

Minutes from The Woodland Preschool Annual General Meeting
Thursday 3rd October 2024 7.30 pm

Attendees

Gregory Head, Gaynor Head, Amy Stock, Carl Hussey, Julia Rouse, Angela Goodman, Katy White, Sam Edwards-Price, Karen Pearson

Apologies

Natasha Wynn, Grace Hicks, Laura Hall

Welcome

Julia welcomed everyone to the meeting

Minutes of the last AGM

Karen read the minutes from the last AGM and they were agreed to be an accurate record of the meeting. There were no outstanding actions from the previous AGM

Leaders Report

Reflections on 23/24

1. **Children**

Last September saw us start off the academic year with 23 children on roll, increasing to 37 after Christmas and 44 in total for the summer term. Despite having 12 new starters our total number on roll was down in September from the September the previous year because we had so many children leave in July to start school in September. However, with another 14 join us in January and 7 more in April we ended the year with one of our busiest terms.

Although we had funds in the bank we were worried about the sustainability of Woodlands if numbers didn't pick up so we sought advice from Bucks Council Early years team, who advised us to take children the term after their second birthday as in April 2024 the government were bringing in 15 hours funding for 2-year-olds so we may lose out to other settings if we opted to keep our age limit to 2.5. After discussions as a team of trustees we started to take 2 years olds from January and numbers increased each term so that by the Summer term we were at capacity as in previous years. As Woodlands is a preschool not a day nursery, we do not have provision for "naptime" so 2-year-olds are offered morning sessions only until they are 2.5

Like the previous year, we noticed quite a lot of enquiries for places very close to the start of each term and lots of last minute changes to children's sessions, which made planning the staffing for each session very challenging. In the summer we had 21 children leaving Woodlands to go to school and an additional 4 children leaving for other reasons such as moving house or to a different setting.

2. **Staff**

We started off the academic year with an excellent team of 9 permanent staff members and 1 temporary one and a student studying for a level 3 equivalent. We had 2 qualified teachers, 1 level 4, 3 Level 3 staff members, 3 Level 2's and 1 unqualified. Natalie had been our deputy for a year and had proven herself to be a great asset and an amazing source of support. Fran had completed her

level 4 and was now studying for her Level 5 and was sharing more great ideas and information from her course.

Sadly, in February our fantastic Fran handed her notice in and she left at the end of the Spring term as her family's circumstances had changed & she needed a job with more flexibility. Although we were devastated at the news, we understood her need to put her family first. We advertised the role to try and replace her (no mean feat as Fran is one of a kind!) and also advertised for bank staff. We managed to recruit Lydia as a temporary unqualified member of staff & once our student Emily had completed her course we were also able to pay her so we managed to cover Fran's hours until the end of the summer term but still needed to recruit a permanent member of staff.

In the summer term we also decided that everyone would benefit more if our SENDCo Bea spent her time focusing on the SEND needs rather than being a key worker and a SENDCo. With 2 permanent staff needed we had some challenges to face! Luckily our ex-student Emily applied for 1 role and Lydia decided a change of career might be in order and applied too. We were very pleased to recruit them both as permanent staff members who would also be key workers, Emily is quieter & calm and quieter children are more drawn to her and Lydia's kindness and keenness to join in is appreciated by all types of children.

We were also pleased to recruit Sarah Clifford as relief staff, particularly as she is a qualified nurse! As both Lydia & Emily are less experienced, we decided they could not be in an animal group together so decided to change all the adults in each animal group and to change the name of the groups so that everyone had a new name to learn! We now have Katy & Emily leading Deer group on Mondays, Gemma & Shayle leading Fox group on Tuesdays, Lisa & Sarah leading Mole Group on Wednesdays and Nat & Lydia leading Squirrel Group on Thursdays.

3. Activities

We managed to visit the Common twice in the Autumn term, collecting leaves in Animal group time taking kind parents and carers with us as helpers and walking up to look at the bonfire before it was lit. The staff and children were delighted by our Christmas party with entertainment from Hartbeeps. We also took the children to the library at the community centre and the playground on a few occasions and everyone loved going on a hunt for bluebells and badger setts in the spring term. In the summer the children leaving to go to school had a disco and games provided by Dave The Disco. We also resumed our half termly Mindfulness and Yoga sessions with Jo from First Yoga, and dance/drama sessions with Gemma from Stageplus. The children really enjoy these extra-curricular sessions which are funded by donations from parents, however donations have reduced in recent years so we may have to rethink how we pay for them.

4. Administration

In September 2023 Woodlands was a pre-school for 2 ½, 3 & 4 year old children. From January 2024 we became a preschool offering sessions for 2, 3 & 4 year olds. The running of Woodlands does not differ from a mainstream school - we have limited funding which has to be budgeted and spent wisely, we need to keep up to date with changes in education, attend training courses and meetings, keep policies and adhere to procedures that cover every aspect of school life. Until 2019, Woodlands was a committee run preschool, however the decision was made to become a CIO (Charitable Incorporated Organisation) with a board of trustees overseeing things as committees changed every year and it was felt the continuity of a board of trustees would be beneficial, which has definitely proved to be the case.

5. Parents

We are very lucky to have a lovely set of parents who are very supportive. They accompany us on our walks, attend meetings such as Parents Evenings and, of course, raise funds to help purchase new toys & equipment, repair our buildings and generally keep Woodlands ticking over!

We are particularly grateful to our parents who give up their time to form the fundraising committee. We have had a small but extremely hard-working committee this year and want to say a very heartfelt thank you to all of them. Sam and Angela will tell you all about the activities they have organised and how much money they made.

6. The future

We start the 2024-25 Academic year with 12 staff members; we have 2 qualified teachers, 4 Level 3 staff members, 3 Level 2's and 2 unqualified staff, 1 of whom is relief staff. For the last few years parents have been able to claim up to 30 hours of free childcare per week if they both work and meet certain criteria. Last year we were able to offer 29 hours of childcare per week. Due to financial feasibility & staff childcare requirements we are not able to offer the full 30 hours funding as yet, this may change in the future.

The Early Years team at Buckinghamshire Council have invited us to an initiative called Side by Side, this is a group of staff from local preschools, nurseries and reception with the intent to share ideas, support, training and resources and improve the outcomes for particular groups of children. There is a focus on self-help skills this year and with a particular focus on Self-Regulation which I will explain more about after the AGM. The aim is to help us improve children's independence skills which are vital as they move onto the next stage of their learning journey.

Administrators report (refers to profit/loss in appendix)

For the year to the end of August 2024 we made a profit of £6,605.95, £4,150.51 which came from fundraising. Our accounts are currently with our accountant to be audited. This is a decrease on the previous year partly due to the fact that we had a higher staff to child ratio to take into account our new 2 year old offering and the annual increase in minimum wage. The first term of the academic year had less children than previous years which meant less money from County funding and parents fees but also less staff costs. When we started taking two year olds in the spring term we needed to increase our staffing to ensure we had enough staff to keep the ratio of 1 adult to 4 two year olds.

