



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2023 To: 31 March 2024

Charity name: Blackdown Preschool

Charity registration number: 1199782

## Objectives and Activities

	SORP reference	
S Summary of the purposes of the charity as set out in its governing document	Para 1.17	To manage the affairs and interests of and act on behalf of Blackdown Pre-school, thus enabling the pre-school to provide high quality of care and education for the children below statutory school age for families within the local area.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none"><li>I. To open bank accounts</li><li>II. To raise money to pay for pre-school activities and resources</li><li>III. To make such payments as necessary</li><li>IV. To fix and collect the fees payable in respect of children attending the pre-school</li><li>V. To provide accommodation and equipment required by the pre-school</li><li>VI. To employ such a paid and unpaid staff, agents, advisors which may be required at times</li><li>VII. To offer volunteering opportunities</li><li>VIII. To set aside funds for special purposes or as a reserve against future expenditure</li><li>IX. To sell, lease or otherwise dispose of all or any part of the pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993</li><li>X. To provide indemnity insurance to cover the liability of the committee members</li><li>XI. to insure the property and assets of the pre-school against any foreseeable risk and to take out other insurance policies to protect the pre-school as required</li><li>XII. to work with similar groups and support agencies, and exchange information and advice with them</li></ol>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The pre-school offers bursaries to families who may be experiencing financial difficulties, or the child has a special educational need in order to give the children the opportunity to enter and benefit from a structured learning environment.
Policy on social investment including program related investment	Para 1.38	<b>NA</b>
Contribution made by volunteers	Para 1.38	The pre-school offers work experience places to local secondary schools and colleges for young people studying childcare. The pre-school also has links with volunteers from a local construction company, who carry out DIY jobs such as painting fences.
Other		<b>NA</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The pre-school provides a range of activities, trips and visits offsite to offer a broad learning experience for the children, these activities include:</p> <ul style="list-style-type: none"> <li>- Celebrate cultural events including, St Patrick's Day, St David's Day, Chinese New Year and Diwali, which represent the diverse population and ethnicity of the children attending the pre-school.</li> <li>- Link with the local special needs school, holding a stall at their Christmas Fair and Summer Fair.</li> <li>- Work collaboratively with local schools, headteachers and a variety of agencies to improve the outcome for the children.</li> <li>- Encourage relationship building with parents and having an open door policy; also offering support and guidance to parents who may be struggling with difficulties for themselves and their children.</li> </ul>

		<ul style="list-style-type: none"> <li>- Send monthly newsletter from the manager and committee to parents and carers informing them of events and activities and offer advice and signposting to support networks. Also sending weekly updates on activities provided to the children.</li> <li>- Offer professional development opportunities to staff, along with specific training on food hygiene and first aid. We also offer the opportunity for staff to extend their knowledge and career through supporting higher education such as degrees within the childcare field.</li> <li>- Provide an informative website with all relative information, along with on-site visits to view the setting.</li> <li>- Enable a flexible attendance schedule to allow parents to plan around their work commitments. Amend times to fit in with the start and finish times of local schools.</li> <li>- Increased opening hours to allow parents to work for longer.</li> <li>- Accept all forms of government funding.</li> <li>- Take the children on trips to the local park, care home, along with annual visits to the pantomime and a farm trip.</li> </ul>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NA
Performance of fundraising activities against objectives set	Para 1.41	<p>Events are held throughout the year to raise additional funds.</p> <p>The preschool has links with the local school and the preschool hosts a stall at their fairs.</p> <p>The pre-school also has a clothing bank which raises further funds.</p>
Investment performance against objectives	Para 1.41	<p>A contingency fund is held and this is reviewed in line with any significant changes such as an increase in the minimum wage increase. The Contingency Fund ensures that sufficient funds are held to provide full redundancy payments in the event of the pre-school's closure.</p> <p>The contingency fund is held in an instant access savings account.</p>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The preschool has had a stable intake of children. Staffing costs remain high however with the increase in children this is levelling the outgoings. The pre-school has introduced parents paying and supplying their children's snack and other initiatives to make it more viable. With the introduction of the 2-year-old funding for working parents the pre-school has had significant in enquiries and booking for the next financial year. The pre-school have suffered a financial deficit however compared to last year this is a much smaller amount.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Limited financial reserves are held to provide a contingency fund for staff/operating costs in an emergency or redundancies in case of closure.
Amount of reserves held	Para 1.22	<b>Designated funds - £64,016</b> <b>Unrestricted funds - £10,801</b> <b>Total</b>
Reasons for holding zero reserves	Para 1.22	<b>NA</b>
Details of fund materially in deficit	Para 1.24	<b>NA</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>NA</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income is primarily received from Surrey County Council for the provision of childcare, and parental contributions. There has been no significant increase in the rate paid by Surrey County Council. The trustees have been forced to increase the hourly rate charged for non-funded hours, whilst keeping it competitive and in line with other local providers. The trustees continue to seek further sources of funding, such as grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The amount held in the contingency fund was reviewed and increased to cover redundancy payments, should these be required. The pre-school continues to offer the NEST pension scheme to all employees.
A description of the principal risks facing the charity	Para 1.46	A small number of children from Service families still attend the pre-school but as the Army has now moved from the area

