



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 2023

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:

Sheena Mann

Anita Mills

Kathryn Cade

Lucy Veness

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

General

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. A waiting list previously had to be implemented due to high demand and this remains in place for the 2024/25 academic year. The number of children on roll has increased and the preschool is now operating at capacity, with new staff having been recruited to cater for the increased demand.

Chaldon Pre School caters for children with SEN and additional funding is applied for to support children with SEN as appropriate. An existing member of staff previously undertook SENCO training to meet the increased need for SEN support and continues to take up training and development opportunities on a regular basis to ensure best practice.

Since the extension of the pre-school opening hours in January 2022, the Pre School has been able to offer 30 hours funded places, for which there continues to be good take up.

Yurt & Forest School

We have continued to use the Yurt for provision of Forest School sessions regardless of weather, with an increase in the Forest School sessions available.

With the Yurt, we can provide Forest School sessions for small groups of children every Monday, Wednesday and Thursday throughout the year. Forest School is offered to all children at some point during the year on an 'opt-in' basis. Parents/guardians of those children attending pay an additional cost (to cover the cost of staffing and resources) and Forest School sessions have continued to be in high demand, popular with parents and children alike.

Staff Wellbeing

Our committed and hard-working staff is the Pre School's biggest asset, and staff health and wellbeing is a priority for the Trustees. To promote staff wellbeing, in April 2023 the Trustees introduced a health cash plan for staff through Mediacash, a form of insurance that covers the cost of everyday healthcare for staff such as optical and dental treatments, physiotherapy appointments, private screenings, complementary therapies, and more. Workplace wellbeing is an essential aspect of any organisation and benefits that centre around health help demonstrate to our staff that they are valued. The cost of this insurance to the Pre School is minimal and staff members are making good use of the plan.

Financial performance

The final cash balance was £34,861.

The final cash balance of £34,861 is £10,127 down on the previous year's final cash balance. This is partly accounted for by a back payment of rent for the Village Hall in the sum of £3,009.43 which was paid on 1st September 2022 but related to rent for June and July 2022. It was not paid at the correct time due to the Standing Order having been inadvertently paused when changing the payment amount on the bank.

A sharp increase in the National Living Wage in April 2023 (9.7%) coupled with no increase to the personal tax allowance resulted in significantly more staff falling into the tax and National Insurance bracket during this financial year and an increase in staff pension auto-enrolment. This led to a significant increase in Pre School overheads in these areas which, with no commensurate rise in the hourly rates for funded places, contributed to a decrease in the level of cash reserves.

The Trustees remain focused on ensuring the future financial stability of the Pre School by maintaining a good level of cash reserves. Given the decreased cash reserve position of the Pre School at year end, Trustees are carefully monitoring expenditure on resources, with funds raised from events being allocated for the purchase of resources in line with need identified by staff. The Trustees forecast that the increase in hourly rates for funded places in April 2024, coupled with the expansion of funded places to 2 year olds, will mean increased Pre School income from Government funded hours moving forwards. It is anticipated that this will help offset the higher overheads and increase the cash reserve position in future years.

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, the majority were received from Government funded hours.

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 during the year, with very positive feedback and high demand from parents and children.

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. The hourly rate increased from 1st September 2022 (an increase of 7.5% on the previous year). The Trustees negotiated no further rate increases for a period of 2 years.

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. Although this was a difficult financial year with some significant increases in overheads without a commensurate increase in income, the reserve balance of £34,861 remains greater than the reserve balance three years ago and the Trustees are confident that with the increase in hourly rates for Government funded hours moving forwards and the high attendance levels driven by the excellent level of childcare provided by the Pre School, there will be an increase in reserves in the next financial year.

A handwritten signature in cursive script that reads "A. Mills".

A. Mills – Treasurer

A handwritten signature in cursive script that reads "S. Mann".

