



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|-------------|--------------|-----------|-----------------|-------------|--------------|
| From | Period start date | | | To | Period end date | | |
| | Day 1 | Month 04 | Year 2020 | | Day 31 | Month 03 | Year 2021 |

Section A Reference and administration details

Charity name Benenden Pre School

Other names charity is known by

Registered charity number (if any) 1183202

Charity's principal address St. Georges Hall. The Street, Benenden Cranbrook Kent

Postcode TN17 4DB

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|-----------------|-----------------------------------|---|
| 1 | Janet Beattie | Secretary | Whole year | |
| 2 | Sarah Andrew | Treasurer | Whole year | |
| 3 | Lucy Watkins | | Whole year | |
| 4 | Gill Knox | Chair | Whole year | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |

| | | |
|--|--|--|
| | | |
|--|--|--|

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Mrs Lucy Oakley, pre school supervisor

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charity Incorporated Organisation (CIO) |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by previous committee |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

This is a new charity set up on 1st May 2019. Two of the four trustees were on the previous committee (of the unincorporated charity no.1027577 replaced by this CIO) and have provided invaluable support to the two new trustees.

Policies have been adapted and adopted from the previous organisation and all trustees have had an opportunity to see them. Many existing policies have needed to be updated this year in line with Covid-19.

The charity is currently running well with four trustees and the pre school supervisor attending all meetings. We may need to increase the number of trustees in the future.

One of the trustees is also a governor at the local primary school for which the pre-school is a feeder and two of the trustees are parents whose children have attended the pre-school in recent years. The pre-school rents its premises from the Benenden Village Trust and so enjoys strong community ties.

The major risks we have addressed this year are:

- ☐ risks associated with Covid-19 which have changed regularly
- ☐ risk associated with possibility of needed to move premises in the next few years. The trustees are currently in negotiation with the village trust and funding organisations to investigate options for re-siting the pre-school

| Section C | Objectives and activities |
|-----------|---------------------------|
|-----------|---------------------------|

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

- to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups the organisation's approved purposes are:
- the charity works for the public benefit having as its objects the development and education of children and young people.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- (1) promoting their care and safety;
- (2) promoting their education and promoting parental involvement;
- (3) promoting their health and wellbeing;
- (4) providing services to support them and their families and carers;
- (5) providing services to individuals holding membership of the CIO; and (6) furthering the aims of the pre-school learning alliance.

Additional details of objectives and activities (Optional information)

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

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The setting up of a new CIO taking over from the old committee structure has been a major achievement this year.

Trustees have been in discussions with local village trust about new premises and visited a potential new site. This is ongoing.

Numbers in the pre school have been slightly increased and we continue to provide an outstanding early years experience for our pupils.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves that we hold are ringfenced for the purpose of new premises in the next few years.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Funding comes almost exclusively from two sources:

- 1 - parent paid fees for their children to attend pre-school
- 2 - funding provided by Kent County Council to fund specific aged children
- 3 - small amount raised by parents

All funds raised are used to support and improve the work of the pre-school through rent of premises, payment of staff, purchase of equipment, services for children e.g. sporting activities, yoga etc.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

| | | |
|--|-------------------------------|--|
| Signature(s) | Gill Knox | |
| Full name(s) | Gillian Elizabeth Knox | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 23 rd January 2021 | |

BPS FINANCIAL ACTIVITY 1.4.20 - 31.3.21

| INCOME | | | EXPENDITURE | | |
|------------------------|-------------------|-------------------|-------------------------------|-------------------|-------------------|
| | 20/21 | 19/20 | | 20/21 | 19/20 |
| KCC Payments | £46,060.17 | £41,241.60 | Wages | £40,127.24 | £45,126.79 |
| FF2 KCC | £3,435.53 | £3,089.81 | Pension | £878.70 | £1,106.19 |
| Fees | £7,015.64 | £13,844.76 | Cleaner | £954.00 | £1,230.00 |
| Milk Claim | £128.25 | £200.00 | PAYE | £1,195.75 | £1,268.18 |
| Uniform | £137.00 | £278.00 | Business Rates/music license | £103.20 | £499.11 |
| Refunds Eon | | £780.11 | Rent | £1,792.50 | £2,475.00 |
| Misc | £47.12 | | Statutory Training | £468.00 | £114.40 |
| Mat pay recovered | | £3,287.43 | Additional Training | £0.00 | £82.00 |
| TWBC grant | £4,000.00 | | PLA Insurance | £0.00 | £1,429.01 |
| Collaboration training | £488.18 | £409.06 | Electricity | £1,277.11 | £1,812.99 |
| Covid support | £782.31 | | | | |
| Interest on savings | £112.98 | £169.99 | Fixtures & Fittings/Buildings | £133.20 | £490.14 |
| | | | Ofsted + ICO | £70.00 | £70.00 |
| | | | Telephone/IT | £756.37 | £454.27 |
| | | | Milk | £141.75 | £183.50 |
| | | | Snacks | £434.77 | £407.77 |
| | | | Setting supplies | £1,929.39 | £2,182.23 |
| | | | Caf bank fees | £69.00 | £40.00 |
| | | | Equipment, toys, books | £135.02 | £291.02 |
| | | | Advertising | £95.00 | £207.84 |
| | | | | | |
| Sub Total | £62,207.18 | £63,300.76 | Sub Total | £50,561.00 | £59,470.44 |
| | | | | | |
| Fundraisers | £154.24 | £1,352.76 | CIO conversion | | £500.00 |
| Donations | £2,014.00 | £200.00 | Playground refurb/redec | £0.00 | £1,264.46 |
| | | | Christmas Parties | £0.00 | £359.00 |
| | | | External Teachers | £375.00 | £1,369.00 |
| | | | Coffee Mornings | £0.00 | £26.86 |
| | | | AGM/Comm Mtgs/staff bonu | £492.49 | £492.14 |
| | | | Misc | £165.75 | £227.70 |
| | | | Treasurer pay | £2,628.20 | £2,196.48 |
| Sub Total | £2,168.24 | £1,552.76 | Sub Total | £3,661.44 | £6,435.64 |
| | | | | | |
| TOTAL INCOME | £64,375.42 | £64,853.52 | TOTAL EXPENDITURE** | £54,222.44 | £65,906.08 |

