



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	Sep	2019		31	August	2020

Section A Reference and administration details

Charity name Acacia Pre-school

Other names charity is known by

Registered charity number (if any) 1186604

Charity's principal address Malden Wanderers Clubhouse
Cambridge Avenue
New Malden
Postcode KT3 4LE

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	Joellyn Palomaki	Treasurer	19 Nov 2020	
2	Jennifer Seymour	Secretary	19 Nov 2020	
3				
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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

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Manager: Leigh Smith

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution – Pre-School Learning Alliance Model Pre-School Constitution 2011.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

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.

Policies

Acacia Pre-School has a Safeguarding and Child Protection Policy and will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our safeguarding policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy. DBS checks are performed on all new employees and Trustees.

Acacia also has policies regarding Volunteer Confidentiality and Equality and Diversity.

Acacia follows the national curriculum, as laid out in the Early Years Foundation Stage (EYFS). It is our policy to observe all children in their activities and note their progression accordingly, enabling them be the 'best they can be'. All observations are made with respect for the child and are non-bias.

Relationships

The Early Years Alliance is the largest early years membership organisation and voluntary sector provider of quality affordable childcare and education in England. An educational charity, the Alliance represents the interests of over 14,000 member settings who deliver care and learning to over 800,000 families every

year.

Trustees

All trustees give their time voluntarily and receive no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Acacia Pre-School is run with the ultimate objective of helping children develop through 'Excellence at Play'

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)

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main activity remains to develop a child's social, emotional and physical skills through positive play. We work to offer a diverse range of learning opportunities for children between 2 and 4 years 10 months. We are a member of the Early Years Alliance and follow the EYFS curriculum to help children with their social, emotional and physical skills and encourage equal opportunities, multi-cultural and special educational needs within our setting.

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.

Summary of the main achievements of the charity during the year

This past year was a very strange year, with us being instructed to close for 11 weeks! Prior to this, we were at full capacity and our waiting list grew as the year went on. As always, the trustees would like to acknowledge & thank the whole Acacia staff team for their constant support, commitment & hard work, as without them we would not be in the positive situation that we continue to be in.

Admissions 2019-2020

We had 54 children on roll during this past year. At the start of the year we had between 11 and 16 children who stayed for the whole day, benefitting from the 30-hour scheme. These numbers rose to between 12 and 19 by the end of the spring term.

Staffing 2019-2020

We didn't have any staff changes last year. During 2019-20, we employed: Pam Tanner, Helen Pearce, Amy Cowen, Maddy Evans & Michelle Harvey as regular staff; Cath Harwood-Matthews & Agata Kwiecinska (as the SENCo's); Suzanne Peacock & Gemma Woolford (as the deputy's); Priscilla Watts (as pre-school administrator) & Leigh Smith (as manager).

Ofsted

Our most recent Ofsted inspection was in February 2017 (when we were operating under our previous OFSTED registration 131800 as an unincorporated charity) and we achieved a rating of 'Good' overall, although we were told that it was a 'very good'. We were extremely pleased with this as we were inspected under the new framework and it was the first inspection since Leigh took over as manager. This was due to the dedication & hard work of all the staff. We aim to continue this high level throughout this academic year and look forward to our next full inspection, which could be at any time from now. Once again, a new Framework was introduced last year.

CIO

During our first committee meeting last year, it was decided that we would convert our charity from an unincorporated charity to a Charitable Incorporated Organisation (CIO). The main reason for this conversion was to remove the financial liability from the trustees. To do this conversion, everything that is associated with Acacia, i.e. bank account, Ofsted, Charity Commission etc... had to be reapplied for, as though we were starting a whole new charity. This has now been completed and we are fully operating under the CIO. The CIO officially was registered by the Charity Commission on 19th November 2019 but we could not fully operate as a CIO until OFSTED officially confirmed the CIO registration. This took place in June 2020.

RBK EYC

As an 'Early Years Provider' we come under the Governments EYFS & all its specific legalities regarding performance, curriculum, planning etc... We continue to work with the Early Years Consultants who are there to offer support as and when required. We also continue to work closely with other outside agencies, i.e. the area SENCo, speech and language therapists, physiotherapists etc... when required. We regularly attend networks for SEN, 2-year olds and managers and leaders.

Section E

Financial review

Brief statement of the charity's policy on reserves

We increased our reserve funds £65,500 to cover the financial commitments of 3 months salaries and one year rent, should the pre-school need to suddenly cease operation.

We also look to generate sufficient funds to replace key equipment that is reaching the end of it's useful life. e.g. purchase and installation of storage shed.

Details of any funds materially in deficit

Not applicable.

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.

Now the conversion to a CIO is fully complete and the new bank accounts are operational, we will look into options to hold our reserves balance in a low risk investment fund.

