

REGISTERED COMPANY NUMBER: CE012836 (England and Wales)  
REGISTERED CHARITY NUMBER: 1176528

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 JULY 2023  
FOR  
CHRISTCHURCH PRESCHOOL**

TC Group  
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CO4 5YQ

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## CHRISTCHURCH PRESCHOOL

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2023

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The trustees present their report with the financial statements of the Charitable Incorporated Organisation (CIO) for the year ended 31 July 2023. The financial statements have been prepared under receipts and payments accounting.

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The CIO's object is the development and education of children and young people.

##### Activities

The CIO works in partnership with parents and carers to promote the learning of preschool children in a safe and caring environment. The Christchurch Preschool is managed by a Trustee led committee of volunteers and a salaried manager. It provides funded and unfunded early education for three and four year old children.

Christchurch Preschool opened in 1974 and operates from two rooms within the Christ Church hall in Colchester, with access to a secure outdoor play area. The preschool opens from Monday to Friday for 38 weeks of the year on a sessional basis, ordinarily offering 8 sessions per week. Morning sessions run from 9.00 am – 12.00 pm and full day sessions run from 9.00 am – 3.45 pm.

##### Public benefit

In setting objectives, developing strategies and undertaking activities the Trustees give careful consideration to the Charity Commission's general guidance on public benefit and believe that the CIO's activities this year as represented by this annual report, carry out the CIO's objects for the public benefit.

#### ACHIEVEMENT AND PERFORMANCE

Christchurch Preschool welcomed a new Chair of Trustees in September 2022, alongside 2 new trustees. The Preschool started the academic year with a significantly lower intake than in previous years. Swift action was taken to address this. The trustees of the Preschool created a new marketing campaign; this included a new website, significant exposure over social media, closer links to the church and the community Christchurch Preschool serves. Whilst our numbers showed a small increase, feedback from parents and community helped us understand that we needed to change our offer for hours. Our quietest days were identified and we increased a Thursday opening to full days. This meant a cost to the preschool, opening the preschool for longer on days where there were lower numbers of children, it was felt that the long term benefit of this would be an increase in numbers. It was also decided that preschool opening hours should change to appeal more to parents who also had children attending Hamilton Primary School (our biggest feeder primary). From January 2023 the number of children on roll began to increase more significantly, but still below that of previous years. In October 2022 a member of staff chose to step down from her role, the trustees chose not to recruit given the lower number of children in the setting.

In January, our long serving Preschool Manager made the decision to retire after many decades of service to the charity. The Trustees expressed their sincere gratitude for the dedication of Paula Coleman to the organisation and began the task of recruiting a suitably qualified and experienced replacement. The charity's trustees appointed Kerry Scott, an experienced Preschool manager to the post of Preschool Manager. Kerry Scott took up the post in March and began an employee integration period. Since March, staff have been working incredibly hard to implement a new vision and educational curriculum for the setting.

In April, the preschool saw a significant increase in the number of children, largely thanks to the new marketing campaign and opening hours the preschool offered. The new marketing strategy continued to develop this term, the preschool rebranded itself with a new logo and uniform; alongside building greater links with the church and primary school. There is still development to be made in marketing, this will continue into the next academic year. In June, the preschool sought to employ new members of staff to meet expected ratios for September 2023 and to recruit a bank staff member to help provide resilience in staffing numbers that can arise due to illness.

This financial year saw a substantial increase in income from fundraising and donation thanks to a return to our traditional fundraising calendar; unencumbered by the pandemic. The Trustees and Preschool staff collectively managed to raise **£2,353** in additional funds through a series of events for children and their families. These fundraising events were opportunities not only for the raising of much needed funds but also opportunities to bring the community around Christchurch Preschool together.

The Preschool gives its thanks to the outgoing secretary and treasurer who stood down this academic year. Additional trustees have been recruited throughout the year and we will be recruited to increase the committee's number and seek out additional skills and expertise.

#### FINANCIAL REVIEW

##### Financial position

During this period, the preschool received **£68,664** in income enabling the Charity to carry out its objectives of providing effective preschool education to children in the local community. Unfortunately, payments have exceeded receipts creating a significant loss for the year of **£7,798**.

The number of children attending preschool has steadily risen since the beginning of the academic year. The Trustees have agreed a staffing budget that relies on a significant increase in the number of children attending the setting. Close monitoring of the children on roll will be required to ensure that the charity is in a position to meet its financial obligations.

The charity continues to maintain a significant sum of reserves with which it can address this shortfall in income. In the upcoming academic year it will need to demonstrate constraint in expenditure as it sees its number on roll rise and income increase in order to reach a balanced budget.

#### **Reserves policy**

The Trustees would like to continue to hold 3 months reserve in order to cover a term's expenses, as it is preferable to give parents a term's notice to find alternative preschool education for their child. This has been calculated as approximately **£19,000** based on this year's costs.

At 31<sup>st</sup> July 2023 the CIO held reserves of **£59,960** in the Unrestricted Fund.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Christchurch Preschool is a registered Charitable Incorporated Organisation (CIO). The activities are governed by a CIO Constitution registered 4 January 2018, as amended 1 August 2018.