We saw an increase in minimum wage of nearly 10% from £10.42 per hour to £11.44 which had a knock on effect on all staff wages to ensure staff are paid fairly based on their experience and qualifications.

There was an increase in the funding rate for 3 and 4 year olds of 5.6% taking the hourly rate from £5.30 to £5.61 which came into effect from April of this year. The eligible working parents two year old rate was a new funding stream which came in at £8.22 per hour although this was a decrease from the old two year old funding rate that was previously just for disadvantaged two year olds.

Financial commitments continued in the form of rent, Sage for payroll administration, an accounts package, Ofsted fees, DBS checks for existing and new staff members, training for staff, playground equipment inspections, membership of the Early Years Alliance, website fees as well as general every day consumables, equipment and maintenance costs.

We received a grant from the Downley Up Festival committee which enabled us to purchase a new iPad which is used for the Tapestry observations that you all see.

Main differences in income/expenditure from last year:

- There was a decrease in Bucks council funding and parents fees due to lower number of children in the autumn term
- Lower staff costs due to less children in the autumn term
- The 'committee' amounts reflect the fundrasing money paid in for Christmas fair, quiz night and Downley Day as it needs to be paid into the main account and transferred across to the fundraising account
- There was an increase in PAYE, National Insurance and pension payments despite the overall salary amount being less as we say individual staff wages increase and more members of staff meeting the threshold of paying tax, National Insurance and paying into our pension scheme
- We had a higher training spend this year as we had a number of members of staff needing to redo their First Aid training which is always quite a costly course
- You will see that there is a large amount in 'other' income and expenditure in last years figures which is due to us changing from HSBC bank to Metro Bank which meant that money was moved between accounts
- You will also see a difference between telephone and internet costs from this year to last year. We had a number of problems getting our internet set up with BT in the previous academic year which resulted in them crediting us for a number of months of service last

Chair of Trustees Report

Good Evening. My name is Julia Rouse and I am the Chair of the Board of Trustees for the Woodland Pre-School. My involvement with Woodlands goes back a long way as my children came here and then I became the Early Years leader at Woodlands - a position I loved for the values Woodlands embodies and the reason I am still involved today!

Background to CIO

Woodlands officially registered as a Charitable Incorporated Organisation on 12th February 2019. Although it had operated as a registered charity for over 40 years, the change to CIO status gave the Woodland Pre-School its own legal identity and removed the liability on the individual committee members. The tenure of the elected governing body gives the pre-school stability and continuity.

The role of the trustees

So, what do we do? Well, the trustees have the role of being "Guardians of Purpose" which means that we put the needs and best interests of Woodlands at the heart of our decisions. We have a duty to safeguard the charity's assets which include those that are physical, financial and intangible such as it's reputation.

We meet half termly to discuss how the pre-school is working, whether the income covers our expenses, what action needs to be taken regarding the management of the setting etc. During the pandemic meetings were held by Zoom and decisions regularly made as the rules and government guidelines changed. Whilst that period is over, new challenges present themselves which have to be addressed and we do our best to carry out our duties conscientiously.

We are pleased to report that Woodlands is in a sound financial position. Last year the number of children attending was high. Visits outside recommenced with parents once again able to accompany the children and it is heartening to know that life has returned to pre-pandemic normality. Woodlands is now welcoming 2-year-old children and this has meant some changes to the curriculum with increased staffing levels.

The Governing Body

The other trustees are:

Katy White - Katy has been the Early Years Lead Practitioner since April 2019. She was a primary school teacher for many years and brought her wealth of knowledge to the position. Katy has 2 children who came to Woodlands several years ago.

Karen Pearson - Karen is the administrator at Woodlands. Karen's daughter Ellie & son Josh have both been pupils at Woodlands. They attend the Disraeli school.

Sam Edwards-Price

Sam joined the Board of Trustees a year ago following her time spent on the fund-raising committee. Having had her daughter at Woodlands, her son has just started and thus she is combining being a parent and a trustee with responsibility as our Safeguarding representative.

Angela Goodman – both of Angela's daughters attended Woodlands and from 2018-19 she was the treasurer on the fund-raising committee. She became a trustee prior to her second daughter starting and stayed on after they were both at school.

She is a very experienced teacher in secondary education who is currently doing a PhD in education. Angela is Vice-Chair of our committee.

Sadly, for us, Angela is leaving the trustees after 7 years involvement with Woodlands. We are very sorry to see her go and would like to say how much we have appreciated her professionalism, tenacity in difficult situations and her common sense when finding solutions. We know that the next school committee or governing body she joins will be taking on someone who will give herself wholeheartedly to the position as she has with Woodlands...particularly if they want advice about how to run a bar at a fund-raising event! Whilst the role of trustee may sound like it is all work, there are some lighter times as our recent dinner at the Olive Tree went to prove!

We would like to say a special thank you to Angela and present her with a gift to express our appreciation for all her time, energy and dedication to Woodlands over so many years.

I should like to thank all my fellow trustees for their time and involvement in the discussions and sometimes challenging situations we have had to deal with this year. We are a small team and have collectively supported the staff at Woodlands who work fantastically hard.

Our role as trustees has been to support the staff with decision making and we hope that we have been diligent in this regard.

Trustee positions

If anyone is interested in becoming a trustee and would like to know more about the role, please speak to one of the trustees after the meeting or contact us via the Woodlands email address. You may have a talent that will help us to ensure Woodlands continues to operate on a sound footing!

We are really pleased to welcome Greg Head as a trustee and wish him well as he joins the board. Greg is an ex-Maths teacher whose grand-daughter attends Woodlands. Greg helped at the Christmas Fair last year and passed his pre-probation with flying colours!

Ofsted

Woodlands was inspected in March 2022 and received a "Good" judgement in all areas. Woodlands was well prepared for the inspection and the Inspector was pleased with our setting, the children's behaviour, willingness to learn and their confidence. It takes a minor miracle to achieve an outstanding grade, and we

were all very happy to receive a Good judgement in all areas.

The Fund-raising Committee

The academic year 2023/2024 saw a full year of fund - raising events although it is becoming increasingly difficult to find parents willing to help organise and run them. Last year the events were driven by the trustees with invaluable help from a few parents and grandparents. Our thanks go to Greg, Maryte, Claire, Gaynor and Rachel. Karen oversaw the extra fundraising initiatives such as Wycombe Lotto and Your School lottery as well as fulfilling the treasurer's role. We need to continue to raise funds to support the pre-school particularly when equipment needs replacing or new resources are requested by the staff. As trustees, we appreciate the work that a fund-raising committee does and hope that we can encourage the current cohort of families to offer their time to help organise events such as the Christmas Fair. I would also point out that it can be great fun and an excellent way to get to know other families!