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)	J Seymour	J Palomaki
Full name(s)	Jennifer Seymour	Joellyn Palomaki
		Treasurer
Date	11 th October 2021	

Balance Sheet
Acacia Pre-school
As at 31 August 2020

31st August 2020

31 Aug 2019 (unir

Assets

Bank		
Acacia Pre-school Deposit Acc	£3,700.00	£4,300.00
Acacia Pre-school Main	£66,466.99	£97,649.10
Acacia Pre-school CIO	£4,784.66	
Petty Cash	£387.07	£414.27
Total Bank	£75,338.72	£102,363.37

Current Assets		
Accounts Receivable	£0.00	£113.60
Total Current Assets	£0.00	£113.60

Total Assets	£75,338.72	£102,476.97
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Liabilities

Current Liabilities		
Accrual	£1,731.25	£312.50
Deferred Income	£3,061.96	£28,527.51
Holding Deposits	£3,700.00	£4,400.00
Payroll Taxes Payable	£2,841.76	£3,265.88
Employer Allowance Disallowed	£0.00	
Pensions Payable	£0.00	£735.42
Wages Payable - Payroll	£0.00	£0.00
Total Current Liabilities	£11,334.97	£37,241.31

Total Liabilities	£11,334.97	£37,241.31
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Net Assets	£64,003.75	£65,235.66
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Equity		
Current Year Earnings	-£1,231.91	£12,429.99
Retained Earnings	£65,235.66	£52,805.67
Total Equity	£64,003.75	£65,235.66

£0.00	£0.00
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holiday pay correction paid March 2021 for 2019-20 hol entitlement

1111.71 ER allowance disallowed to be repaid March 2021

0.07 to be written off - diff between Xero and manual input in NEST

Income Statement

Acacia Pre-school

For Period 1st Sep 2019-8th June 2020 and CIO 9th June - 31st Aug 2020

Account	Carried forward from Acacia Playgroup Assoc	9th June - 31st Aug 2020	Combined 2019-20 Year End Total	2019	2018
Income					
Fees & Grants					
AFC - 2 Yr Funding	13367.86	1547.42	14915.28	11,366.40	12,992.10
AFC - EYPP & SDP	206.7	0	206.7	261.00	0.00
AFC 3&4 Yr Funding	115545.84	23146.1	138691.94	132,429.01	141,296.67
Fees	31070.3	2080	33150.3	45,132.50	23,478.60
Grants	4018.75	0	4018.75	777.60	0.00
Total Fees & Grants	164209.45	26773.52	190982.97	189,966.51	177,767.37
Donations & Other					
Donations	1193.67	253	1446.67	2,601.44	2,535.52
Uniform Sales	0	0	0	206.00	166.00
Total Donations & Other	1,193.67	253.00	1,446.67	2,807.44	2,701.52
Xmas Card Sales	160.5	0	160.5	508.00	0.00
Total Income	165,563.62	27,026.52	192,590.14	193,281.95	180,468.89
Gross Profit	165,563.62	27,026.52	192,590.14	193,281.95	180,468.89
Expenditure					
Salary Expense	124136.34	39988.09	164124.43	148,974.29	136,380.86
Professional Fees	65.53	1239.96	1305.49	1,854.79	1,217.22
Sundry Expenses					
Expenditure from donations	1165.66	90.67	1256.33	1,292.35	405.00
General Expenses	136.05	8.82	144.87	747.24	452.15
Repairs & Maintenance	0		0	90.00	0.00
Telephone	90.26	30.6	120.86	156.48	246.32
Subscriptions	236.82	0	236.82	74.40	211.25
Uniform stock	0	0	0	378.20	0.00
Total Sundry Expenses	1628.79	130.09	1758.88	2,738.67	1,314.72
Cleaning	272.61	158.54	431.15	376.43	347.27
Equipment	1913.71	527.1	2440.81	3,613.71	3,019.28
Craft Materials	763.13	17.96	781.09	1,079.56	1,257.68
Food	481.05	39.22	520.27	958.56	1,041.10
Rent	19605	0	19605	20,510.00	20,435.00
Postage, Printing & Stationery	639.71	202.76	842.47	686.33	1,184.93
Staff Training	2163.3	14.99	2178.29	156.50	4,735.60
Total Expenditure	151,669.17	42,318.71	193,987.88	180,948.84	170,933.66
Operating Profit	13,894.45	(15,292.19)	(1,397.74)	12,333.11	9,535.23
Other Income					
Donations for snack cafe	165.83	0	165.83	96.88	0.00
Total Other Income	108.83	57.00	165.83	96.88	0.00
Profit on Ordinary Activities Before Taxation	14,003.28	(15,235.19)	(1,231.91)	12,429.99	9,535.23
Profit after Taxation	14,003.28	(15,235.19)	(1,231.91)	12,429.99	9,535.23



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Acacia Pre-school CIO

On accounts for the year
ended

31st August 2020

Charity no
(if any)

1186604

Set out on pages

(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 31st August 2020

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Belinda Newton

Date:

18.09.21

Name:

BELINDA NEWTON

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

ACCA

Address:

39 CARLTON ROAD
LONDON SW14 7RJ