S. Mann - Secretary

5 June 2024

Chaldon Pre-School (Charity Number: 1185107)

Year ended 31 August 2023

Income and Expenditure

£GBP	Year to 31 August 2023	Year to 31 August 2022
Income		
Fees	34,758	24,585
Government Funding (Surrey)	107,771	93,468
Fundraising	2,212	2,315
Interest	0	0
Total Income	144,741	120,368
Expenditure		
Staff salaries & pension	117,239	95,259
Staff annual functions & benefits	1,080	591
Hall Hire	20,802	12,843
Equipment & materials	13,182	9,110
Training	1,195	1,018
Telephone & broadband	433	571
Professional fees	937	658
Maintenance & other	0	0
Total Expenditure	154,868	120,050
Net Income/(Expenditure) for the year	-10,127	318

Chaldon Pre-School (Charity Number: 1185107)

Year ended 31 August 2023

Statement of Financial Position

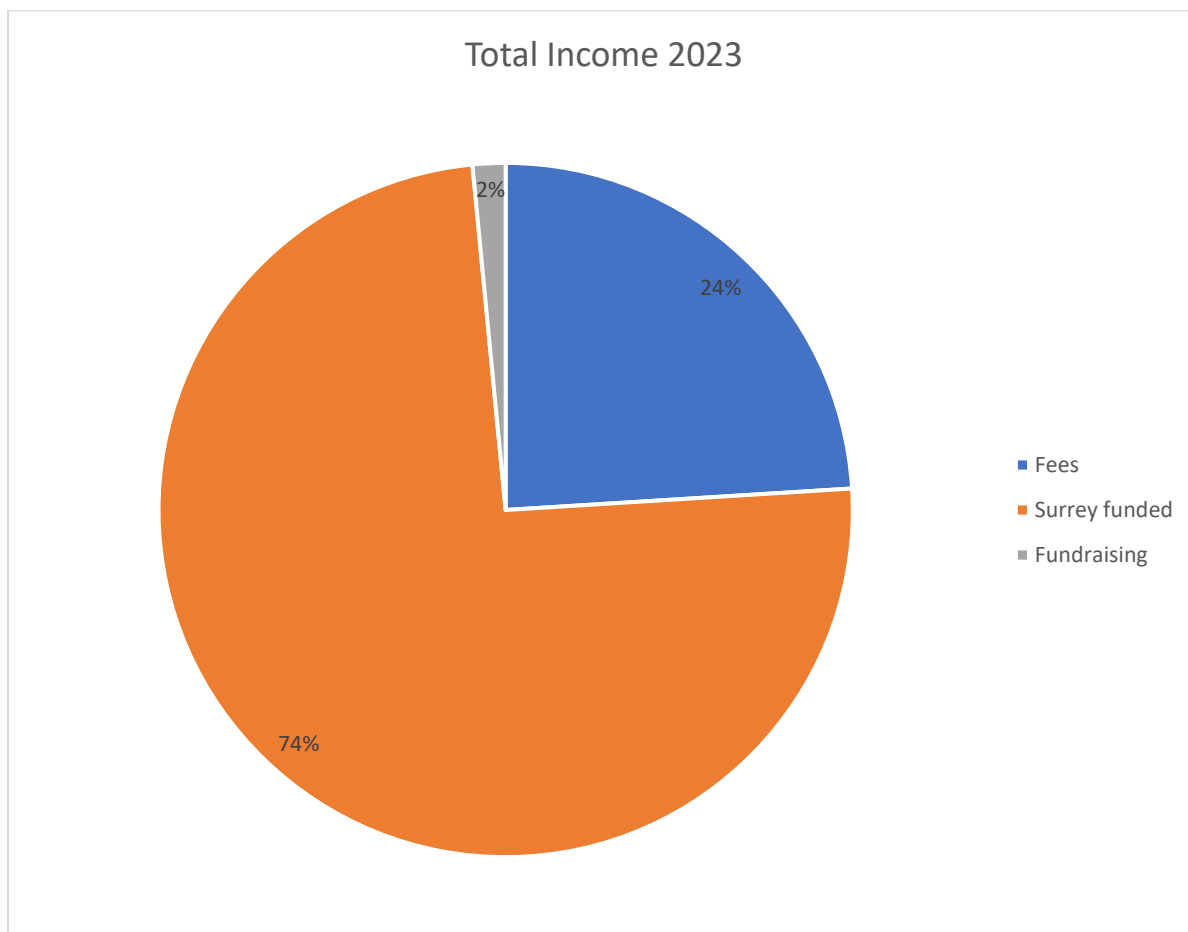
£GBP	Year to 31 August 2023	Year to 31 August 2022
Current Assets		
Cash at bank and in hand	34,861	44,988
Total Current Assets	34,861	44,988
Current Liabilities		
Creditors: amounts falling due within one year	0	0
Total Current Liabilities	0	0
Net Current Assets/(Liabilities)	34,861	44,988
Non-Current Liabilities		
Creditors: amounts falling due after one year	0	0
Total Non-Current Liabilities	0	0
Net Assets	34,861	44,988