The Staff

Our staff greet each day and child with enthusiasm, ready to help every individual enjoy their time with us. The children's happiness and development are at the fore front of their learning as they tackle new activities "with love & laughter".

The trustees are proud of Katy, Karen, Natalie, Bea, Farzana, Lisa, Fran, Shayle, Gemma, Sarah, Emily and Lydia who work so brilliantly together and who adapt to evolving scenarios with fortitude, commitment and resilience. We know that they spend time planning the curriculum, devising stimulating and fun activities for the children and training to keep their skills up to date and relevant. A big part of Woodlands is the community ethos and our staff are constantly in touch with families to ensure that Woodlands is warm, welcoming and inclusive.

Knowing how caring, enthusiastic, resourceful and dedicated the staff at Woodlands are, we are hopeful that the children will remember their time here with happy memories and a lifelong love of learning!

On behalf of the trustees, parents and children - the biggest thanks must go to Katy & Karen for their commitment, energy and amazing patience. It is because of their unstinting love for the children and their well-being that Woodlands continues to thrive. As trustees we are privileged to work with such amazing people and we are rightly proud to be part of the Woodlands community.

Fundraising report 2023-2024

Good evening. I am Angela and this is Sam and we are both trustees at Woodlands who have previously been members of fundraising committees for the pre-school. Unfortunately we were unable to recruit a formal fundraising committee from amongst the parents last year and thus much of the fundraising efforts landed upon the trustees. We were, however, very grateful to a small group of parents and grandparents who did commit to helping with the Christmas fair as well as the few parent volunteers who helped at our annual quiz night and with manning the Woodlands stall at Downley day.

We were pleased to be able to host the Christmas fair again, here at the Guide and Scout centre, in December, and benefitted from the generosity of local businesses, parents and staff in being able to run a successful raffle and children's tombola as well as having lots of delicious cakes to sell. All of this, along with other stalls, contributed to us raising a grand total of £663.19 from the fair. We used leftover items to hold a second tombola at our Christmas play, where we also put on refreshments for the parents, and this raised £108.50. Across the two Christmas events we therefore raised a total of £771.69.

In addition to this, we were able to run the annual quiz night in April. We chose a different venue this year due to reaching capacity at our usual venue in 2023, and ran the event out of Vibe church on the Pastures. This worked well and Tom, our quiz master, was brilliant as always. As a result of ticket sales, another raffle which was held on the evening and a lucrative bar, we managed to raise £757.57 for the pre-school.

In the summer term we hosted a stall at Downley day for which we ran both a jam jar and a chocolate tombola. Again, we benefitted from donations of filled jars and edible treats and were able to raise £411.48 for Woodlands from this event. We are grateful to parents who donated items for both the Christmas fair and Downley day and, as always, are very grateful to staff members who helped out with manning stalls at both events.

Karen and Katy organised the annual Sponsored Bounce in July which is always so much fun for the children. We are very grateful to Bounce Krazee who supplied the bouncy castle free of charge for the event. Children and their families worked hard in collecting sponsorship money and together raised a grand total of £1036.35, which is absolutely fantastic!

In addition to these events we also benefitted from income from Wycombe Lotto, Your School Lottery, gift aid and uniform sales. Overall, therefore, despite not having an official fundraising committee, we did manage to put on all of our main events and raised a grand total of £3,990.16 for Woodlands across the year. There were, however, other fundraising efforts which we usually embark on, such as cash for clothes, which were not possible without a fundraising committee. Indeed, fundraising is not a mantle which the trustees can continue to maintain alone, as a significant amount of our time is already taken up with the management of the pre-school. We are thus really hopeful that we will be able to recruit a new fundraising committee for this academic year, in order to continue to raise vital funds for the pre-school and to be able to continue to hold some of the lovely events which have traditionally been put on for the Woodlands community. As a charity, Woodlands relies on the help and support of parents and carers to fundraise in order to provide valuable resources and experiences for our children. Therefore, if you are interested in joining the fundraising committee, please do speak to us at the end of the AGM. It is a great opportunity to socialise with and get to know other parents and we hope to hold the first committee meeting of the year in one of the local pubs in the very near future.

Committee Resignation and Reappointment

At the AGM Angela Goodman resigned as a trustee for The Woodland Preschool and will not be standing for the position again. We thank Angela for her many years of hard work as a trustee of Woodlands. We have approached Gregory Head to join us as trustee to which he has agreed. During the meeting the appointment was nominated by Katy White and seconded by Sam Edwards-Price. This appointment is subject to a DBS check and checks by Ofsted

Self-Regulation session

Katy shared a presentation about Self-Regulation and how we will be incorporating this into our daily preschool life.

AOB

No further business was brought to the meeting

Appendix

1. Accounts 2023-24 – still to be audited by our accountant
2. Fundraising Treasurer's report

The Woodland Pre-School
For the year ended 31 August 2024
Profit and Loss

<u>INCOME</u>	<u>2023</u>	<u>2024</u>	<u>Difference</u>
<u>Incoming Resources from Charitable Activities</u>			
Bucks County Council Funding	£ 117,997.19	£ 110,097.06	-£ 7,900.13
Parent Fees	£ 30,828.72	£ 22,913.16	-£ 7,915.56
Milk Refunds	£ 1,060.64	£ 916.18	-£ 144.46
Bank Interest	£ 270.97	£ 314.01	£ 43.04
Donations	£ 722.00	£ 524.50	-£ 197.50
Gift Aid	£ -	£ -	£ -
Uniform Sales	£ 265.57	£ 353.57	£ 88.00
Commission	£ 57.83	£ 87.91	£ 30.08
Committee	£ 147.33	£ 2,499.32	£ 2,351.99
Registration fees	£ 260.00	£ 480.00	£ 220.00
Grants	£ -	£ 400.00	£ 400.00
Other	£ 148,270.70	£ 1,783.17	-£ 146,487.53
Subtotal	£ 299,880.95	£ 140,368.88	-£ 159,512.07
			£ -
<u>Incoming Resources from Fundraising</u>			
Fundraising activities	£4,854.09	£4,891.73	£ 37.64
			£ -
Total Incoming Resources	£ 304,735.04	£ 145,260.61	-£ 159,474.43
			£ -
<u>EXPENDITURE</u>			
<u>Resources expended for charitable activities</u>			
Salaries	£ 116,549.76	£ 106,214.95	-£ 10,334.81
PAYE & NI & pensions	£ 7,388.03	£ 8,789.19	£ 1,401.16
Rent	£ 9,164.25	£ 8,901.00	-£ 263.25
Equipment	£ 2,218.95	£ 2,613.37	£ 394.42
Milk	£ 919.62	£ 829.97	-£ 89.65
Subscriptions and Licences	£ 1,368.14	£ 1,260.14	-£ 108.00
Insurance	£ 971.20	£ 996.90	£ 25.70
Printing and Stationery	£ 176.70	£ 392.07	£ 215.37
Postage	£ 8.40	£ 22.90	£ 14.50
Training	£ 201.48	£ 621.40	£ 419.92
Bank Charges	£ 55.00	£ -	-£ 55.00
Other	£ 146,728.99	£ 1,572.70	-£ 145,156.29
DBS Checks	£ 113.20	£ 254.80	£ 141.60
Legal & Professional Charges	£ 90.00	£ 90.00	£ -
Gifts/cards	£ 58.99	£ 143.74	£ 84.75
Consumables	£ 533.13	£ 571.40	£ 38.27
Snacks	£ 320.47	£ 294.29	-£ 26.18
Broadband			
Connection/telephone	£ 468.03	£ 1,114.49	£ 646.46
Uniform	£ 662.10	£ -	-£ 662.10
To committee Account	£ 1,060.32	£ 2,369.85	£ 1,309.53

