



Trustees' Annual Report for the period

Period start date		Period end date		
From	01	September	2018	To
		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)

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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
<u>Balances b/f 6th January 2020</u>		
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
		67,739.05

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	
		102,197.45

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	
		103,212.87

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	
		66,723.63

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

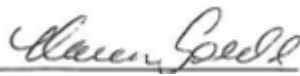
In the course of my examination, no matter has come to my attention:

- 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)