

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

Main achievements of the charity	<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

Salaries remain our highest outgoing.

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.

We do ad hoc fundraising to include Summer and Christmas fetes for additional resources, equipment and activities.

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.

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	20.85		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		1,195.87		26.0%
Phone/Broadband	1,337.91		1,414.53		-5.4%
Refreshments	917.69		701.87		30.8%
Equipment	914.76		-		0.0%
Training & Resources	788.16		494.99		59.2%
Fire & Electrical Testing	781.15		1,993.81		-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>95,869.80</u>		<u>99,878.52</u>	-4.0%

Surplus (Deficit) of receipts over payments	12,181.37		(4,506.52)		
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