

**Acacia Pre-School  
(A charitable incorporated organisation)**

**Receipts and Payment Accounts  
FOR THE YEAR ENDED 31<sup>st</sup> AUGUST 2022**

**Charity Number: 1186604**



## Trustees' Annual Report for the period

Period start date		Period end date	
From	1 Sept 2021	To	31 Aug 2022

### 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	Arabella Claire Stewart	Chair of Trustees		
2	Celine Fenech			
3	James Robinson	Treasurer		
4	Leigh Smith	Nursery Manager		
5	James Hughes			
6	Tom Connor		Resigned 28 September 2022	
7	Rose Hughes	Secretary		

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Investment Organisation (CIO) Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
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

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

### Trustees

All new trustees receive information focusing in particular on the background, constitution and workings of Acacia Preschool, including the role of a trustee, key safeguarding policies and a copy of the Constitution. 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

The objects of Acacia Preschool are set out in our governing document. The charity works for the public benefit having as its objects the development and education of children and young people in particular by: (1) promoting their care and safety; (2) promoting their education and promoting parental involvement; (3) promoting their health and wellbeing; (4) providing services to support them and their families and carers; (5) providing services to individuals holding membership of the cio; and (6) furthering the aims of the pre-school learning alliance.

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)

The Trustees of Acacia Preschool have had due regard to the Charity Commission's guidance on public benefit.

The main public benefit activity remains the 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.

**Summary of the main achievements of the charity during the year**

This past year was, once again, a very successful year. We began the year with a reduced intake as we were unable to fill all our available places. However, our numbers quickly grew, and we ended up having another busy year. As always, the trustees would like to acknowledge and 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 2021-2022**

We had 42 children on roll at the start of the year, which grew to 49 by the summer term. At the start of the year, we had between 7 and 10 children who stayed for the whole day, benefitting from the 30-hour scheme. These numbers rose to between 14 and 20 by the end of the summer term. Currently, we have 39 children on roll (with between 31 and 38 children in attendance each day), with between 7 and 14 children staying for the full day.

**Ofsted**

Our most recent Ofsted inspection was in October 2022 and we achieved a rating of 'Good' overall. We were extremely pleased with this as we were inspected under the latest framework. 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.

**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... as and when required. We regularly attend networks for SEN, 2-year olds and managers and leaders.

**Parent Survey**

The trustees conducted an anonymous parent survey to identify areas or strength, as well as areas of development for Acacia. This was a fantastic way of gaining parent feedback and many of the comments received were positive. The main area that parents felt we could develop our practice was to improve how and when we provide them with progress feedback and details of the activities we have on offer. This has been addressed and parents now receive weekly memos on Tapestry, explaining our activities for the following week and also termly progress updates.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The reserves policy adopted by the trustees continues retain cash reserves equal to 3 months salaries and one-year rent, should the pre-school need to suddenly cease operation. This equates to £63k. The reserves of at the end of FY22 were £95k, which is above our minimum reserves target. We have included below examples of how we are spending our reserves in excess of our policy to further our charitable objectives.

### 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.

Acacia Preschools funding is broken down by type in the accounts presented. The main source of funding continues to be from Achieving for Children (AfC) which is a community interest company (a not-for-profit social enterprise) created in 2014 by the Royal Borough of Kingston and the London Borough of Richmond to provide their children's services. Acacia Preschool also receives fees paid directly from parent of Children not currently entitled to statutory funding.

The trustees continue to use some of our reserves in excess of our reserve policy for the benefit of the charity. This includes additional activities for our children at no additional charge such as Monkey Music interactive sessions and farm animal visits. In FY22 we also invested in a new website, branding and email system to better service current and prospective parents in New Malden.

## 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)		
Full name(s)	James Robinson	Arabella Stewart
Position (eg Secretary, Chair, etc)	Treasurer	Chair of Trustees
Date	23/06/2023	

## **Independent examiner's report to the trustees of Acacia Preschool Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2022.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

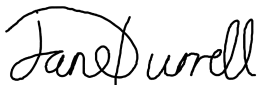
### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:**



Name: Jane Durrell  
ACA (ICAEW)

Address: 5 Woodland Close, Hutton, Essex

**Date:** 27 June 2023



## Receipts and payments accounts

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For the period from	01-Sep-21	To	31-Aug-22
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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
AFC - 2 Yr Funding	21,096	-	-	21,096	12,759
AFC - EYPP	1,549	-	-	1,549	684
AFC 3&4 Yr Funding	117,019	-	-	117,019	146,807
Fees	49,263	-	-	49,263	44,466
Grants	8,969	-	-	8,969	3,288
Donations	2,258	-	-	2,258	3,254
Deposits Received	2,578	-	-	2,578	-
Transfers in from Acacia Charity	-	-	-	-	70,546
<b>Total receipts</b>	<b>202,732</b>	<b>-</b>	<b>-</b>	<b>202,732</b>	<b>281,804</b>
<b>A3 Payments</b>					
Salary Expense	151,460	-	-	151,460	161,864
Professional Fees	8,382	-	-	8,382	2,278
Expenditure from donations	333	-	-	333	1,930
General Expenses	1,494	-	-	1,494	270
Telephone	128	-	-	128	123
Subscriptions	772	-	-	772	283
Cleaning	648	-	-	648	1,061
Equipment	4,128	-	-	4,128	1,990
Craft Materials	447	-	-	447	382
Food	754	-	-	754	734
Premises	25,550	-	-	25,550	22,505
Postage, Printing & Stationery	575	-	-	575	518
Staff Training	1,054	-	-	1,054	182
Return of Deposits	2,860	-	-	2,860	600
Bank Charges	72	-	-	72	8
<b>Total payments</b>	<b>198,657</b>	<b>-</b>	<b>-</b>	<b>198,657</b>	<b>194,727</b>
<b>Net of receipts/(payments)</b>	<b>4,075</b>	<b>-</b>	<b>-</b>	<b>4,075</b>	<b>87,077</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>91,862</b>	<b>-</b>	<b>-</b>	<b>91,862</b>	<b>4,785</b>
<b>Cash funds this year end</b>	<b>95,937</b>	<b>-</b>	<b>-</b>	<b>95,937</b>	<b>91,862</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>Cash funds</b>	Acacia Main Account	24,621	-	-
	Deposit Account	2,604	-	-
	Reserves Account	68,508	-	-
	Petty Cash	204	-	-
	<b>Total cash funds</b>	<b>95,937</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Deferred Income	-	-	-
	Holding Deposits	-	-	-
	Payroll Taxes Payable	-	-	-
	<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funds</b>		Unrestricted Funds	95,937	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	James Robinson	23/06/2023
	Arabella Stewart	23/06/2023