



**Chaldon Preschool**  
& FOREST SCHOOL

*The Village Hall, Rook Lane, Chaldon, CR3 5BN. Tel: 01883 343866*

**Registered Charity No: 1185107**

## **Trustees' Annual Report for Chaldon Pre School (1185107)**

**Year ending 31 August 2021**

Chaldon Pre School is a member of the Pre-School Learning Alliance. It operates in accordance with the Pre-School Learning Alliance Foundation Model Constitution; This was approved by the Trustees of Chaldon Pre School at a General Meeting held on 23 October 2019.

The objective of Chaldon Pre School is to enhance the development and education of children primarily under statutory school age.

During this financial year, the following were trustees for the Pre School:

Dani Gittins

Mike Gittins

Victoria Cordi

Sheena Mann

Anita Mills

Claire Robinson (Resigned July 2021)

Trustees are parents or guardians of children who attend Chaldon Pre School or individuals with a vested interest in the Pre School and are usually elected at the Annual General Meeting held during the autumn term of each year.

# Activities and Achievements

## Legal Structure change

On 23 July 2020 the Trustees voted unanimously to transfer the assets and operations of Chaldon Pre School from a Charitable Trust (Charity Number: 294701) to a newly formed Charitable Incorporated Organisation (Charity Number: 1185107). The transfer of assets and operations was completed on 1 September 2020.

This change has allowed expansion of the number of Trustees and provides a better platform to continue the positive actions previously taken to improve the financial position of the Pre School. As such, the Charitable Incorporated Organisation (Charity Number: 1185107) did not recognise any revenue nor expense in the prior reporting period (year ending 31 August 2020). Whilst it does not form part of this Annual Report, prior year performance for the Charitable Trust (Charity Number: 294701) is appended to this document for reference purposes.

## COVID-19

As with all educational settings, Chaldon Pre School has been impacted by the global COVID-19 pandemic. Our primary aim throughout 2020/21 was to keep our staff, children and parents safe, whilst still providing high levels of childcare. We ensured we kept communication with our families and staff as open as possible over this challenging period.

We carried out regular risk assessments and devised revised operating procedures in line with the latest government guidance. Given the rapidly changing guidance, the Trustees ensured that they made quick, decisive decisions to make the preschool a safe and happy environment for both children and staff. We continue to review our policies and procedures in line with Local and Central government guidance.

## Yurt & Forest School

Last year, we met our fundraising target for a new Yurt and successfully completed installation in August 2020. We have continued to use this excellent new resource for provision of Forest School sessions regardless of weather.

With the Yurt, we can provide Forest School sessions for small groups of children every Monday, Wednesday and Friday throughout the year. The activities are covered by voluntary contributions from the parents of those children attending and have continued to be in high demand.

## Financial performance

The final cash balance was £48,488.

As with the prior year, the Trustees have been focused on ensuring the future financial stability of the Pre School with a focus on growing the level of cash reserves. Actions have centred around improving communication between the Trustees and Pre School staff as well as ensuring a tighter focus on fee levels and cost base.

## **Income**

**Fees** - the Pre School provides care and education for children aged from 2yrs to 4yrs and therefore the primary source of income is from school fees. Of these fees, a proportion were received from Government funded hours.

Chaldon Pre School has a reputation for providing exemplary levels of childcare and due to the friendly, family nature of the Pre School, places continue to be in very high demand. Last year a waiting list had to be implemented and this remains in place for the 2022/23 academic year.

**Fundraising** - as a Charitable Trust, the Pre School relies on fund-raising as an additional source of income. During the year, fundraising activities have enabled the purchase of equipment, toys and other necessary resources.

With support from the Staff, Trustees and Parents, there was a good level of income generated through fundraising events, however social distancing restrictions, particularly in late 2020 through early 2021 impacted our ability to host in-person events. We had an excellent uptake of our remote fundraising activities including at-home treasure hunts for the children and a summer raffle. Unfortunately, due to Covid restrictions we were unable to hold a live nativity this year, however sale of online tickets helped fundraising efforts. In addition to the above, we also secured a donation of £1,000 from Tesco Bags of Help to continue to improve our Forest School facilities.

Given the positive feedback and high demand from parents and children, we hope that relaxation of social distancing restrictions will enable us to improve on fundraising activity over the next 12 months.

## **Expenditure**

**Salaries** - the main expenditure is staff salaries. Due to the flexible nature of the childcare provided, the Trustees continue to work to ensure that staff rotas align as closely as possible to daily attendance levels. As with the majority of childcare providers, the Pre School was impacted by the rise in minimum wage in April which added increased pressure to the underlying cost base. There has been minimal turnover of staff which contributes to the family feel of the Pre School and the Trustees appreciate the hard work all the Staff have put in this year.

**Hall Hire** – The Pre School operates from Chaldon Village Hall which it hires on an hourly basis. Hire rates remained constant on the prior year.

