



Trustees' Annual Report for the period										
From		Period start date			To			Period end date		
		01	09	2022				31	08	2023

Section A Reference and administration details

Charity name	The Village Pre-School E17 CIO
Other names charity is known by	N/A (but previously known as The Village Playgroup 1031388)
Registered charity number (if any)	1173999
Charity's principal address	Walthamstow cricket club
	48a Greenway Avenue
	London
	Postcode E17 3QN

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	Millie Richards-Clack	Chair	Oct 2018 – Current	Sarah Dewar
2	Mark Henderson	Treasurer	Sep 2022 – Current	Evelyn Marktl
3	Lindsay Ramsay	Secretary	Nov 2020 – April 2023	Village Preschool Committee
4	Alice Finney	Member	Sep 2022 – Sep 2023	Village Preschool Committee
5	Ellie Atkinson	Member	Sep 2022 – Current	Village Preschool Committee
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20				

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

**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)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Unincorporated association

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by AGM by those present

**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.

The committee are given an induction session and information pack, outlining their managerial responsibilities, giving details of important processes that need to be carried out and explaining where further information and online training can be found. The committee oversee the Preschool Manager.

The manager oversees the rest of the staff team, including the Deputy Manager, SENDCO and Administrator.

The Preschool is also part of the Waltham Forest Preschool Network, a group, comprising other preschools in the borough which meets 6 times a year to share and disseminate important information regarding management, educational matters and policy changes at both a local and national level.

Committee are made aware of the various policies at the Preschool regarding safeguarding of children, health and safety and risk management.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Village Preschool key objectives are the development and education of preschool children, 2+. It works for the benefit of the public, specifically the local residents surrounding the Preschool. Care and safety of the children is of utmost importance to the Preschool, as well as establishing an understanding of health and well-being through sport and nutrition. The Preschool provides social activities on site for the parents and families to create an inclusive and supportive community for all of the users. Outside of the pupils, the Preschool provides development and training to the team to further the aims of the EYFS.

**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)**

**Main Purpose** - The Village Preschool aims to:

- Provide high quality care and education for children below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service which promotes equality and values diversity

The Preschool does this by running sessions from 08:30am –3:00pm, Monday to Friday over 38 weeks.

We have space for 38 3-year-olds but sessions are usually a mix of 2–4-year-olds. As a result, we normally have 25-35 children attend each session, admission to preschool is based on date of birth and priority given to older children. This academic year saw a huge increase in enrolment and our waitlist has increased in numbers.

The Preschool is fully inclusive and has a number of children with additional needs on roll. Children are helped to settle in by being assigned a Key person who writes observations on a learning platform that parents are able to view on a daily basis. Key workers write new observations every week.

**The Village Preschool works for the public benefit by having as its objectives the development and education of preschool children. The trustees have regard to the guidance on the public benefit issued by the Charity Commission.**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Parent Volunteers are welcomed at the Preschool. Parents are invited to take part in activities and events held throughout the year. Parents are also encouraged to join the committee and play an active role there.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Everything is running smoothly with preschool staff members and the senior management of the club with our current opening times;

Days are now 08:30am – 3.00pm (term time)

Website, social media and good word of mouth has helped us to maintain a steady number of families using our services at the setting, with a healthy waiting list.

We had a number of level 2 and level 3 students come to us for workplace placements.

**Special Needs** – We continue to cater for children with special needs, with continued support from the area SENDCO throughout the year.

**Forest School** – Forest school sessions continued on Monday, Wednesday and Friday's whatever the weather, our forest school leader Indra has supported staff to encourage them to develop an It's a very popular session and has become a unique selling point for our preschool.

**Extra Curriculum** – Petite Productions provide drama activities and Sports Stars provide mini athletics.

**Events** – Other events include, Halloween party, Christmas activity day, pancake day, Chinese New Year, Mother's Day tea activities and parent days, and there are termly parent consults.

**Staff Training** – Staff continue to use noodle online training; we also have specialists from the borough provide training necessary to enhance the care and education of the children at the setting.

**FEEE 15/ 30 Hour Funding** – Almost all parents pay using their FEEE hours code to access the sessions.

Section E

Financial review

Brief statement of the charity’s policy on reserves

The Preschool holds a contingency fund of £65.000 in a savings account to as a safety net for emergency and possible redundancies if the business were to close down.