Website	£	91.80	£	109.80	£	18.00
Advertising	£	28.34	£	153.36	£	125.02
Extra curricular activities	£	748.29	£	597.12	-£	151.17
	£	289,925.19	£	137,913.44	-£	152,011.75
					£	-
<u>Resources Expended on Fundraising Activities</u>					£	-
Printing, postage and stationery	£	-			£	-
Christmas party	£	-			£	-
Downley Day	£	150.00			-£	150.00
Leavers party	£	-			£	-
Misc	£	27.06	£	303.24	£	276.18
Christmas fair	£	150.42			-£	150.42
Quiz night	£	691.54	£	437.98	-£	253.56
	£	1,019.02	£	741.22	-£	277.80
					£	-
Total resources expended	£	290,944.21	£	138,654.66	-£	152,289.55
					£	-
Profit/Loss	£	13,790.83	£	6,605.95	-£	7,184.88
					£	-
Profit/Loss from fundraising		£3,835.07		£4,150.51	£	315.44
					£	-
Profit/Loss excluding fundraising	£	9,955.76	£	2,455.44	-£	7,500.32

Treasurer's Report

September 2023- August 2024

Bank Balance as at 1st September 2023 from previous years committee **£8593.88**

Funds raised from:	Income	Expenditure	Profit/Loss
Christmas Fair	£823.54	£160.35	£663.19
Christmas Play	£108.50	£0	£108.50
Quiz night	£1,195.55	£437.98	£757.57
Downley day	£411.48	£0	£411.48
Sponsored Bounce	£1,036.35	£0	£1,036.35
Wycombe Lotto	£153.00	£0	£153.00
Your School Lottery	£225.50	£0	£225.50
Gift Aid (sponsored bounce and donations)	£378.67	£0	£378.67
Misc (interest, gift aid, card reader transfers, uniform sales)	£559.14	£303.24	£255.90
	£4,891.73	£901.57	£3,990.16

Balance in bank as at 31st August 2024: **£12,744.39** – NB Christmas fair expenditure was paid out of the fundraising account after 31st August 2024. Correct account balance for the end of the academic year is **£12,584.04**, correlating with figures above.

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In September 2023 Woodlands was a pre-school for 2 ½, 3 & 4 year old children. From January 2024 we became a preschool offering sessions for 2, 3 & 4 year olds. The running of Woodlands does not differ from a mainstream school - we have limited funding which has to be budgeted and spent wisely, we need to keep up to date with changes in education, attend training courses and meetings, keep policies and adhere to procedures that cover every aspect of school life. Until 2019, Woodlands was a committee run preschool, however the decision was made to become a CIO (Charitable Incorporated Organisation) with a board of trustees overseeing things as committees changed every year and it was felt the continuity of a board of trustees would be beneficial, which has definitely proved to be the case.

5. Parents

We are very lucky to have a lovely set of parents who are very supportive. They accompany us on our walks, attend meetings such as Parents Evenings and, of course, raise funds to help purchase new toys & equipment, repair our buildings and generally keep Woodlands ticking over!

We are particularly grateful to our parents who give up their time to form the fundraising committee. We have had a small but extremely hard-working committee this year and want to say a very heartfelt thank you to all of them. Sam and Angela will tell you all about the activities they have organised and how much money they made.

6. The future

We start the 2024-25 Academic year with 12 staff members; we have 2 qualified teachers, 4 Level 3 staff members, 3 Level 2's and 2 unqualified staff, 1 of whom is relief staff. For the last few years parents have been able to claim up to 30 hours of free childcare per week if they both work and meet certain criteria. Last year we were able to offer 29 hours of childcare per week. Due to financial feasibility & staff childcare requirements we are not able to offer the full 30 hours funding as yet, this may change in the future.

The Early Years team at Buckinghamshire Council have invited us to an initiative called Side by Side, this is a group of staff from local preschools, nurseries and reception with the intent to share ideas, support, training and resources and improve the outcomes for particular groups of children. There is a focus on self-help skills this year and with a particular focus on Self-Regulation which I will explain more about after the AGM. The aim is to help us improve children's independence skills which are vital as they move onto the next stage of their learning journey.

Administrators report (refers to profit/loss in appendix)

For the year to the end of August 2024 we made a profit of £6,605.95, £4,150.51 which came from fundraising. Our accounts are currently with our accountant to be audited. This is a decrease on the previous year partly due to the fact that we had a higher staff to child ratio to take into account our new 2 year old offering and the annual increase in minimum wage. The first term of the academic year had less children than previous years which meant less money from County funding and parents fees but also less staff costs. When we started taking two year olds in the spring term we needed to increase our staffing to ensure we had enough staff to keep the ratio of 1 adult to 4 two year olds.

We saw an increase in minimum wage of nearly 10% from £10.42 per hour to £11.44 which had a knock on effect on all staff wages to ensure staff are paid fairly based on their experience and qualifications.

There was an increase in the funding rate for 3 and 4 year olds of 5.6% taking the hourly rate from £5.30 to £5.61 which came into effect from April of this year. The eligible working parents two year old rate was a new funding stream which came in at £8.22 per hour although this was a decrease from the old two year old funding rate that was previously just for disadvantaged two year olds.

Financial commitments continued in the form of rent, Sage for payroll administration, an accounts package, Ofsted fees, DBS checks for existing and new staff members, training for staff, playground equipment inspections, membership of the Early Years Alliance, website fees as well as general every day consumables, equipment and maintenance costs.

We received a grant from the Downley Up Festival committee which enabled us to purchase a new iPad which is used for the Tapestry observations that you all see.