Appendix

Year ending 31 August 2023

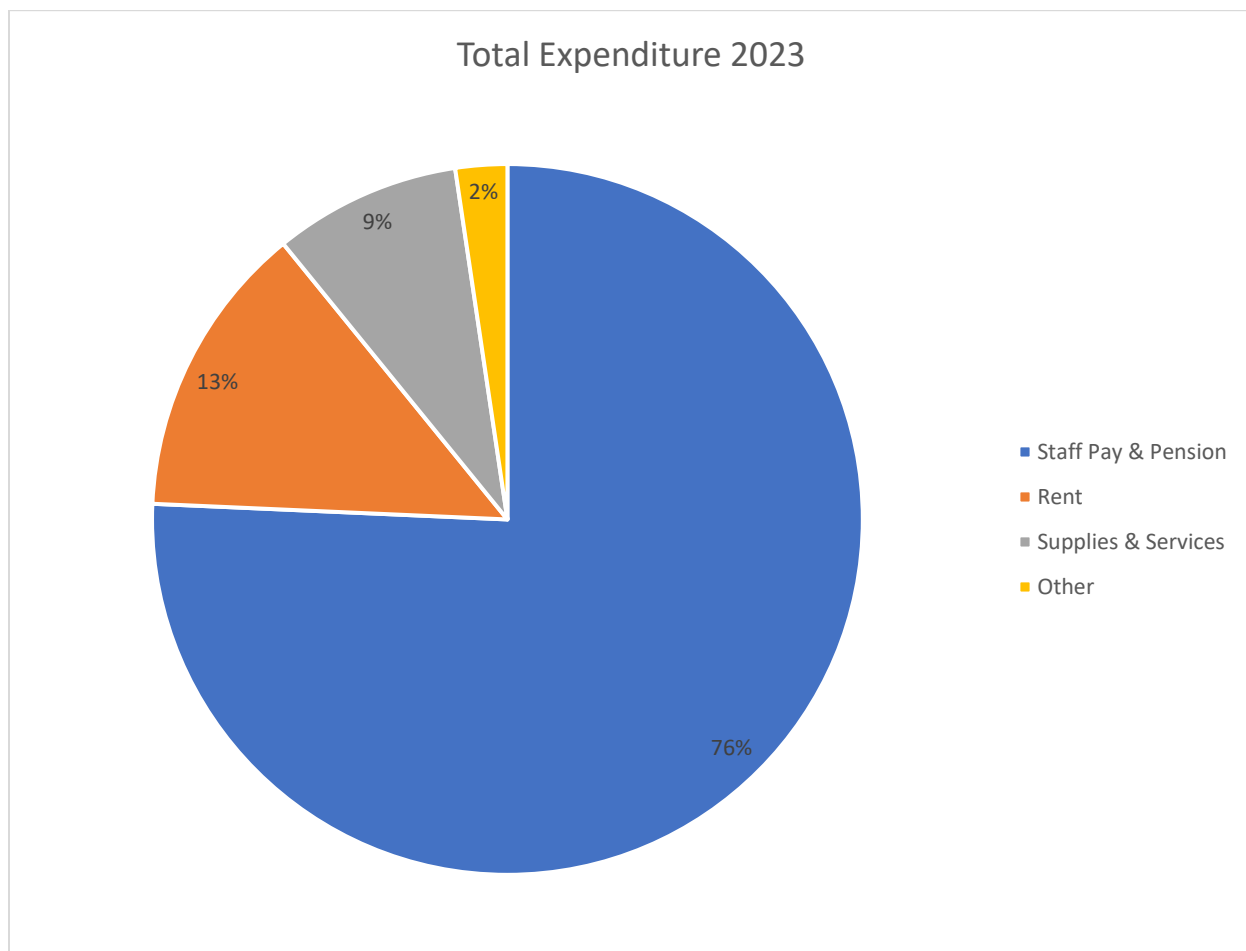
Total income 2023

Category	Total 2023 (£)
Fees	£ 34,757.69
Surrey funded	£107,771.52
Fundraising	£ 2,211.61



Total Expenditure 2023

Category	Total 2023(£)
Staff Pay & Pension	£ 117,238.72
Rent	£ 20,802.58
Supplies & Services	£ 13,181.80
Other	£ 3,644.89



Summary**01.09.22 - 31.08.23**

	Natwest main	Co-op	Petty Cash	Total
Surrey	-	107,771.52		107,771.52
Child	-	34,696.69	61.00	34,757.69
Fund	-	1,426.52	785.09	2,211.61
Furlough	-	-		-
				-
Pay	-	-116,364.00		- 116,364.00
Pension	-	- 874.72		- 874.72
Staff annual fur	-	- 691.96		- 691.96
Rent (hall hire)	-	- 20,802.58		- 20,802.58
Supplies & Serv	-	- 12,920.27	- 261.53	- 13,181.80
Phone	-	- 432.96		- 432.96
Insurance	-	- 936.67		- 936.67
Training	-	- 1,195.50		- 1,195.50
Staff Benefits		- 387.80		- 387.80
Savings	-	-		-
Account	-	-		-
Interest	-	-	-	-
Petty Cash		516.00	- 516.00	-
Balance sheet				-
Movement	-	- 10,195.73	68.56	- 10,127.17

P&L Summary

	2022	2023
Fees	24,584.76	34,757.69
Government funding	93,468.40	107,771.52
Fundraising	2,315.08	2,211.61
	120,368.24	144,740.82
Staff salaries & pensi	95,259.03	117,238.72
Hall hire	12,843.11	20,802.58
Supplies & materials	9,110.38	13,181.80
Training	1,017.50	1,195.50
Staff functions & ben	591.02	1,079.76
Telephone & Broadba	570.90	432.96
Professional fees (ins	658.43	936.67
Maintenance & other	-	-
	120,050.37	154,867.99
Interest	-	-
	317.87 -	10,127.17
Check	-	10,127.17

Balance Sheet

	2022	2023
Current Assets		
Cash at bank and in hand	44,987.88	34,860.71
Total Current Assets	44,987.88	34,860.71

Current Liabilities