Due to historical administrative errors by both the Pre School and Chaldon Village Hall in prior periods, several invoices were not sent/received. Upon identification of this issue, revised payment terms were agreed with Chaldon Village Hall. During the period, all outstanding invoices were paid.

## Reserves

The aim is to have sufficient reserves to assist in any unexpected situations, for example, maintaining Pre School operations should there be a significant drop in funding. The Trustees are happy to report that the focus on ensuring the financial stability of the Pre School has helped materially increase reserves compared to the start of the year. The reserve balance of £48,500 is £35,000 greater than two years ago, highlighting the hard work of the Trustees and Staff in improving the operations of the Pre School. We believe that the operational changes made, along with the high attendance levels driven by the excellent level of childcare provided by the Pre School, should result in a further increase in reserves in the next financial year.

A handwritten signature in blue ink that reads "Danielle Gittins". The signature is written in a cursive style with a trailing dot at the end.

D L Gittins - Chairperson

26 November 2021

## Chaldon Pre-School (Charity Number: 1185107)

Year ended 31 August 2021

### Income and Expenditure

---

£GBP	Year to 31 August 2021	Year to 31 August 2020
<b>Income</b>		
Fees	31,988	0
Government Funding	74,339	0
Fundraising	2,522	0
Interest	0	0
<b>Total Income</b>	<b>108,850</b>	<b>0</b>
<b>Expenditure</b>		
Staff salaries & pension	68,817	0
Hall Hire	13,188	0
Equipment & materials	7,883	0
Training	0	0
Telephone & broadband	519	0
Professional fees	993	0
Maintenance & other	0	0
<b>Total Expenditure</b>	<b>91,400</b>	<b>0</b>
<b>Net Income/(Expenditure) for the year</b>	<b>17,450</b>	<b>0</b>

## Chaldon Pre-School (Charity Number: 1185107)

Year ended 31 August 2021

### Statement of Financial Position

---

£GBP	Year to 31 August 2021	Year to 31 August 2020
<b>Current Assets</b>		
Cash at bank and in hand	48,488	0
<b>Total Current Assets</b>	<b>48,488</b>	<b>0</b>
<b>Current Liabilities</b>		
Creditors: amounts falling due within one year	0	0
<b>Total Current Liabilities</b>	<b>0</b>	<b>0</b>
<b>Net Current Assets/(Liabilities)</b>	<b>48,488</b>	<b>0</b>
<b>Non-Current Liabilities</b>		
Creditors: amounts falling due after one year	0	0
<b>Total Non-Current Liabilities</b>	<b>0</b>	<b>0</b>
<b>Net Assets</b>	<b>48,488</b>	<b>0</b>



<b>Report to the trustees/ members of</b>	Chaldon Pre School		
<b>On accounts for the year ended</b>	31 August 2021	<b>Charity no (if any)</b>	1185107
<b>Set out on pages</b>	1-6		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

<b>Signed:</b>		<b>Date:</b>	13/12/21
<b>Name:</b>	William Weightman		
<b>Relevant professional qualification(s) or body (if any):</b>	N/A		
<b>Address:</b>	Bühlstrasse 51 8700 Küsnacht Zürich, Switzerland		

**The following pages relate to the previous Charitable Trust (Charity Number: 294701) and do not form part of the Trustees' Annual Report for Chaldon Pre School (Charity Number: 1185107)**



## Chaldon Pre-School - Charitable Trust (Charity Number: 294701)

Year ended 31 August 2020

### Income and Expenditure

---

<b>£GBP</b>	<b>Year to 31 August 2020</b>
<b>Income</b>	
Fees	17,102
Government Funding	70,823
Fundraising	14,233
Interest	11
<b>Total Income</b>	<b>102,169</b>
<b>Expenditure</b>	
Staff salaries & pension	61,630
Hall Hire	10,113
Equipment & materials	8,096
Training	88
Telephone & broadband	768
Professional fees	870
Maintenance & other	847
<b>Total Expenditure</b>	<b>82,412</b>
<b>Net Income/(Expenditure) for the year</b>	<b>19,758</b>

## Chaldon Pre-School - Charitable Trust (Charity Number: 294701)

Year ended 31 August 2020

### Statement of Financial Position

---

£GBP	Year to 31 August 2020
<b>Current Assets</b>	
Cash at bank and in hand	33,513
<b>Total Current Assets</b>	<b>33,513</b>
<b>Current Liabilities</b>	
Creditors: amounts falling due within one year	2,475
<b>Total Current Liabilities</b>	<b>2,475</b>
<b>Net Current Assets/(Liabilities)</b>	<b>31,038</b>
<b>Non-Current Liabilities</b>	
Creditors: amounts falling due after one year	-
<b>Total Non-Current Liabilities</b>	<b>-</b>
<b>Net Assets</b>	<b>31,038</b>