.93	
PAYE	2,695.52	
Rent / Lease	2,635.96	
Teaching Materials	2,158.10	
Photocopier	2,129.04	
Pensions	1,606.72	
Energy & Water	1,590.60	
Phone/Broadband	1,414.37	
Insurance	1,394.67	
Sweatshirts	942.00	
Payroll charges	797.56	
Website	674.80	
Memberships / DBS	518.23	
Garden	400.00	
Fire & Electrical Testing	371.04	
Refreshments	297.90	
Training & Resources	296.00	
Christmas party	163.31	
Postage/Stationery	89.04	
Cleaning/medical	80.06	
Misc	50.40	
Presents	47.00	
		<u>103,212.87</u>

Surplus (Deficit) of receipts over payments **(1,015.42)**

Closing balance 66,723.63

Represented By:-

Balances c/f 5th January 2021

HSBC a/c 60068063		-
NW Business Reserve a/c 71150978	35,093.66	
NW Current a/c 71150951	31,416.19	
Petty cash	213.78	
		<u>66,723.63</u>

0.00

Prepared By

Angie Reynolds

date: 22/06/21

Independent Examiners Certification

In connection with my examination of the books and records of the Orchard House Pre-School charity (CIO), no matters have been brought to my attention which would prevent a proper understanding of the accounts to be reached.

Examined by:

Karen Gould

Mrs Karen Gould (FCCA)

date: 08/07/21

Independent Examiners Report to the Trustees of Orchard House Pre-School

This report is for the accounts of Orchard House Pre-School for the Year ended 5th January 2021 and which is set out on the attached pdf.

With effect from 6th January 2018, Orchard House Pre-School became a Charitable Incorporated Organisation (CIO # 1173751).

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011.

The charity's trustees considered that a full audit was not required for this year (under section 144) and that an Independent Examination of the accounts (prepared under a Receipts & Payments method) would be adequate. I am qualified to undertake the examination by being a qualified member of the ACCA and it is my responsibility to examine the accounts as required by the Act and to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with section 145(1) of the Charities Act.

An examination includes a review of the accounting records kept by a 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 seeks explanations from the trustees concerning such matters. The procedures 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 the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - (a) To keep accounting records in accordance with section 130 of the Act and
 - (b) To prepare accounts which accord with accounting records and comply with the accounting requirements of the Charities Act

have 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.

Signed: 

Date: 08/07/2021

Mrs Karen Gould (FCCA)