



Trustees' Annual Report for the period										
From		Period start date			To			Period end date		
		01	09	2023				31	08	2024

Section AReference 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
	PostcodeE17 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	Millie Richards-Clack
3	Ellie Atkinson	Member	Sep 2022 - Current	Village Preschool Committee
4	Sally Brian	Member	Jan 2024 - Current	Village Preschool Committee
5	Teresa Tucker	Member	Feb 2024 - Current	Village Preschool Committee
6	Harriet Halsey	Member	Jan 2024 - Current	Village Preschool Committee
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17				
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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.

**Trustee Induction and Governance:**

New committee members receive an induction session and information pack outlining managerial responsibilities, key procedures, and further training resources.

The committee oversees the Preschool Manager, who supervises the Deputy Manager, SENDCO, and Administrator.

We are part of the Waltham Forest Preschool Network, collaborating with other local preschools on policy, education, and management best practices. Trustees are made aware of safeguarding, health and safety, and risk management policies.

## Section C Objectives and activities

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

The Village Preschool is committed to the education and development of children aged 2 and above. Our focus includes promoting well-being, encouraging social interaction, and supporting healthy development through nutrition and physical activity.

We aim to build an inclusive and supportive community for families and provide professional development opportunities for staff in alignment with the Early Years Foundation Stage (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)**

The preschool operates Monday to Friday from 8:30am to 3:00pm during term time. We can accommodate up to 38 children, primarily aged 3, though we typically serve a mix of 2-4 year-olds. Priority is based on age and date of birth.

Due to unforeseen circumstances, the preschool was closed for the month of September, which resulted in a temporary loss of revenue. Despite this setback, enrolment increased later in the year, and our waitlist remains strong.

We continue to post regularly on social media; however, we have experienced a decline in birth rates within the local area, alongside increased competition from other nurseries.

The preschool is fully inclusive and supports a number of children with additional needs. Each child is assigned a key worker who conducts weekly observations through an online learning platform, accessible to parents.

The trustees affirm they have adhered to the Charity Commission's guidance on public benefit in their oversight of the preschool's operations.

**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.

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

Operations have remained stable, with a dedicated and well-managed staff team.

Our current hours of operation (8:30am–3:00pm, term time) continue to meet community needs.

Enrichment and Events:

- Forest School sessions occur every Monday, Wednesday, and Friday, led by Indra. These sessions are a popular and unique feature of our program.
- Petite Productions and Mini athletics are amongst some of the specialist activities we offer.
- Annual events include Halloween, Christmas, Pancake Day, Chinese New Year, Mother's Day activities, and regular parent consultation days.

Special Needs Support:

We continue to provide inclusive care for children with additional needs, supported by the area SENDCO.

**Staff Training:** Ongoing staff development is facilitated via Noodle online training and in-person sessions provided by local authority specialists.

**Funding:** Most families access our services using the Free Early Education Entitlement (FEEE) 15/30-hour funding codes.

## Section E Financial review

### Brief statement of the charity's policy on reserves

We maintain a contingency fund of £65,000 in a savings account. This serves as a financial safeguard for emergencies and potential redundancies in the event of closure.

### 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

### Volunteer Contribution:

We welcome parent volunteers throughout the year for events and activities. Parents are also encouraged to join the management committee and contribute to the preschool's governance.

## Section G Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)	<small>Signed by:</small> Mrs Mellisa Richards - Clack <small>10BD614095E641E...</small>	
Full name(s)	Mrs Mellisa Richards - Clack	
Position (eg Secretary, Chair, etc)	Chair	
Date	June 23, 2025	

**The Village Pre-School E17**

**Unaudited Financial Statements**

**Financial Period 01 September 2023 to 31 August 2024**

## The Village Pre-School E17

## Business Information

**Financial Period 01 September 2023 to 31 August 2024**

<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 2023 to 31 August 2024**

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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 2024 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 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.

Signed by:  
 May 12, 2025  
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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 2023 to 31 August 2024**

	<b>31 August 2024</b>	<b>31 August 2023</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	77,742	72,913
LBWF Funding	164,157	121,537
SENIF Funding	0	12,622
Income from Charitable Activities	80	2,906
COVID SSP	0	1,227
Other income	3,880	1,572
Bank Interest	<u>816</u>	<u>326</u>
<b>Total Income</b>	<b><u>246,675</u></b>	<b><u>213,103</u></b>
<b>Expenditure</b>		
Rent	17,184	18,288
Staff Costs	185,360	150,371
Payroll & Bookkeeping	874	381
Snacks	1,018	809
Membership & Insurance	(1,361)	1,131
Subscriptions	6,791	3,478
Activities & Materials	11,721	3,901
Training & DBS Checks	2,433	328
Administration	12	9
Equipment	1,015	2,766
Staff Expenses	472	0
Cleaning	3,624	183
Office & IT Expenses	2,347	5,014
Marketing	5,123	1,881
Sundry Expenses	128	438
Legislative Expenses	1,019	4,164
Maintenance & Improvements	4,873	0
Bank/Interest Charges	<u>119</u>	<u>88</u>
<b>Total Expenditure</b>	<b><u>242,752</u></b>	<b><u>193,230</u></b>
<b>Net (Expenditure) / Income</b>	<b><u>3,923</u></b>	<b><u>19,873</u></b>
<b><u>In Year Movement of Funds</u></b>		
Opening Balance	115,056	95,183
Excess of Income / (Expenditure)	<u>3,923</u>	<u>19,873</u>
Closing Balance	<u>118,979</u>	<u>115,056</u>

**The Village Pre-School E17**


**Asset and Liability Statement**

**Financial Period 01 September 2023 to 31 August 2024**

	31 August 2024	31 August 2023
	£	£
<b>Cash</b>		
Current account	52,189	64,533
Savings account	65,175	64,360
Stock	<u>78</u>	<u>0</u>
<b>Total Cash</b>	<b><u>117,442</u></b>	<b><u>128,893</u></b>
<b>Other Assets/Liabilities</b>		
Fixed Assets	2,647	
Debtors	2,450	(11,415)
Other current assets	1,745	
Creditors	541	577
Other current liabilities	<u>(1,699)</u>	
<b>Total</b>	<b><u>8,000</u></b>	<b><u>10,838</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 3 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.

Signed by:  
  
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Mark Henderson  
Acting Head of Trustees - The Village Pre-School E17

Date: May 12, 2025



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

The Village Pre-School E17

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1173999

Set out on pages

Page 3 – End of Document

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

C. Parkes

Date:

10.04.25

Name:

Catherine Parkes – CLP Bookkeeping & Accountancy

Relevant professional  
qualification(s) or body  
(if any):

Address:

18 Maple Crescent

Trefechan

Merthyr Tydfil, CF48 2EH

Only complete if the examiner needs to highlight 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