Excess (Defecit) £10,152.98

Interest from Virgin £104.73

OPENING BALANCE 1.4.20

CAF cash £9,635.33
CAF Gold £18,125.54
Virgin Deposit £21,299.20
TOTAL FUNDS £49,060.07

CLOSING BALANCE 31.3.21

CAF CASH Account £16,107.30
CAF gold £21,701.82
Virgin Deposit £21,403.93
TOTAL FUNDS £59,213.05

NET SURPLUS £10, 152.98

BPS FINANCIAL ACTIVITY 1.4.20 - 31.3.21

| INCOME | | | EXPENDITURE | | |
|------------------------|-------------------|-------------------|-------------------------------|-------------------|-------------------|
| | 20/21 | 19/20 | | 20/21 | 19/20 |
| KCC Payments | £46,060.17 | £41,241.60 | Wages | £40,127.24 | £45,126.79 |
| FF2 KCC | £3,435.53 | £3,089.81 | Pension | £878.70 | £1,106.19 |
| Fees | £7,015.64 | £13,844.76 | Cleaner | £954.00 | £1,230.00 |
| Milk Claim | £128.25 | £200.00 | PAYE | £1,195.75 | £1,268.18 |
| Uniform | £137.00 | £278.00 | Business Rates/music license | £103.20 | £499.11 |
| Refunds Eon | | £780.11 | Rent | £1,792.50 | £2,475.00 |
| Misc | £47.12 | | Statutory Training | £468.00 | £114.40 |
| Mat pay recovered | | £3,287.43 | Additional Training | £0.00 | £82.00 |
| TWBC grant | £4,000.00 | | PLA Insurance | £0.00 | £1,429.01 |
| Collaboration training | £488.18 | £409.06 | Electricity | £1,277.11 | £1,812.99 |
| Covid support | £782.31 | | | | |
| Interest on savings | £112.98 | £169.99 | Fixtures & Fittings/Buildings | £133.20 | £490.14 |
| | | | Ofsted + ICO | £70.00 | £70.00 |
| | | | Telephone/IT | £756.37 | £454.27 |
| | | | Milk | £141.75 | £183.50 |
| | | | Snacks | £434.77 | £407.77 |
| | | | Setting supplies | £1,929.39 | £2,182.23 |
| | | | Caf bank fees | £69.00 | £40.00 |
| | | | Equipment, toys, books | £135.02 | £291.02 |
| | | | Advertising | £95.00 | £207.84 |
| Sub Total | £62,207.18 | £63,300.76 | Sub Total | £50,561.00 | £59,470.44 |
| Fundraisers | £154.24 | £1,352.76 | CIO conversion | | £500.00 |
| Donations | £2,014.00 | £200.00 | Playground refurb/redec | £0.00 | £1,264.46 |
| | | | Christmas Parties | £0.00 | £359.00 |
| | | | External Teachers | £375.00 | £1,369.00 |
| | | | Coffee Mornings | £0.00 | £26.86 |
| | | | AGM/Comm Mtgs/staff bon | £492.49 | £492.14 |
| | | | Misc | £165.75 | £227.70 |
| | | | Treasurer pay | £2,628.20 | £2,196.48 |
| Sub Total | £2,168.24 | £1,552.76 | Sub Total | £3,661.44 | £6,435.64 |
| TOTAL INCOME | £64,375.42 | £64,853.52 | TOTAL EXPENDITURE** | £54,222.44 | £65,906.08 |

Excess (Defecit) £10,152.98

Interest from Virgin £104.73

OPENING BALANCE 1.4.20

CAF cash £9,635.33

CAF Gold £18,125.54

Virgin Deposit £21,299.20

TOTAL FUNDS £49,060.07

CLOSING BALANCE 31.3.21

CAF CASH Account £16,107.30

CAF gold £21,701.82

Virgin Deposit £21,403.93

TOTAL FUNDS £59,213.05

NET SURPLUS £10, 152.98

I have completed my examination and confirm that no material matters have come to my attention giving me cause to believe that:

1. accounting records were not kept in respect of the CIO as required by the Charities Act.
2. the accounts do not accord with those records

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

Signed:

UBMB

Independent Examiner

Date:

14.5.21

LAURA BULLES