

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)
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1 Maria			Dennis-Waters Chairperson 30.06.2022 - date
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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

## 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 6<sup>th</sup> January 2018 On  
Charity Incorporated C

Until the Unincorporat  
5<sup>th</sup> 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

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 its 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.

The main source of income is through the Early Years

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.

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	
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**Position (eg Secretary, Chair, etc)**

Chairperson
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**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 Ret / 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 Photocopying 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 94.00 PSLA Payroll charges 633.87 797.56 Fire & Electrical Testing 515.43 371.04 Personal Hygiene cleaning / medical 477.56 802.00 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**

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**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 5<sup>th</sup> January 2022 and which is set out on the attached pdf.

With effect from 6<sup>th</sup> 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)