

Lavenham Preschool

Annual Report and Financial Statements

Year ended 31 August 2024

Charity number: 1184176

LAVENHAM PRESCHOOL

Annual Report and Financial Statements for the year ended 31 August 2024

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LAVENHAM PRESCHOOL

Annual Report and Financial Statements for the year ended 31 August 2024

Reference and administrative details

Charity name Lavenham Preschool

Registered charity number 1184176

Business address Church Street
Lavenham
Suffolk
CO10 9QT

Trustees R S Mawford - Chairman
D Carse – Treasurer (resigned on 31 August 2024)
J M Jones
S Knight
K Humphreys
A Hyde Parker (resigned on 5 March 2024)
H Upton (resigned on 10 September 2023)
L Willis (appointed on 12 February 2024)
E Hurd (appointed on 4 January 2024, resigned on 15 April 2024)

Pre-school Manager Elzbieta Zlotek

Independent examiner Wendy Bowman AAT
WB Accounting Services, 18 Peek Close, Lavenham, Suffolk, CO10 9FR

Bankers Santander UK plc
Lloyds Bank plc

LAVENHAM PRESCHOOL

Report of the trustees for the year ended 31 August 2024

The trustees for the purposes of charity law, have pleasure in presenting their annual report and the financial statements of the charity for the year ended 31 August 2024.

Structure, Governance and Management

Governing Document

Lavenham Preschool is a Charitable Incorporated Organisation (Foundation Model) which was registered on 1 July 2019 (registered number 1184176). On 19 December 2019 the CIO obtained OFSTED registration and took over the Preschool's activities and assets. The Preschool previously operated as an unincorporated charity (registered number 1048612) which was registered on 12 August 1995.

Trustees – appointment, organisation and recruitment

The trustees during the year ended 31 August 2024 are stated on page 1.

Risk management

The trustees have reviewed the major risks to which the charity is exposed and have established systems and procedures to mitigate those risks.

Objectives and activities

Lavenham Preschool is an educational charity whose objectives are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The Preschool is open five days a week during term-time, offering breakfast club, morning and afternoon sessions, lunch club, an after-hours club and all-day care. From January 2024 we increased our opening hours to 8am – 5pm, to make us more attractive to working parents. We also operated a holiday club for 2 weeks in August 2024. We cater for children from 2 years to school age, preparing them for entry into mainstream schooling. The Preschool operates from a purpose-built building, adjacent to Lavenham Village Hall, which was opened in September 2017.

Performance and achievements

The Preschool has managed to maintain a surplus for the year ended 31 August 2024, and despite it being much lower than the previous year we consider this an achievement in the current climate. With the involvement of both trustees and staff, we were also able to continue with our fundraising efforts, including through the annual fireworks display, held in conjunction with Lavenham Primary School. We were very pleased to receive a donation of £250 for our fireworks event and claimed gift aid on this and the previous year donation too.

The Preschool secured funding, during the year ended 31 August 2024, from various benefactors to improve and extend the Forest School area. At 31 August 2024, the extension and refurbishment work has been completed, resulting in a larger area formed with new fencing to secure the area. Income received in the year for this project totalled £5,535, with expenditure to date of £4,427. We are still hoping to receive further funding in October 2024 and January 2025 and the remaining balance will be spent on providing new equipment for the Forest School area.

LAVENHAM PRESCHOOL

Report of the trustees for the year ended 31 August 2024 (Continued)

Once again, major thanks for their excellent work during the year must go to all our staff, who continue to make Lavenham Preschool the excellent childcare setting that it is and continuously aim to improve both their teaching practices and the learning environment.

Plans for the future

The coming year is likely to prove another challenging one with the priority being to build up pupil numbers in order to ensure that our purpose-built building is fully utilised and to cover increasing costs. It will also be necessary to continue to take advantage of the opportunities provided by the Government's phased extension of free childcare, which began in April 2024 with the provision of 15 hours per week of education and care to two-year children of eligible parents. From September 2024, we are lowering the age from which we take children from 2 years to 20 months, in order to take advantage of the under 2 funding. The under 2's will be limited in numbers each term in order to ensure we can accommodate their needs.

