



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 1	Month 04	Year 2022	Day 31	Month 03	Year 2023
<b>From</b>					<b>To</b>		

## Section A Reference and administration details

<b>Charity name</b>	Benenden Pre School		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1183202		
<b>Charity's principal address</b>	St. Georges Hall. The Street, Benenden Cranbrook Kent		
<b>Postcode</b>	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	Clare Holson		1.4.22-27.1.23	
4	Gill Knox	Chair	Whole year	
5	Katie Okada		21.4.22 – year end	
6	Harriet Champneys		6.9.22 – present day	
7	Janet Beattie	Secretary	Whole year	
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18				
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20				

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

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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)	Three trustees appointed by previous committee; trustees now able to appoint new trustees where needed

### 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.

The pre-school supervisor regularly updates all policies with staff and a policy booklet is sent out annually to parents and carers. Trustees have electronic access to all policies. Covid updates have been shared with parents and trustees when they have been issued either by national government or the local authority.

The charity is currently running well with four trustees and a newly appointed trustee and the pre school supervisor attending all meetings.

One of the trustees remains a governor at the local primary school for which the pre-school is a feeder and three 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:

- ongoing 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 embed and resource the new Early Years curriculum
- 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 charity works for the public benefit having as its objects the development and education of children and young people.

- (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.

**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)**

#### **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.

Since the lifting of most Covid regulations, trustees have begun fund raising again. The two main fund raising activities in the current year are an open morning and a Christmas Fair. These two events have raised a total of £2766.51 which have been added to the pre-school funds. The money will be used for extra activities in the pre-school to benefit all children.

Our main objective remains the securing of a new venue for the pre-school, either a building or plot of land. We are working with the local primary school who have offered land, and a local secondary independent girl's school who have offered support with research into pre fabricated buildings and available grants.

**Summary of the main achievements of the charity during the year**

The main achievement this year has been an Ofsted inspection where the pre-school was judged to be outstanding in every area.

The trustees have spent a significant amount of money re-designing the outdoor space, laying new, hard wearing turf and planting beds with herbs and vegetables which the children tend.

The trustees have also appointed two new trustees, one of whom has already been registered, the other one is in the process of registration.

Numbers of children registered have remained steady, with a slight increase forecast for the new year.

## 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 – amount raised by parents, this has increased since Covid restrictions have been largely lifted

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<sup>rd</sup> January 2023



**BPS FINANCIAL activity 22/23**

<b>INCOME</b>			<b>EXPENDITURE</b>		
	<b>22/23</b>	<b>21/22</b>		<b>22/23</b>	<b>21/22</b>
KCC Payments	£56,333.13	£45,883.82	Wages	£50,328.35	£43,721.23
FF2 KCC	£420.42	£2,035.50	Pension	£3,858.69	£1,125.80
Fees	£18,193.97	£18,686.37	Cleaner	£1,380.00	£1,260.00
Milk Claim	£232.05	£194.20	PAYE	£5,351.66	£3,770.51
Uniform	£83.90	£84.00	Business Rates/Music license	£661.39	£726.96
Ukraine donations	£260.00		Rent	£2,785.00	£2,587.50
Interest 3 accounts	£324.02	£32.62	Statutory Training	£663.00	£108.00
Refunds	£144.25	£126.82	Additional Training	£222.80	£43.20
			PLA Insurance	£732.56	£719.86
Training Facilitating	£0.00	£0.00	Electricity	£1,480.79	£1,614.78
Covid support	£0.00	£1,686.26			
			Fixtures & Fittings	£485.60	£1,402.92
			Ofsted/ICO	£70.00	£83.00
			Telephone/IT	£923.71	£755.62
			Milk	£228.43	£170.80
			Snacks	£672.45	£579.74
			Setting supplies	£1,817.55	£2,283.06
			CAF bank fees	£72.00	£96.00
			Equipment, toys, books	£234.98	£1,085.30
			Advertising	£0.00	£95.00
			Water rates	£116.69	£0.00
<b>Sub Total</b>	<b>£75,991.74</b>	<b>£68,729.59</b>	<b>Sub Total</b>	<b>£72,085.65</b>	<b>£62,229.28</b>
Fundraisers	£3,676.03	£3,326.79	Treasurer pay	£2,175.00	£2,076.00
Donations	£445.00	£592.44	Fundraisers	£909.82	£179.40
			Xtmas Party Children/staff	£385.50	£150.00
			External teachers	£660.00	£1,518.00
			Coffee Mornings	£0.00	£0.00
			AGM/Comm Mtgs/st bonus	£338.00	£1,014.00
			Ukraine appeal donation	£300.00	£0.00
			Fee refunds	£0.00	£41.25
<b>Sub Total</b>	<b>£4,121.03</b>	<b>£3,919.23</b>	<b>Sub Total</b>	<b>£4,768.32</b>	<b>£4,978.65</b>
<b>TOTAL INCOME</b>	<b>£80,112.77</b>	<b>£72,648.82</b>	<b>TOTAL EXPENDITURE</b>	<b>£76,853.97</b>	<b>£67,207.93</b>

**OPENING BALANCE 1.4.22**

CAF cash account	£15,015.57
CAF Gold Saver	£28,206.02
Virgin Deposit	£21,432.35
<b>TOTAL FUNDS</b>	<b>£64,653.94</b>

**CLOSING BALANCE 31.3.23**

Lloyds Current Account	£15,481.32
Online Saver	£52,431.42
Virgin Deposit	£0.00
<b>TOTAL FUNDS</b>	<b>£67,912.74</b>

**NET SURPLUS £3,258.80**

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:  Independent Examiner Mrs L Burles

Date: 12-9-23



**BPS FINANCIAL activity 22/23**

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