



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Day 1	Month 04	Year 2023		Day 31	Month 03

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	TN174DP	

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 Harriet Champneys		Whole year	
4 Gill Knox	Chair	Whole year	
5 Katie Okada		21.4.22 – 7.6.23	
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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
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## 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 and update the list annually.

The charity is currently running well with four trustees and two potential trustees attend meetings and are in the process of being formally appointed. The pre school supervisor attends all meetings.

The pre-school continues to rent its premises from the Benenden Village Trust and so enjoys strong community ties. However, trustees are viewing suitable premises to purchase as the Beneden Village Trust are substantially increasing our rent.

The major risks we have addressed this year are:

- risk associated with possible need to move premises in the next couple of years. The trustees are currently in negotiation with the village trust and funding organisations to investigate options for re-siting the pre-school
- possible changes to pre-school funding and hours being proposed by government - offers the challenge of having enough spaces to offer parents who live locally

## 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 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.

- (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.

The two main fund raising activities in the current year are spring fair and a Christmas Fair. These two events, along with our participation in the village fete, a photograph fundraiser and easyfundraising have raised around £1445, money which has been used to refurbish the inside area with fresh decoration.

Our main objective remains the securing of a new venue for the pre-school, either a building or plot of land. Sadly, we put in a bid for a piece of land which would have been ideal for the pre-school but we were outbid at auction.

## Section D

## Achievements and performance

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

The trustees spent a significant amount of money re-decorating the inside areas.

Numbers of children registered have increased and we now have a waiting list for most morning sessions.

## 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 three 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 2025

**BPS FINANCIAL activity 23/24**

<b>INCOME</b>	<b>23/24</b>	<b>22/23</b>	<b>EXPENDITURE</b>	<b>23/24</b>	<b>22/23</b>
KCC Payments	£52,926.69	£56,333.13	Wages	£55,055.94	£50,328.35
FF2 KCC	£4,775.64	£420.42	Pension	£1,329.68	£3,858.69
Fees	£28,203.07	£18,193.97	Cleaner	£1,387.50	£1,380.00
Milk Claim	£210.90	£232.05	PAYE	£5,020.19	£5,351.66
Uniform	£150.00	£83.90	Business Rates/music li	£657.31	£661.39
Ukraine donations		£260.00	Rent	£3,769.69	£2,901.69
Interest 3 accounts	£991.91	£324.02	Statutory Training	£323.50	£663.00
Purchase refunds		£144.25	Additional Training	£38.90	£222.80
			PLA Insurance	£754.11	£732.56
Collaboration fund	£513.75	£0.00	Electricity	£1,430.93	£1,480.79
			Fixtures & Fittings	£1,056.21	£485.60
			Ofsted/ICO	£70.00	£70.00
			Telephone/IT	£766.44	£923.71
			Milk	£216.83	£228.43
			Snacks	£697.30	£672.45
			Setting supplies	£1,879.66	£1,817.55
			CAF bank fees	£60.00	£72.00
			Equipment, toys, books	£1,177.00	£234.98
			Advertising	£0.00	£0.00
			Petty Cash	£0.00	£0.00
<b>Sub Total</b>	<b>£87,771.96</b>	<b>£75,991.74</b>	<b>Sub Total</b>	<b>£78,259.77</b>	<b>£72,085.65</b>
Fundraisers	£1,445.83	£3,676.03	Treasurer pay	£2,246.25	£2,175.00
Donations	£969.00	£445.00	Fundraisers	£0.00	£909.82
			Christmas Party staff	£268.20	£385.50
			External teachers	£1,063.80	£660.00
			Coffee Mornings	£0.00	£0.00
			AGM/Committee Meet	£0.00	£338.00
			Misc	£780.00	£300.00
					£0.00
<b>Sub Total</b>	<b>£2,414.83</b>	<b>£4,121.03</b>	<b>Sub Total</b>	<b>£4,358.25</b>	<b>£4,768.32</b>
<b>TOTAL INCOME</b>	<b>£90,186.79</b>	<b>£80,112.77</b>	<b>TOTAL EXPENDITURE**</b>	<b>£80,049.44</b>	<b>£76,853.97</b>

**OPENING BALANCE 1.4.23**

CAF cash account	£15,481.32
CAF Gold Saver	£52,431.42

**TOTAL FUNDS**                      **£67,912.74**

**CLOSING BALANCE 31.3.24**

CAF cash account	£22,103.91
Online Saver	£5,225.63
<b>United Trust Bank</b>	<b>£50,720.55</b>

**TOTAL FUNDS**                      **£78,050.09**

**NET SURPLUS**                      **£10,137.35**



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**NET SURPLUS** **£10,137.35**

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:

*UBurles*

Independent Examiner Mrs L Burles

Date:

*23.10.24*