



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From January 2022 Period start date To January 2023 Period end date

Charity name: Witnesham Preschool

Charity registration number: 1174690

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The CIO works for the public benefit having as its objects the development and education of children in particular by: (1) Promoting their care and safety (2) Promoting their health and wellbeing (3) Providing preschool education for children under 5 (4) Promoting parental involvement in their child's education (5) Providing family-centred events for people in the local community
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.	Para 1.17 and 1.19	The CIO works for the public benefit having as its objects the development and education of children in particular by: (1) Promoting their care and safety (2) Promoting their health and wellbeing (3) Providing preschool education for children under 5 (4) Promoting parental involvement in their child's education (5) Providing family-centred events for people in the local community
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Preschool has been through a lot of change since the last AGM. Charlotte Eaton was added as Chair by the Charity's commission in February after Rose Johnson stepped down from many years of outstanding support.</p> <p>We sadly said goodbye to Annette Law in July as she left the preschool for a well-earned retirement. We successfully recruited our brilliant new manager Hannah Smith during the summer term ready to start with the preschool in September. Lastly the preschool had a revamp in the summer months, the school was repainted and reorganised so that there is now a secure and safe place for under twos to play and sleep. The garden was also revamped with new play equipment added.</p> <p>The Preschool received a negative Ofsted report in July 2021 this was quickly turned around as missing refresher training was completed and necessary paperwork was sorted. On reinspection in January 2022 the Preschool received a report of Good which is much more reflective of the excellent level of education that is provided. Unfortunately, the negative report hit the preschool's funds and, also, its standing in the local area. Interest in places has fallen for the over 3s. Thankfully as the preschool is now equipped for under twos the numbers of children signed up have risen from the very low start in September. Unfortunately, most families are sending their children to the Preschool for very few hours a week and with rising running and staffing costs the Preschool is making a loss.</p> <p>A Halloween party was organised in October to raise funds for the preschool. Witnesham School's WSA ran a Christmas Fair at which the Preschool helped in December also, to help raise funds.</p> <p>At the moment Suffolk County Council has stepped in to support the preschool financially along with their advice and resources. The committee and preschool team are working as hard as they can towards moving the preschool forwards and ensuring its survival. Our aims for the coming year are to continue to build up the numbers of children attending the preschool by making sure what we offer suits the needs of the parents in our area.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Unfortunately, a large loss (£13077) was made at the year-ending 31/03/22. This was expected due to lower numbers following Covid and a detrimental Ofsted report (which subsequently hit the funding income from SCC for one term). Funding from SCC was down by more than £10,000 over the year. Salaries are also increasing with the rise in the minimum wage and annual leave allowance for staff. As well as raising wages, premises costs and consumables expenses all increased. Positive factors were high numbers continued at breakfast club which remains a good income into this current financial year. Overall fees paid directly from parents increased by £4000 this year. £11325 remained in the current account at year end 31/3/22
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	(8) The charity trustees shall set aside income as a reserve against future expenditure in accordance with a written reserves policy
Amount of reserves held	Para 1.22	£3586 (Lloyds Deposit Account)
Reasons for holding zero reserves	Para 1.22	N/A – reserves are held
Details of fund materially in deficit	Para 1.24	

Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	With the losses shown at YE 2022 and continuing into 2022-2023 it has become apparent the pre-school is struggling financially with lower numbers of children and higher costs. This has been acknowledged by the Trustees and SCC with an emergency grant put in place from SCC at the end of December 2022 to allow the pre-school to continue. SCC will support the pre-school going forwards to become sustainable again. Plans are in place for future fundraising, marketing, increase in fees has taken place.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Childcare funding from Suffolk County Council Fees charged to parents for childcare not covered by SCC
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		Witnesham Pre-school provides early years education and childcare for children aged 2-5.
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointment of Charity Trustees (1) The charity Trustees are appointed at the AGM to serve two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment. (2) Appointments will be stepped such that at every AGM approximately half the trustees will retire from office and half the trustees will remain to support the newly elected trustees in their new positions. (3) When trustees retire at an AGM, new trustees may be elected by the members at the AGM to replace them. Voting must follow the guideline set out in clause 11 sub-clause (5). (4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in sub-clause 12(3) (Number of charity trustees) would not as a result be exceeded. A person so appointed, shall serve for two successive years and shall retire in accordance with sub-clauses (2) and (3) of this clause. (5) Where an individual is appointed as a charity trustee, it is that individual who is the charity trustee. No other individual with whom they share membership shall be entitled to stand in their place at meetings of the charity trustees or have any other rights as a charity trustee. (6) To encourage parental involvement, at least two thirds of the charity trustees shall normally at the time of election be family members. In the event that this figure cannot be achieved however, the CIO may elect affiliate members to make up the balance of the charity trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.51	
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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	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Witnesham Pre-school
Other name the charity uses	N/A
Registered charity number	1174690
Charity's principal address	High Rd, Witnesham, Swilland, Ipswich IP6 9EX

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	Charlotte Eaton	Chair		
2	ANNETTE TRACY LAW			
3	Sara Rose			
4	ROSE MARY GRACE JOHNSON			
5	Hannah Smith			
6				
7				
8				
9				
10				
11				

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	C Eaton	
Full name(s)	Charlotte Eaton	
Position (eg Secretary, Chair, etc)	Chair	
Date	12.1.23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

WITNESHAM PRE-SCHOOL

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2021

To

Period end date
31/03/2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees Suffolk county council	22,345	-	-	22,345	33,037
Fees -Parents	7,920	-	-	7,920	3,637
Interest	4	-	-	4	6
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,269	-	-	30,269	36,680
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,269	-	-	30,269	36,680
A3 Payments					
Wages	32,518	-	-	32,518	29,876
Insurance & premises costs	5,077	-	-	5,077	3,324
Office costs	1,617	-	-	1,617	672
Consumables & equipment	4,134	-	-	4,134	2,045
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	43,346	-	-	43,346	35,917
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	43,346	-	-	43,346	35,917
Net of receipts/(payments)	- 13,077	-	-	- 13,077	763
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,988	-	-	27,988	27,225
Cash funds this year end	14,911	-	-	14,911	27,988

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Deposit account	3,586	-	-
	Current account	11,325	-	-
		-	-	-
	Total cash funds	14,911	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		C.Eaton		
		S.Rose		



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Witnesham Pre-School

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1174690

Set out on pages

1 to
2

(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 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 £25,000 and I am qualified to undertake the examination by being a qualified member of the Institute Of chartered accountants England and Wales.

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:

Date:

Name:

Richard Simons

Relevant professional
qualification(s) or body

ICAEW

(if any):

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Address:

98 Norwich Road

Horstead

Norwich NR12 7EQ

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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.

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