Main differences in income/expenditure from last year:

- There was a decrease in Bucks council funding and parents fees due to lower number of children in the autumn term
- Lower staff costs due to less children in the autumn term
- The 'committee' amounts reflect the fundrasing money paid in for Christmas fair, quiz night and Downley Day as it needs to be paid into the main account and transferred across to the fundraising account
- There was an increase in PAYE, National Insurance and pension payments despite the overall salary amount being less as we say individual staff wages increase and more members of staff meeting the threshold of paying tax, National Insurance and paying into our pension scheme
- We had a higher training spend this year as we had a number of members of staff needing to redo their First Aid training which is always quite a costly course
- You will see that there is a large amount in 'other' income and expenditure in last years figures which is due to us changing from HSBC bank to Metro Bank which meant that money was moved between accounts
- You will also see a difference between telephone and internet costs from this year to last year. We had a number of problems getting our internet set up with BT in the previous academic year which resulted in them crediting us for a number of months of service last

Chair of Trustees Report

Good Evening. My name is Julia Rouse and I am the Chair of the Board of Trustees for the Woodland Pre-School. My involvement with Woodlands goes back a long way as my children came here and then I became the Early Years leader at Woodlands - a position I loved for the values Woodlands embodies and the reason I am still involved today!

Background to CIO

Woodlands officially registered as a Charitable Incorporated Organisation on 12th February 2019. Although it had operated as a registered charity for over 40 years, the change to CIO status gave the Woodland Pre-School its own legal identity and removed the liability on the individual committee members. The tenure of the elected governing body gives the pre-school stability and continuity.

The role of the trustees

So, what do we do? Well, the trustees have the role of being "Guardians of Purpose" which means that we put the needs and best interests of Woodlands at the heart of our decisions. We have a duty to safeguard the charity's assets which include those that are physical, financial and intangible such as it's reputation.

We meet half termly to discuss how the pre-school is working, whether the income covers our expenses, what action needs to be taken regarding the management of the setting etc. During the pandemic meetings were held by Zoom and decisions regularly made as the rules and government guidelines changed. Whilst that period is over, new challenges present themselves which have to be addressed and we do our best to carry out our duties conscientiously.

We are pleased to report that Woodlands is in a sound financial position. Last year the number of children attending was high. Visits outside recommenced with parents once again able to accompany the children and it is heartening to know that life has returned to pre-pandemic normality. Woodlands is now welcoming 2-year-old children and this has meant some changes to the curriculum with increased staffing levels.

The Governing Body

The other trustees are:

Katy White - Katy has been the Early Years Lead Practitioner since April 2019. She was a primary school teacher for many years and brought her wealth of knowledge to the position. Katy has 2 children who came to Woodlands several years ago.

Karen Pearson - Karen is the administrator at Woodlands. Karen's daughter Ellie & son Josh have both been pupils at Woodlands. They attend the Disraeli school.

Sam Edwards-Price

Sam joined the Board of Trustees a year ago following her time spent on the fund-raising committee. Having had her daughter at Woodlands, her son has just started and thus she is combining being a parent and a trustee with responsibility as our Safeguarding representative.

Angela Goodman – both of Angela's daughters attended Woodlands and from 2018-19 she was the treasurer on the fund-raising committee. She became a trustee prior to her second daughter starting and stayed on after they were both at school.

She is a very experienced teacher in secondary education who is currently doing a PhD in education. Angela is Vice-Chair of our committee.

Sadly, for us, Angela is leaving the trustees after 7 years involvement with Woodlands. We are very sorry to see her go and would like to say how much we have appreciated her professionalism, tenacity in difficult situations and her common sense when finding solutions. We know that the next school committee or governing body she joins will be taking on someone who will give herself wholeheartedly to the position as she has with Woodlands...particularly if they want advice about how to run a bar at a fund-raising event! Whilst the role of trustee may sound like it is all work, there are some lighter times as our recent dinner at the Olive Tree went to prove!

We would like to say a special thank you to Angela and present her with a gift to express our appreciation for all her time, energy and dedication to Woodlands over so many years.

I should like to thank all my fellow trustees for their time and involvement in the discussions and sometimes challenging situations we have had to deal with this year. We are a small team and have collectively supported the staff at Woodlands who work fantastically hard.

Our role as trustees has been to support the staff with decision making and we hope that we have been diligent in this regard.

Trustee positions

If anyone is interested in becoming a trustee and would like to know more about the role, please speak to one of the trustees after the meeting or contact us via the Woodlands email address. You may have a talent that will help us to ensure Woodlands continues to operate on a sound footing!

We are really pleased to welcome Greg Head as a trustee and wish him well as he joins the board. Greg is an ex-Maths teacher whose grand-daughter attends Woodlands. Greg helped at the Christmas Fair last year and passed his pre-probation with flying colours!

Ofsted

Woodlands was inspected in March 2022 and received a "Good" judgement in all areas. Woodlands was well prepared for the inspection and the Inspector was pleased with our setting, the children's behaviour, willingness to learn and their confidence. It takes a minor miracle to achieve an outstanding grade, and we

were all very happy to receive a Good judgement in all areas.

The Fund-raising Committee

The academic year 2023/2024 saw a full year of fund - raising events although it is becoming increasingly difficult to find parents willing to help organise and run them. Last year the events were driven by the trustees with invaluable help from a few parents and grandparents. Our thanks go to Greg, Maryte, Claire, Gaynor and Rachel. Karen oversaw the extra fundraising initiatives such as Wycombe Lotto and Your School lottery as well as fulfilling the treasurer's role. We need to continue to raise funds to support the pre-school particularly when equipment needs replacing or new resources are requested by the staff. As trustees, we appreciate the work that a fund-raising committee does and hope that we can encourage the current cohort of families to offer their time to help organise events such as the Christmas Fair. I would also point out that it can be great fun and an excellent way to get to know other families!

The Staff

Our staff greet each day and child with enthusiasm, ready to help every individual enjoy their time with us. The children's happiness and development are at the fore front of their learning as they tackle new activities "with love & laughter".

The trustees are proud of Katy, Karen, Natalie, Bea, Farzana, Lisa, Fran, Shayle, Gemma, Sarah, Emily and Lydia who work so brilliantly together and who adapt to evolving scenarios with fortitude, commitment and resilience. We know that they spend time planning the curriculum, devising stimulating and fun activities for the children and training to keep their skills up to date and relevant. A big part of Woodlands is the community ethos and our staff are constantly in touch with families to ensure that Woodlands is warm, welcoming and inclusive.

Knowing how caring, enthusiastic, resourceful and dedicated the staff at Woodlands are, we are hopeful that the children will remember their time here with happy memories and a lifelong love of learning!

On behalf of the trustees, parents and children - the biggest thanks must go to Katy & Karen for their commitment, energy and amazing patience. It is because of their unstinting love for the children and their well-being that Woodlands continues to thrive. As trustees we are privileged to work with such amazing people and we are rightly proud to be part of the Woodlands community.

