

Trustees' Annual Report

1. Reference and Administrative Details

Charity Name: Sunshines Pre-School

Charity Registration Number: 1186294

Principal Address: School Way, Llanfoist, Abergavenny, Monmouthshire, NP79LS

Operating Address As above.

Trustees:

- Charlotte Amanda Palmer (Chair)
- Elcin Ercetin Cetrez (Treasurer)
- Roger Jones (Secretary)

Bankers: HSBC - 38 Gwent Square, Gwent, Cwmbran NP44 1XL

Independent Examiner / Auditor: Steve Weston

Address – 21 Holywell Close, Monmouth, NP25 5EU

2. Structure, Governance and Management

Sunshines Pre School is an unincorporated association governed by a constitution adopted on 12th November 2019. The charity is registered with the Charity Commission under the Charities Act 2011.

Appointment of Trustees:

Trustees are elected by members at the Annual General Meeting in accordance with the constitution. New trustees are given an induction pack and training as required.

Organisational Structure:

The management of the pre-school is overseen by the trustees. Day-to-day operations are delegated to the Pre-school Manager, supported by qualified staff.

3. Objectives and Activities

Charitable Objectives:

The charity's objectives are:

- > To enhance the development and education of children in Wales, for the public benefit, by encouraging parents to understand and provide for their needs through high quality childcare provision.

Set within a Primary School, we provide education and care for children aged 2 to 4 years old. We offer 5 morning sessions a week to Pre-School aged children, and three afternoon sessions a week to children 2 to 3 years old.

Main Activities:

During the year, the pre-school provided:

- High-quality early years education for children
- Safe indoor and outdoor play activities
- Support for parents and carers
- Engagement with local community activities

Public Benefit:

The trustees confirm they have complied with the duty under section 4 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

4. Achievements and Performance

Despite challenges such as insufficient funding against a backdrop of ever-increasing costs, the pre-school:

- Supported 41 children across 8 sessions per week
- Maintained a 'Good' rating from Eystyn
- Held 2 community and fundraising events
- Expanded our outdoor learning resources

We continue to meet strong demand for places and have received positive feedback from parents.

5. Financial Review

Monmouthshire CC and Welsh Government funding fall below the amount needed to cover the salaries and rent which are the major expenses. We received £4,000 grant towards the cost of new outdoor fixtures. Wages have been increased from £10.95 to £12.05 for assistants, £11.33 to £12.46 for deputy manager and £12.66 to £13.67 for manager. We were able to pay a small bonus for Christmas along with January wages.

Fund raising activities are held. Pressure is never applied in the raising of funds. Any contributions via events are purely voluntary.

Principal Funding Sources:

Principal sources of funds are funding from Monmouthshire CC, Welsh Government and parents' fees- Grants from local authorities.

Reserves Policy:

The trustees aim to maintain the maximum reserve that it can.

We have a reserve of £11,844.58 in our savings account as a back-up for unexpected expenses. Regular financial review is at the forefront of Committee Meetings and appropriate action is taken as and when required.

6. Plans for Future Periods

In the next year, the charity aims to:

- Increase staff training and development
- Improve SEN provision and inclusion
- Upgrade indoor learning materials
- Continue to build on the strong links held between the preschool and Llanfoist Primary School in which we are based.

7. Risk Management

The trustees regularly review risks and have implemented policies for: - Safeguarding children, staffing, Health and Safety, Financial controls and GDPR compliance.

The main identified risks relate to staff retention, funding variability, and regulatory changes.

8. Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and UK accounting standards.

The law requires trustees to prepare financial statements for each financial year that give a true and fair view of the charity's financial activities and position.

In preparing the financial statements, the trustees must:

- Select suitable accounting policies and apply them consistently
- Make judgments and estimates reasonably and prudently
- State whether applicable accounting standards have been followed
- Prepare the accounts on a going concern basis

Signed on behalf of the trustees:

C Palmer

Name: Charlotte A Palmer

Position: Chair

Date: 10th June 2025

BANK SHEET

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
INCOME					
LEA funding					
Mon CC payments	18,330.00			1,560.00	1,404.00
Welsh Government	235	745	560	280	280
Sodexo MOT					
NCC Payments					
Edenred					
Early Years Wales					
Pluxee UK HSBC					
Money taken from parent and saving accounts					5,000.00
Money from fundraising					
Total Income	18,565.00	745	560	1,840.00	6,684.00
EXPENDITURE					
Resources and Equipment	293.52	50.59	197.09	123.01	385.04
Wales PPA					
Courses					
Insurance					
Accountant		75			75
Rent (into savings)					
Rent					
ICO Registration			40		
Miscellaneous	101.34	57.88	111.85	110.35	105.75
Bank	5	5	5	5	5
Tax from previous year	400				
Total Expenditure (excluding salaries)	799.86	188.47	353.94	238.36	570.79
SALARIES					
CC	1,283.59	1,297.43	1,483.22	1,148.76	1,435.56
JS	897.12	990.57	1,040.41	996.8	972.04
NR				189.79	
ET					
PP	988.75	998.4	1,187.82	1,000.81	1,128.47
SR	1,161.76	1,090.29	1,174.78	641.75	1,160.84
ED	687.33	704.01	810.16	677.68	729.74
SE					
Tax/NI	216.4	201.09	406.82	12.77	337.63
Pensions	101.92	103.36	122.5	88.04	113.88
Total Salaries	5,336.87	5,385.15	6,225.71	4,756.40	5,878.16
Total Expenditure (including salaries)	6,136.73	5,573.62	6,579.65	4,994.76	6,448.95
Monthly Net Balance	12,428.27	-4,828.62	-6,019.65	-3,154.76	235.05

FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	TOTAL
						Opening Balance	9,328.70
							0
15,080.00	180	1,386.00	17,600.00				55,540.00
840	560		1,112.00				4,612.00
							0
							0
							0
							0
							0
		5,000.00	8,000.00				18,000.00
							0
15,920.00	740	6,386.00	26,712.00	0	0	0	78,152.00
1,172.65	567.68		370.7				3,160.28
							0
							0
	219.08						219.08
		75					225
							0
		4,970.00					4,970.00
							40
205.48	88.02	84.57	107.22				972.46
5	5	5	5	5			50
							400
1,383.13	879.78	5,134.57	482.92	5	0	0	10,036.82
1,429.86	1,397.35	1,283.59	1,360.10	1,326.56			13,446.02
1,055.35	1,031.07	909.58	889.7	826.15			9,608.79
			110.61				300.4
							0
1,070.55	1,062.07	916.58	1,082.22	1,113.19			10,548.86
1,174.78	1,148.73	1,064.24	1,084.44	1,146.39			10,848.00
940.55	751.75	763.61	675.95	772.18			7,512.96
315.84	404.9	601.75	368.7	516.18			2,207.37
188.96	372.42		230.91	277.33			2,244.33
116.99	113.64	101.92	109.78	106.37			1,078.40
6,292.88	6,281.93	5,641.27	5,912.41	6,084.35	0	0	57,795.13
7,676.01	7,161.71	10,775.84	6,395.33	6,089.35	0	0	67,831.95
8,243.99	-6,421.71	-4,389.84	20,316.67	-6,089.35	0	0	19,648.75

SUNSHINES OVERVIEW**01/09/2024 - 08/06/2024****Main bank account balance on 01/09/2024 9,328.70****Main bank account money in**

Mon CC payments	55,540.00
Welsh Government	4,612.00
ACW CLTA AC	0.00
Money taken from parents account	10,000.00

Main bank account money in total 78,152.00**Main bank account money out**

Resources and Equipment	3,160.28
Courses	0.00
Insurance	219.08
Accountant	225.00
Actual Rent	4,970.00
ICO Registration	40.00
Miscellaneous	972.46
Bank	50.00
Tax from previous years	400.00
Salaries	57,795.13

Main bank account money out total 67,831.95**Main bank account balance on 08/06/2025 19,648.75****Parents Account balance on 01/09/2024 18,859.58****Parents Account money in 11,690.52****Parents Account money out 18,045.00****Parents Account balance on 08/06/2025 12,505.10****Savings Account balance on 01/09/2024 11,844.58****Savings Account money in 164.09****Savings Account money out 0.00****Savings Account balance on 08/06/2025 12,008.67****Overall total money in 90,006.61****Overall total money out 85,876.95****Difference 4,129.66****Total Balance on 08/06/2025 44,162.52**

I certify that this is a true and accurate
record of the accounts for Sunshines Pre-School
2024
Steve Weston 17/06/25
CMA