

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

--	--

--	--

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

TAR 1 September 2021

[REDACTED]

**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.

[REDACTED]

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

Until the Unincorporated Organisation was dissolved on 5<sup>th</sup> 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.

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.

**TAR 2 September 2021**

**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	% +/-
<b><u>Balances b/f 6th January 2022</u></b>					
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	
		<b>66,023.86</b>		<b>66,723.63</b>	
<b><u>Receipts</u></b>					
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%
		<b>97,112.73</b>		<b>76,556.30</b>	26.9%
<b><u>Less Payments</u></b>					
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%
		<b>97,225.43</b>		<b>77,256.07</b>	25.8%
Surplus (Deficit) of receipts over payments		<b>(112.70)</b>		<b>(699.77)</b>	
Closing balance		<b>65,911.16</b>		<b>66,023.86</b>	

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
	<b>65,911.16</b>	<b>66,023.86</b>

0

0

**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	% +/-
<b><u>Balances b/f 6th January 2022</u></b>					
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	
		<b>66,023.86</b>		<b>66,723.63</b>	
<b><u>Receipts</u></b>					
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%
		<b>97,112.73</b>		<b>76,556.30</b>	26.9%
<b><u>Less Payments</u></b>					
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%
		<b>97,225.43</b>		<b>77,256.07</b>	25.8%
Surplus (Deficit) of receipts over payments		<b>(112.70)</b>		<b>(699.77)</b>	
Closing balance		<b>65,911.16</b>		<b>66,023.86</b>	

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
	<b>65,911.16</b>	<b>66,023.86</b>

0

0

**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