

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

**Receipts and Payment Accounts
FOR THE YEAR ENDED 31st AUGUST 2023**

Charity Number: 1186604



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 Sept 2022	To	31 Aug 2023

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 Milne	Chair of Trustees		
2	Celine Fenech			
3	James Robinson	Treasurer		
4	Leigh Smith	Nursery Manager		
5	James Hughes			
6	Tony Rimbault		Appointed 4 October 2023	
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, I 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 2022-2023

We had 41 children on roll at the start of the year, which grew to 51 by the summer term. At the start of the year, we had between 9 and 15 children who stayed for the whole day. These numbers rose to between 21 and 27 by the end of the summer term.

Currently, we have 43 children on roll (with between 34 and 37 children in attendance each day), with between 12 and 17 children staying for the full day. We do have a waiting list of children who want spaces for January 2024, which we will be offering during this term, taking us to capacity.

Staffing 2022-2023

We had one staff change this past year, as we sadly said goodbye to Sharon, who has relocated back to Ireland. Following a successful recruitment process, we have employed Stefany as a kitchen assistant, which means that all qualified staff are able to spend maximum amount of time with the children and their key groups. We now currently employ: Pam, Helen, Guida, Theresa and Kiri as pre-school assistants; Cath & Agata, as the SENCo's; Gemma, as the deputy; Priscilla, as pre-school administrator & Leigh, as manager.

Helen has now completed her BA Hons Degree in Early Year's and Gemma has completed her second year, with Guida about to start her second year. We wish Gemma, and Guida all the very best as they continue with their studies.

Extra Activities and purchases

The trustees decided to use some of our surplus to fund an extra-curricular activity for the children and we chose Monkey Music. We have had 4 sessions per week, meaning every child had the opportunity to access this and it proved highly popular, the children have thoroughly enjoyed it. Due to its success, it was decided that this would continue this year.

The trustees also authorised the purchase of two new laptops – one for Priscilla to use and the other for the rest of the staff to complete paperwork onsite.

Ofsted

In October 2022, we had our Ofsted inspection, which we were expecting as it had been almost 6 years since our previous one. We achieved a rating of 'Good' overall. We were extremely pleased with this as we were, once again, inspected under a new 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.

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 Inclusion and Improvement Advisors, 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 SEND, and managers and leaders.

Brief statement of the charity's policy on reserves

The reserves policy adopted by the trustees continues to retain cash reserves equal to 3 months salaries and one-year rent, should the pre-school need to suddenly cease operation. This equates to £67k. The reserves at the end of FY23 were £108k, 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 Preschool's 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 childrens' 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, visits of animals from local farms and spend on additional interactive equipment.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>James Robinson</i>	<i>Arabella Milne</i>
Full name(s)	James Robinson	Arabella Milne
Position (eg Secretary, Chair, etc)	Treasurer	Chair of Trustees
Date	28/06/2024	

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 2023.

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: Catherine Park

ACA (ICAEW)

Address: 10 Forge Drive, Claygate, Surrey

Date: 30 June 2024



Receipts and payments accounts

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For the period from	01-Sep-22	To	31-Aug-23
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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 £
A1 Receipts					
AFC - 2 Yr Funding	17,539	-	-	17,539	21,096
AFC - EYPP	1,573	-	-	1,573	1,549
AFC 3&4 Yr Funding	128,284	-	-	128,284	117,019
Fees	63,641	-	-	63,641	49,263
Grants	-	11,192	-	11,192	8,969
Donations	2,797	-	-	2,797	2,258
Deposits Received	2,815	-	-	2,815	2,578
Interest Earned	367	-	-	367	-
Total receipts	217,016	11,192	-	228,208	202,732
A3 Payments					
Salary Expense	156,125	9,923	-	166,048	151,460
Professional Fees	3,118	-	-	3,118	8,382
Expenditure from donations	1,252	-	-	1,252	333
General Expenses	5,203	-	-	5,203	1,494
Telephone	58	-	-	58	128
Subscriptions	665	-	-	665	772
Cleaning	496	-	-	496	648
Equipment	4,347	1,269	-	5,616	4,128
Craft Materials	1,335	-	-	1,335	447
Food	1,042	-	-	1,042	754
Premises	26,280	-	-	26,280	25,550
Postage, Printing & Stationery	951	-	-	951	575
Staff Training	2,049	-	-	2,049	1,054
Bank Charges	88	-	-	88	72
Return of deposits	1,500	-	-	1,500	2,860
Total payments	204,510	11,192	-	215,702	198,657
Net of receipts/(payments)	12,506	-	-	12,506	4,075
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	95,937	-	-	95,937	91,862
Cash funds this year end	108,443	-	-	108,443	95,937

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash funds	Acacia Main Account	35,100	-	-
	Deposit Account	4,010	-	-
	Reserves Account	68,857	-	-
	Petty Cash	476	-	-
	Total cash funds	108,443	-	-
Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Deferred Income	-	-	-
	Holding Deposits	-	-	-
	Payroll Taxes Payable	-	-	-
	Total Liabilities	-	-	-
Funds	Unrestricted Funds	108,443		

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

Signature

Print Name

Date of approval

James Robinson
AES

James Robinson
Arabella Milne

28/06/2024
28/06/2024