Financial Review

The Statement of Financial Activities on page 5 sets out the movement in funds for the year and the Balance Sheet on page 6 shows the charity's state of affairs at the year end. The principal sources of income are the Government Funding Grant for Early Years Education, from Suffolk County Council and fees charged for non-funded sessions.

Whilst our fee income for the year ended 31 August 2024 has remained consistent at £42,260 (2023: £41,246), our grant funding has increased to £102,530 (2023: £86,565). This increase is a result of the increase in pupil numbers during the year together with the Government's phased extension of funding available as mentioned above.

The increase in income has been offset by the increase in our costs, primarily our staff costs which in the year ended 31 August 2024 have risen to £117,133 (2023: £82,017). This increase is partly due to the quality and highly skilled staff which we have employed and also due to the increase in minimum wage which has led to a proportionate increase to all staff levels of pay. The majority of our staff have opted in to the NEST pension fund which has also increased our costs to £1,969 (2023: £1,062).

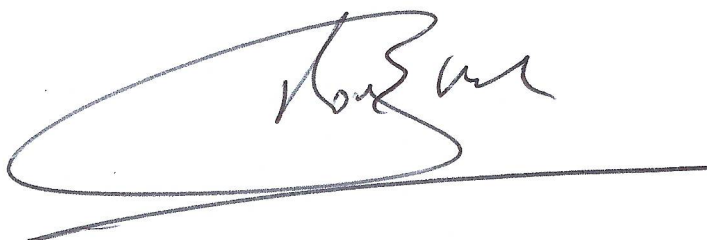
The trustees have considered the level of funds held and the expected income and expenditure for the next 12 months. Based on this assessment, the trustees believe that the Preschool will continue as a going concern during this period.

This report was approved by the trustees on

and signed on their behalf by:

Chairman

12/12/2024



LAVENHAM PRESCHOOL

Independent Examiner's Report to the trustees of Lavenham Preschool

I report on the accounts of Lavenham Preschool for the year ended 31 August 2024, which are set out on pages 5 to 10.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Direction given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting requirements of the section 396 of the Companies Act 2006 and with the methods and principles of Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



11/2/25-

WB Accounting Services
Lavenham, Suffolk CO10

LAVENHAM PRESCHOOL

Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 August 2024

	Note	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Income from:					
Donations	2	590	5,911	6,501	250
Charitable activities:					
Grants	3	102,530	-	102,530	86,565
Fees		42,260	-	42,260	41,246
Other income		696	-	696	-
Fundraising events		3,043	-	3,043	3,554
Investment income					
Bank interest receivable		334	-	334	131
Total income		149,453	5,911	155,364	131,746
Expenditure on:					
Raising funds		-	376	376	425
Charitable activities	4	146,689	4,427	151,116	108,229
Total expenditure		146,689	4,803	151,492	108,654
Net income		2,764	1,108	3,872	23,092
Fund balances at 1 September 2023		53,737	-	53,737	30,645
Fund balances at 31 August 2024		56,501	1,108	57,609	53,737

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities. The comparative figures for 2023 all relate to unrestricted funds, except as shown in note 2.

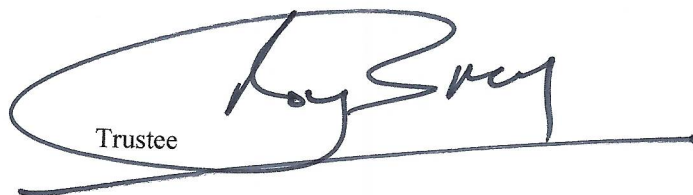
LAVENHAM PRESCHOOL

Balance sheet at 31 August 2024

	Note	Total 2024	Total 2023
Current Assets		£	£
Debtors and prepayments			
Cash at bank & in hand	7	1,068	7,804
		<u>59,569</u>	<u>47,590</u>
		60,637	55,394
Creditors: amounts falling due within one year		(3,028)	(1,657)
Net current assets		<u>57,609</u>	<u>53,737</u>
Net assets		<u>57,609</u>	<u>53,737</u>
Funds	8		
Unrestricted funds		56,501	53,737
Restricted funds		1,108	-
		<u>57,609</u>	<u>53,737</u>

The notes on pages 7 to 10 form part of these financial statements.