Fundraising report 2023-2024

Good evening. I am Angela and this is Sam and we are both trustees at Woodlands who have previously been members of fundraising committees for the pre-school. Unfortunately we were unable to recruit a formal fundraising committee from amongst the parents last year and thus much of the fundraising efforts landed upon the trustees. We were, however, very grateful to a small group of parents and grandparents who did commit to helping with the Christmas fair as well as the few parent volunteers who helped at our annual quiz night and with manning the Woodlands stall at Downley day.

We were pleased to be able to host the Christmas fair again, here at the Guide and Scout centre, in December, and benefitted from the generosity of local businesses, parents and staff in being able to run a successful raffle and children's tombola as well as having lots of delicious cakes to sell. All of this, along with other stalls, contributed to us raising a grand total of £663.19 from the fair. We used leftover items to hold a second tombola at our Christmas play, where we also put on refreshments for the parents, and this raised £108.50. Across the two Christmas events we therefore raised a total of £771.69.

In addition to this, we were able to run the annual quiz night in April. We chose a different venue this year due to reaching capacity at our usual venue in 2023, and ran the event out of Vibe church on the Pastures. This worked well and Tom, our quiz master, was brilliant as always. As a result of ticket sales, another raffle which was held on the evening and a lucrative bar, we managed to raise £757.57 for the pre-school.

In the summer term we hosted a stall at Downley day for which we ran both a jam jar and a chocolate tombola. Again, we benefitted from donations of filled jars and edible treats and were able to raise £411.48 for Woodlands from this event. We are grateful to parents who donated items for both the Christmas fair and Downley day and, as always, are very grateful to staff members who helped out with manning stalls at both events.

Karen and Katy organised the annual Sponsored Bounce in July which is always so much fun for the children. We are very grateful to Bounce Krazee who supplied the bouncy castle free of charge for the event. Children and their families worked hard in collecting sponsorship money and together raised a grand total of £1036.35, which is absolutely fantastic!

In addition to these events we also benefitted from income from Wycombe Lotto, Your School Lottery, gift aid and uniform sales. Overall, therefore, despite not having an official fundraising committee, we did manage to put on all of our main events and raised a grand total of £3,990.16 for Woodlands across the year. There were, however, other fundraising efforts which we usually embark on, such as cash for clothes, which were not possible without a fundraising committee. Indeed, fundraising is not a mantle which the trustees can continue to maintain alone, as a significant amount of our time is already taken up with the management of the pre-school. We are thus really hopeful that we will be able to recruit a new fundraising committee for this academic year, in order to continue to raise vital funds for the pre-school and to be able to continue to hold some of the lovely events which have traditionally been put on for the Woodlands community. As a charity, Woodlands relies on the help and support of parents and carers to fundraise in order to provide valuable resources and experiences for our children. Therefore, if you are interested in joining the fundraising committee, please do speak to us at the end of the AGM. It is a great opportunity to socialise with and get to know other parents and we hope to hold the first committee meeting of the year in one of the local pubs in the very near future.

Committee Resignation and Reappointment

At the AGM Angela Goodman resigned as a trustee for The Woodland Preschool and will not be standing for the position again. We thank Angela for her many years of hard work as a trustee of Woodlands. We have approached Gregory Head to join us as trustee to which he has agreed. During the meeting the appointment was nominated by Katy White and seconded by Sam Edwards-Price. This appointment is subject to a DBS check and checks by Ofsted

Self-Regulation session

Katy shared a presentation about Self-Regulation and how we will be incorporating this into our daily preschool life.

AOB

No further business was brought to the meeting

Appendix

1. Accounts 2023-24 – still to be audited by our accountant
2. Fundraising Treasurer's report

The Woodland Pre-School
For the year ended 31 August 2024
Profit and Loss

<u>INCOME</u>	<u>2023</u>	<u>2024</u>	<u>Difference</u>
<u>Incoming Resources from Charitable Activities</u>			
Bucks County Council Funding	£ 117,997.19	£ 110,097.06	-£ 7,900.13
Parent Fees	£ 30,828.72	£ 22,913.16	-£ 7,915.56
Milk Refunds	£ 1,060.64	£ 916.18	-£ 144.46
Bank Interest	£ 270.97	£ 314.01	£ 43.04
Donations	£ 722.00	£ 524.50	-£ 197.50
Gift Aid	£ -	£ -	£ -
Uniform Sales	£ 265.57	£ 353.57	£ 88.00
Commission	£ 57.83	£ 87.91	£ 30.08
Committee	£ 147.33	£ 2,499.32	£ 2,351.99
Registration fees	£ 260.00	£ 480.00	£ 220.00
Grants	£ -	£ 400.00	£ 400.00
Other	£ 148,270.70	£ 1,783.17	-£ 146,487.53
Subtotal	£ 299,880.95	£ 140,368.88	-£ 159,512.07
			£ -
<u>Incoming Resources from Fundraising</u>			
Fundraising activities	£4,854.09	£4,891.73	£ 37.64
			£ -
Total Incoming Resources	£ 304,735.04	£ 145,260.61	-£ 159,474.43
			£ -
<u>EXPENDITURE</u>			
<u>Resources expended for charitable activities</u>			
Salaries	£ 116,549.76	£ 106,214.95	-£ 10,334.81
PAYE & NI & pensions	£ 7,388.03	£ 8,789.19	£ 1,401.16
Rent	£ 9,164.25	£ 8,901.00	-£ 263.25
Equipment	£ 2,218.95	£ 2,613.37	£ 394.42
Milk	£ 919.62	£ 829.97	-£ 89.65
Subscriptions and Licences	£ 1,368.14	£ 1,260.14	-£ 108.00
Insurance	£ 971.20	£ 996.90	£ 25.70
Printing and Stationery	£ 176.70	£ 392.07	£ 215.37
Postage	£ 8.40	£ 22.90	£ 14.50
Training	£ 201.48	£ 621.40	£ 419.92
Bank Charges	£ 55.00	£ -	-£ 55.00
Other	£ 146,728.99	£ 1,572.70	-£ 145,156.29
DBS Checks	£ 113.20	£ 254.80	£ 141.60
Legal & Professional Charges	£ 90.00	£ 90.00	£ -
Gifts/cards	£ 58.99	£ 143.74	£ 84.75
Consumables	£ 533.13	£ 571.40	£ 38.27
Snacks	£ 320.47	£ 294.29	-£ 26.18
Broadband			
Connection/telephone	£ 468.03	£ 1,114.49	£ 646.46
Uniform	£ 662.10	£ -	-£ 662.10
To committee Account	£ 1,060.32	£ 2,369.85	£ 1,309.53