Trustees are elected at the Annual General Meeting of the charity to serve for a period of two years from the date of their election. They are eligible for re-election after that period.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered (Company) number**

CE012836 (England and Wales)

##### **Registered Charity number**

1176528

##### **Address**

Christchurch Preschool  
Ireton Road  
Colchester  
CO3 3NL

##### **Trustees**

Claudia Cronshaw	- resigned September 2023
Rachel Frost	
Thomas Ward	- resigned 1 September 2022
Kelly Turner	- resigned February 2023
Chloe Ward	- resigned 1 September 2022
Sophie Bacon	
James Bacon	- appointed 1 September 2022
Rosie Sammons	- appointed 1 September 2022
Charlotte Runicles	- appointed 7 March 2023

Report of the trustees approved by order of the board of trustees on 13<sup>th</sup> March 2024 and signed on the board's behalf by:

Sophie Bacon  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CHRISTCHURCH PRESCHOOL**

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**Independent examiner's report to the Trustees of Christchurch Preschool ('the Charitable Incorporated Organisation')**

I report to the trustees on my examination of the accounts of the Charitable Incorporated Organisation for the year ended 31 July 2023

**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 Trustee'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 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

Jacqueline Frost  
ACA  
TC Group  
11 De Grey Square  
Dr Grey Road  
Colchester  
Essex  
CO4 5YQ

14<sup>th</sup> March 2024

CHRISTCHURCH PRESCHOOL

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023

	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Receipts</b>				
Donations and Commission	1,618	-	1,618	89
Government grants	453	-	453	1,553
Fundraising Events	2,353	-	2,353	2,802
Fees for Charitable Services	63,161	-	63,161	67,261
Refreshments and Milk	1,046	-	1,046	1,299
Miscellaneous	33	-	33	166
<b>Total Receipts</b>	<b>68,664</b>	<b>-</b>	<b>68,664</b>	<b>73,170</b>
<b>Payments</b>				
Cost of Fundraising Events	868	-	868	635
Salaries and National Insurance	58,759	-	58,759	59,131
Pension Contributions	1,812	-	1,812	807
Rent	7,704	-	7,704	7,704
Office Expenses	1,369	-	1,369	485
Insurance	513	-	513	461
Cost of Refreshments and Milk	860	-	860	1,337
Toys and Equipment	341	-	341	148
Staff Training	430	-	430	304
Registration Fees and Subscriptions	255	-	255	150
Sanitary / PPE	-	-	-	-
Cleaning and Maintenance	269	-	269	71
Accountant's fees	1,912	-	1,912	1,320
Miscellaneous	986	-	986	244
<b>Sub-total</b>	<b>76,078</b>	<b>-</b>	<b>76,078</b>	<b>72,797</b>
<b>Payment for Asset and Investment Purchases</b>				
Purchase of Fixed Assets	384	-	384	1,098
<b>Total Payments</b>	<b>76,462</b>	<b>-</b>	<b>76,462</b>	<b>73,895</b>
<b>Net Receipts / (Payments)</b>	<b>(7,798)</b>	<b>-</b>	<b>(7,798)</b>	<b>(725)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(7,798)</b>	<b>-</b>	<b>(7,798)</b>	<b>(725)</b>
<b>Cash Funds Brought Forward</b>	<b>67,758</b>	<b>-</b>	<b>67,758</b>	<b>68,843</b>
<b>Cash Funds Carried Forward</b>	<b>59,960</b>	<b>-</b>	<b>59,960</b>	<b>67,758</b>

CHRISTCHURCH PRESCHOOL

STATEMENT OF ASSETS AND LIABILITIES  
AT 31 JULY 2023

	Unrestricted fund £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Cash Funds</b>				
Bank Accounts	59,945	-	59,945	67,635
Petty Cash	15	-	15	123
<b>Total Cash Funds</b>	<u>59,960</u>	<u>-</u>	<u>59,960</u>	<u>67,758</u>
<b>Other monetary assets</b>				
Milk claim	-	-	-	84
Fees due	-	-	-	-
<b>Total Other monetary assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>84</u>
<b>Assets retained for the Charities own use</b>				
Computer Equipment	1,775	-	1,775	1,451
Projector	80	-	80	80
Credit card payment card reader	60	-	60	-
<b>Total Assets</b>	<u>1,915</u>	<u>-</u>	<u>1,915</u>	<u>1,531</u>
<b>Liabilities</b>				
Pension contributions	-	-	-	87
Milk creditor	-	-	-	92
Fees due	40	-	40	-
Paye/NI creditor	-	-	-	312
DBS checks	-	-	-	-
<b>Total Liabilities</b>	<u>40</u>	<u>-</u>	<u>40</u>	<u>491</u>

Approved by the Board of Trustees on 13<sup>th</sup> March 2024 and signed on its behalf by:

Rosie Sammons  
Trustee

Sophie Bacon  
Trustee

**1. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 July 2023 or 31 July 2022.

**Trustees' expenses**

Two (2022: Two) trustee received reimbursement for expenses totalling £968 (2022: £414), which were incurred on behalf of the Charitable Incorporated Organisation.