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.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

	<div>Signed by:</div> <div><div>Mrs Melissa Richards-Clack</div><div>4D822E41C7BE464</div></div>	
Signature(s)		
Full name(s)	Mrs Melissa Richards-Clack	
Position (eg Secretary, Chair, etc)	Chair	
Date	July 30, 2024	

**The Village Pre-School E17**

**Unaudited Financial Statements**

**Financial Period 01 September 2022 to 31 August 2023**

## **The Village Pre-School E17**

### **Business Information**

**Financial Period 01 September 2022 to 31 August 2023**

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<b>Business Name</b>	The Village Pre-School E17
<b>Business Address</b>	48a Greenway Avenue Walthamstow E17 3QN
<b>Registered Charity Number</b>	1173999
<b>Bookkeeper/Accountant</b>	CLP Bookkeeping & Accountancy 18 Maple Crescent Trefechan Merthyr Tydfil Mid Glamorgan CF48 2EH
<b>Bank</b>	Lloyds Bank Plc 180 - 182 High Street Walthamstow London E17 7JH

## **The Village Pre-School E17**

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## **The Village Pre-School E17**

### **Financial Statement Report**

#### **Financial Period 01 September 2022 to 31 August 2023**

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As agreed in the Letter of Engagement dated 03 July 2024, I have prepared your Financial Statements for the year ending 31 August 2023 for your approval.

The Financial Statements comprise of the consolidated Income and Expenditure Statement, as well as a Statement of Assets and Liabilities.

The Financial Statements have been compiled using the information and explanations that have been provided to me.

You have approved the financial information provided to me for the year, and it is this information that I have used to compile the Self-Assessment and Financial Statements.

You have acknowledged responsibility for the information provided and the accuracy and completeness of it.

I have not carried out an audit of the Financial statements as I have not been instructed to do so. Therefore, I have not verified the accuracy and completeness of the information used to compile the financial statements, and I express no opinion on them.

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Catherine Parkes  
CLP Bookkeeping & Accountancy

18 Maple Crescent  
Trefechan  
Merthyr Tydfil  
Mid Glamorgan  
CF48 2EH

[catherineparkesbookkeeping@gmail.com](mailto:catherineparkesbookkeeping@gmail.com)  
07752 023720

## The Village Pre-School E17

### Income and Expenditure Statement

Financial Period 01 September 2022 to 31 August 2023

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	31 August 2023	31 August 2022
	£	£
<b>Income</b>		
Fees	72,913	31,472
LBWF Funding	121,537	96,405
SENIF Funding	12,622	
Income from Charitable Activities	2,906	
COVID SSP	1,227	
Other income	1,572	1,423
Bank Interest	<u>326</u>	<u>7</u>
<b>Total Income</b>	<b><u>213,103</u></b>	<b><u>129,307</u></b>
<b>Expenditure</b>		
Rent	18,288	15,675
Staff Costs	150,371	131,569
Payroll & Bookkeeping	381	307
Snacks	809	900
Membership & Insurance	1,131	2,662
Subscriptions	3,478	0
Activities & Materials	3,901	9,179
Training & DBS Checks	328	1,386
Administration	9	846
Equipment	2,766	1,535
Staff Expenses	0	3,216
Cleaning	183	313
Office & IT Expenses	5,014	3,463
Marketing	1,881	1,984
Sundry Expenses	438	2,315
Legislative Expenses	4,164	
Bank Charges	<u>88</u>	<u></u>
<b>Total Expenditure</b>	<b><u>193,230</u></b>	<b><u>175,350</u></b>
<b>Net (Expenditure) / Income</b>	<b><u>19,873</u></b>	<b><u>(46,043)</u></b>
<b><u>In Year Movement of Funds</u></b>		
Opening Balance	95,183	141,226
Excess of Income / (Expenditure)	<u>19,873</u>	<u>(46,043)</u>
Closing Balance	<u>115,056</u>	<u>95,183</u>

## The Village Pre-School E17

### Asset and Liability Statement

Financial Period 01 September 2022 to 31 August 2023

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	31 August 2023 £	31 August 2022 £
<b>Cash</b>		
Current account	64,533	32,274
Savings account	64,360	64,033
Petty cash	<u>0</u>	<u>0</u>
<b>Total Cash</b>	<b><u>128,893</u></b>	<b><u>96,307</u></b>
 <b>Other Assets/(Liabilities)</b>		
Debtors	(11,415)	0
Creditors	<u>577</u>	<u>(1,124)</u>
<b>Total</b>	<b><u>10,838</u></b>	<b><u>(1,124)</u></b>

In accordance with the Letter of Engagement dated 03 July 2024, I approve the attached Financial Statements set out in pages 2 to 8 of this document.

I acknowledge my responsibility for the Financial Statements and for providing CLP Bookkeeping & Accountancy with the accurate and complete information needed for their compilation.

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Milli Richards  
Chairperson  
The Village Pre-School E17

Date: \_\_\_\_\_



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

The Village Pre-School E17

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

1173999

Set out on pages

Page 3 - end of document

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*Catherine Parkes*

Date:

12 July 2024

Name:

Catherine Parkes – CLP Bookkeeping & Accountancy

Relevant professional  
qualification(s) or body

(if any):

**Address:**

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

N/A