Website	£	91.80	£	109.80	£	18.00
Advertising	£	28.34	£	153.36	£	125.02
Extra curricular activities	£	748.29	£	597.12	-£	151.17
	£	289,925.19	£	137,913.44	-£	152,011.75
					£	-
<u>Resources Expended on Fundraising Activities</u>					£	-
Printing, postage and stationery	£	-			£	-
Christmas party	£	-			£	-
Downley Day	£	150.00			-£	150.00
Leavers party	£	-			£	-
Misc	£	27.06	£	303.24	£	276.18
Christmas fair	£	150.42			-£	150.42
Quiz night	£	691.54	£	437.98	-£	253.56
	£	1,019.02	£	741.22	-£	277.80
					£	-
Total resources expended	£	290,944.21	£	138,654.66	-£	152,289.55
					£	-
Profit/Loss	£	13,790.83	£	6,605.95	-£	7,184.88
					£	-
Profit/Loss from fundraising		£3,835.07		£4,150.51	£	315.44
					£	-
Profit/Loss excluding fundraising	£	9,955.76	£	2,455.44	-£	7,500.32

Treasurer's Report

September 2023- August 2024

Bank Balance as at 1st September 2023 from previous years committee **£8593.88**

Funds raised from:	Income	Expenditure	Profit/Loss
Christmas Fair	£823.54	£160.35	£663.19
Christmas Play	£108.50	£0	£108.50
Quiz night	£1,195.55	£437.98	£757.57
Downley day	£411.48	£0	£411.48
Sponsored Bounce	£1,036.35	£0	£1,036.35
Wycombe Lotto	£153.00	£0	£153.00
Your School Lottery	£225.50	£0	£225.50
Gift Aid (sponsored bounce and donations)	£378.67	£0	£378.67
Misc (interest, gift aid, card reader transfers, uniform sales)	£559.14	£303.24	£255.90
	£4,891.73	£901.57	£3,990.16

Balance in bank as at 31st August 2024: **£12,744.39** – NB Christmas fair expenditure was paid out of the fundraising account after 31st August 2024. Correct account balance for the end of the academic year is **£12,584.04**, correlating with figures above.



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

The Woodland Pre-School (Downley) CIO

On accounts for the year
ended

31st August 2024

Charity no
(if any)

1181991

Set out on pages

1 to 15

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31st August 2024**

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

Date:

23/01/2025

Name:

Marina Hunt

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

ACCA

Address:

G02 Terriers House, Amersham Road

High Wycombe

Bucks HP13 5AJ



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Woodland Pre-School *Downley) CIO			Charity No (if any)	1181991
Annual accounts for the period				
Period start date	01/09/2023	To	Period end date	31/08/2024

Section A

Statement of financial activities

Guidance Notes

Recommended categories by
activity

Incoming resources (Note 3)

Income and endowments from:

Donations and legacies

Charitable activities

Other trading activities

Investments

Separate material item of income

Other

Total

Resources expended (Note 6)

Expenditure on:

Raising funds

Charitable activities

Separate material item of expense

Other

Total

Net income/(expenditure) before investment gains/(losses)

Net gains/(losses) on investments

Net income/(expenditure)

Extraordinary items

Transfers between funds

Other recognised gains/(losses):

Gains and losses on revaluation of fixed assets for the charity's own use

Other gains/(losses)

Net movement in funds

Reconciliation of funds:

Total funds brought forward

Total funds carried forward

	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
S01	925	-	-	925	722
S02	139,130	-	-	139,130	299,007
S03	-	-	-	-	-
S04	314	-	-	314	271
S05	4,892	-	-	4,892	4,854
S06	-	-	-	-	-
S07	145,261	-	-	145,261	304,854
S08	741	-	-	741	1,372
S09	137,913	-	-	137,913	290,044
S10	-	-	-	-	-
S11	-	-	-	-	-
S12	138,654	-	-	138,654	291,416
S13	6,607	-	-	6,607	13,438
S14	-	-	-	-	-
S15	6,607	-	-	6,607	13,438
S16	-	-	-	-	-
S17	-	-	-	-	-
S18	-	-	-	-	-
S19	-	-	-	-	-
S20	6,607	-	-	6,607	13,438
S21	86,009	-	-	86,009	72,571
S22	92,616	-	-	92,616	86,009

Section B Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04	-	-	-	-	-
Total fixed assets		B05	-	-	-	-	-
Current assets							
Stocks	(Note 18)	B06	-	-	-	-	-
Debtors	(Note 19)	B07	-	-	-	-	-
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	113,255	-	-	113,255	98,380
Total current assets		B10	113,255	-	-	113,255	98,380
Creditors: amounts falling due within one year							
	(Note 20)	B11	20,639	-	-	20,639	12,371
Net current assets/(liabilities)		B12	92,616	-	-	92,616	86,009
Total assets less current liabilities		B13	92,616	-	-	92,616	86,009
Creditors: amounts falling due after one year							
	(Note 20)	B14	-	-	-	-	-
Provisions for liabilities							
		B15	-	-	-	-	-
Total net assets or liabilities		B16	92,616	-	-	92,616	86,009
Funds of the Charity							
Endowment funds	(Note 27)	B17	-			-	-
Restricted income funds	(Note 27)	B18		-		-	-
Unrestricted funds		B19	92,616		-	92,616	86,009
Revaluation reserve		B20				-	
Total funds		B21	92,616	-	-	92,616	86,009
Signed by one or two trustees on behalf of all the trustees			Signature		Print Name		Date of approval dd/mm/yyyy

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with* ☒ the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with* ☒ the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

Disclosure of any uncertainties that make the going concern assumption doubtful;

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note ().

Yes* ☒ No* ☒ * -Tick as appropriate

Please disclose:

(i) the nature of the change in accounting policy;	
(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and	
(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.	

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes* ☒ No* ☒ * -Tick as appropriate

Please disclose:

(i) the nature of any changes;	
(ii) the effect of the change on income and expense or assets and liabilities for the current period; and	
(iii) where practicable, the effect of the change in one or more future periods.	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

Yes* ☒ No* ☒ * -Tick as appropriate

Please disclose:

(i) the nature of the prior period error;	
(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and	
(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.	