Creditors: amounts falling due within one year	-	-
Total Current Liabilities	-	-

Net Current Assets/(Liabilities)	44,987.88	34,860.71
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Non-Current Liabilities

Creditors: amounts falling due after one year	-	-
Total Non-Current Liabilities	-	-

Net Assets	44,987.88	34,860.71
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Check

Opening net assets	44,987.88	
Change in cash	- 10,127.17	
Closing net assets	<u>34,860.71</u>	1

Bank reconcilliation

Per bank statement @ 1 September 2022

Natwest main opening (closed)	-
Natwest savings opening (closed)	-
Co-op opening	44,982.88
Petty Cash opening	5.00
TOTAL OPENING CASH	44,987.88

Per bank statement @ 31 August 2023

Natwest main closing	-
Natwest savings closing	-
Co-op closing	34,787.15
Petty cash closing	73.56
TOTAL CLOSING CASH	34,860.71

Movement in year	-	10,127.17
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Check

P&L movement	-	10,127.17	1
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Fundraising summary

Fundraising direct into Coop Account	1,426.52
Fundraising paid in cash	785.09

TOTAL FUNDRAISING	<u>2,211.61</u>
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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Chaldon Pre School

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

1185107

Set out on pages

5-6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

**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.

Signed:

Date:

11/6/24

Name:

Mike Gittins

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant (ICAS)

Address:

Salmons Lane

Whyteleafe

Surrey