

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

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 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</p> <p>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>
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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)