The financial statements were approved by the trustees on 12/12/24 and signed on their behalf by


Trustee

1 Accounting policies

Accounting convention

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The accounts (financial statements) 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 charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The accounts have been prepared on a going concern basis which the trustees believe is appropriate given the level of funds held and the income and expenditure forecast for the next 12 months from the date of approving these financial statements.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Expenditure

All expenditure is accounted for on an accruals basis, and has been classified under the headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and holding fundraising events. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost, including any incidental costs of acquisition. Depreciation is provided on all tangible fixed assets, other than freehold land, so as to write off the cost, less estimated residual value, over their expected useful lives.

Operating leases

Rentals under operating leases are charged to the income and expenditure account as incurred.

LAVENHAM PRESCHOOL

Notes to the financial statements for the year ended 31 August 2024 (Continued)

Fund Accounting

Unrestricted funds comprise accumulated surpluses and deficits on the general fund and designated funds. They are available for use at the discretion of the trustees in furtherance of the charitable company's objectives. Designated funds are those funds designated for a particular purpose or projects at the discretion of the trustees.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2 Donations

	2024 £	2023 £
Unrestricted:		
Lavenham Gardening Club	250	-
Smaller individual donations	340	-
Restricted:		
Individual donor re fireworks display (including gift aid)	376	250
East of England Co-op - Forest School Project	835	-
Lavenham Parish Council – Forest School Project	1,500	-
Suffolk County Council – Forest School Project	1,000	-
Eleanor & Charlotte Condry Trust Fund – Forest School Project	200	-
The Belstead Ganzoni Charitable Settlement – Forest School Project	2,000	-
Total donations	6,501	250

3 Grants

	2024 £	2023 £
Suffolk County Council - Early Education funding	102,530	86,565
Total grants	102,530	86,565

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Notes to the financial statements for the year ended 31 August 2024 (Continued)

4 Expenditure on Charitable activities

	2024 £	2023 £
<i>Restricted:</i>		
Forest School Project	4,427	-
<i>Unrestricted:</i>		
<i>Direct costs</i>		
Staff costs (note 5)	117,133	82,017
Resources for children	3,786	4,612
<i>Support costs</i>		
Premises	8,600	8,001
Other support costs, including governance costs	17,170	13,599
	<u>151,116</u>	<u>108,229</u>

5 Staff costs

	2024 £	2023 £
Wages and salaries	113,913	78,896
Social security costs	-	-
Pension costs	1,969	1,062
Staff recruitment, training and uniform costs	901	1,094
Other staff costs	350	965
	<u>117,133</u>	<u>82,017</u>

The key management personnel of the charity comprise the trustees and the Preschool manager as shown on page 1. The trustees neither received nor waived any remuneration during the year (2023: £nil).

The average number of employees during the year, calculated on a head count basis was 10 (2023:10). No employee had emoluments in excess of £60,000 (2023: nil).

6 Taxation

The company is a registered charity and is not considered liable to taxation on its income. Income tax deducted at source from income is recoverable from HMRC.

7 Debtors and prepayments

Debtors consists of trade debtors (fee income owed at the year end) and prepayments. A provision of £347 for bad and doubtful debts in respect of overdue fee income has been deducted.

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Notes to the financial statements for the year ended 31 August 2024 *(Continued)*

8 Funds Summary

	Balance at 1 September 2023 £	Fund movements			Balance at 31 August 2024 £
		Incoming resources £	Resources used £	Transfer	
Restricted funds	-	5,911	4,803	-	1,108
Unrestricted funds	53,737	149,453	146,689	-	56,501
	<u>53,737</u>	<u>155,364</u>	<u>151,492</u>	<u>-</u>	<u>57,609</u>