Note 2 Accounting policies

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability. 	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Grants and donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Legacies	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Government grants	The charity has received government grants in the reporting period	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Contractual income and performance related grants	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Donated goods	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution. Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Donated services and facilities	Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Support costs	The charity has incurred expenditure on support costs.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Income from membership subscriptions	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	<table> <tr> <th>Yes</th><th>No</th><th>N/a</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </table>	Yes	No	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No	N/a						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

Settlement of insurance claims	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	Yes ✓	No ✓	N/a ✓
Investment gains and losses	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	Yes ✓	No ✓	N/a ✓
2.3 EXPENDITURE AND LIABILITIES				
Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes ✓	No ✓	N/a ✓
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes ✓	No ✓	N/a ✓
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes ✓	No ✓	N/a ✓
Grants payable without performance conditions	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes ✓	No ✓	N/a ✓
Redundancy cost	The charity made no redundancy payments during the reporting period.	Yes ✓	No ✓	N/a ✓
Deferred income	No material item of deferred income has been included in the accounts.	Yes ✓	No ✓	N/a ✓
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes ✓	No ✓	N/a ✓
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes ✓	No ✓	N/a ✓
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes ✓	No ✓	N/a ✓
2.4 ASSETS				
Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least <input type="text"/>	Yes ✓	No ✓	N/a ✓
Intangible fixed assets	They are valued at cost.	Yes ✓	No ✓	N/a ✓
	The depreciation rates and methods used are disclosed in note 9.2.	Yes ✓	No ✓	N/a ✓
Heritage assets	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	Yes ✓	No ✓	N/a ✓
	They are valued at cost.	Yes ✓	No ✓	N/a ✓
Investments	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.	Yes ✓	No ✓	N/a ✓
	They are valued at cost.	Yes ✓	No ✓	N/a ✓
Stocks and work in progress	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	Yes ✓	No ✓	N/a ✓
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	Yes ✓	No ✓	N/a ✓
Debtors	Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.	Yes ✓	No ✓	N/a ✓
	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	Yes ✓	No ✓	N/a ✓
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes ✓	No ✓	N/a ✓
	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	Yes ✓	No ✓	N/a ✓

Current asset investments

The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

Yes	No	N/a
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

They are valued at fair value except where they qualify as basic financial instruments.

Yes	No	N/a
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM
THOSE ABOVE

Note 3

Analysis of income

		Unrestricted funds	Restricted income funds	Endowment funds	Total funds £	Prior year £
Analysis						
Donations and legacies:	Donations and gifts	525	-	-	525	722
	Gift Aid	-	-	-	-	-
	Legacies	-	-	-	-	-
	General grants provided by government/other charities	400	-	-	400	-
	Membership subscriptions and sponsorships which are in substance donations	-	-	-	-	-
	Donated goods, facilities and services	-	-	-	-	-
	Other	-	-	-	-	-
	Total	925	-	-	925	722
Charitable activities:	Fees	133,926	-	-	133,926	149,887
	Uniform Sales	354	-	-	354	266
	Commission	88	-	-	88	58
	Other	4,762	-	-	4,762	148,797
	Total	139,130	-	-	139,130	299,007
Other trading activities:		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Other	-	-	-	-	-
	Total	-	-	-	-	-
Income from investments:	Interest income	314	-	-	314	271
	Dividend income	-	-	-	-	-
	Rental and leasing income	-	-	-	-	-
	Other	-	-	-	-	-
	Total	314	-	-	314	271
Separate material item of income:	Fundraising activities	4,892	-	-	4,892	4,854
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total	4,892	-	-	4,892	4,854
Other:	Conversion of endowment funds into income	-	-	-	-	-
	Gain on disposal of a tangible fixed asset held for charity's own use	-	-	-	-	-
	Gain on disposal of a programme related investment	-	-	-	-	-
	Royalties from the exploitation of intellectual property rights	-	-	-	-	-
	Other	-	-	-	-	-
	Total	-	-	-	-	-
TOTAL INCOME		145,261	-	-	145,261	304,854

Other information:

All income in the prior year was unrestricted except for:
(please provide description and amounts)

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Where any endowment fund is converted into income in the prior period, please give the reason for the conversion.

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Section C**Notes to the accounts****Note 10** Details of certain items of expenditure**10.1 Fees for examination of the accounts**

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).

Independent examiner's fees

Assurance services other than audit or independent examination

Tax advisory fees

Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner

This year £	Last year £
90	90
-	-
-	-
-	-

Section C
Notes to the accounts
(cont)
Note 11
Paid employees

Please complete this note if the charity has any employees.

11.1 Staff Costs
Salaries and wages
Social security costs
Pension costs (defined contribution scheme)
Other employee benefits
Total staff costs

This year £	Last year £
106,215	116,550
5,423	3,789
3,366	3,599
-	-
115,004	123,938

This year:

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

Last year:

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

Band	Number of employees	
	This year	Last year
£60,000 to £69,999	-	-
£70,000 to £79,999	-	-
£80,000 to £89,999	-	-
£90,000 to £99,999	-	-
£100,000 to £109,999	-	-

Please provide the total amount paid to key management personnel (includes trustees and senior management) for their services to the charity. For specific amounts paid to trustees, see Note 28.

This year £	Last year £
-	-

11.2 Average head count in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
Total	-	-

11.3 Ex-gratia payments to employees and others (excluding trustees)

Please complete if an ex-gratia payment is made.

Please explain the nature of the payment

This year	
Last year	

Please state the legal authority or reason for making the payment

This year	
Last year	

Please state the amount of the payment (or value of any waiver of a right to an asset)

This year £	Last year £
-	-

11.4 Redundancy payments

Please complete if any redundancy or termination payment is made in the period.

Total amount of payment

This year	Last year
£	£
-	-

The nature of the payment (cash, asset etc.)

--	--

The extent of redundancy funding at the balance sheet date

This year	Last year
£	£
-	-

Please state the accounting policy for any redundancy or termination payments

--	--

Section C

Notes to the accounts

(cont)

Note 20

Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

20.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accruals for grants payable	-	-	-	-
Bank loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Payments received on account for contracts or performance-related grants	-	-	-	-
Accruals and deferred income	20,639	12,371	-	-
Taxation and social security	-	-	-	-
Other creditors	-	-	-	-
Total	20,639	12,371	-	-

20.2 Deferred income

Please complete this note if the charity has deferred income.

Please explain the reasons why income is deferred.

This year	Last year
Monies received from local authority in August for the Autumn term starting in September	Monies received from local authority in August for the Autumn term starting in September

Movement in deferred income account

Balance at the start of the reporting period
 Amounts added in current period
 Amounts released to income from previous periods
 Balance at the end of the reporting period

This year £	Last year £
12,371	14,360
20,639	12,371
- 12,371	- 14,360
20,639	12,371

Section C**Notes to the accounts****(cont)****Note 24 Cash at bank and in hand**

Short term cash investments (less than 3 months maturity date)
Short term deposits
Cash at bank and on hand
Other
Total

This year £	Last year £
-	-
-	-
-	98,380
-	-
-	98,380

Section C

Notes to the accounts

(cont)

Note 27 Charity funds

27.1 Details of material funds held and movements during the CURRENT reporting period

Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.

* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General Fund	UR	running of the pre-school	86,009	145,261	138,654	-	-	92,616
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
Other funds	N/a	N/a	-	-	-	-	-	-
Total Funds			86,009	145,261	138,654	-	-	92,616

(cont)

PREVIOUS reporting period

t funds; R - restricted income

<i>funds</i>	Type PE, EE R or UR *	Purpose and Restrictions	Fund balances brought forward £
Fund names			
General fund	UR	running of the pre-school	72.57
Other funds	N/a	N/a	72.57
		Total Funds	72.57