		<p>most of the children now attending are from the local civilian community.</p> <p>The pre-school has a 3-year lease agreement with the Defence Infrastructure Organisation, which owns the building the pre-school occupies. The lease is due for renewal within the next year. The intention is for Surrey County Council to take on the ownership of the building from DIO and use it for additional accommodation for a neighbouring special needs school.</p> <p>The local MOD Service Family Accommodation is now vacant, and the pre-school is unaware of the future plans for this site. New additional private housing is being built in the area, however.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Elected by members of Blackdown Pre-school</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>All trustees complete a DBS check and termly disclosure update form, an EY2 Ofsted Suitability application and the Charity Commission declaration that they are eligible to become a trustee. They are issued with an induction pack detailing the trustees' Code of Conduct, constitution, job descriptions for the Officers and other trustees, minutes of the last meeting and of the AGM. It also provides links to key childcare and safeguarding legislation and guidance documents.</p> <p>Blackdown Pre-school adopts the Policies and Procedures advised in the guide to Occupational Standard for Management Committee members of Small Voluntary Organisations and Community groups and the Charity Trustee's Handbook. Individual trustees have completed training run by Surrey Early Years Business Team for Pre-schools in the Charitable Sector and attend regular network meetings with the manager run by Surrey Early Years advisors.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The pre-school operates in a building owned and maintained by the Ministry of Defence. The board of trustees is made up of civilian MOD employees and parents of current and former children who attend the pre-school. All trustees are volunteers and receive no payment or expenses. All major financial expenses, including staff salaries, pensions and bursary applications are approved by the board of trustees. The manager has a monthly budget and can approach the board of trustees if additional expenditure is required. Grant applications are also completed by the trustees, with the support of the manager.</p>

Relationship with any related parties	Para 1.51	The pre-school maintains strong links with Surrey Early Years Team, various local primary schools, Portesbury School and Ofsted.
Other		

## Reference and Administrative details

Charity name	Blackdown Preschool
Other name the charity uses	NA
Registered charity number	1199782
Charity's principal address	Newfoundland Road Deepcut Surrey GU16 6SY

**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	Mrs Elise Seurre Le-Geyt	Chair	April 2023 – Mar 2024	
2	Mr Nathan Aspinall	Trustee	Sept 2023 – Mar 2024	
3	Mrs Rebecca Allen	Treasurer	April 2023 – Mar 2024	
4	Mrs Jeanette Rich	Secretary	April 2023 – July 2023	
7	Mrs Charlotte Klitgaard	Secretary post July 2023	April 2023 – Mar 2024	
8	Mrs Alison Taylor	Trustee	April 2023 – Mar 2024	
9	Mr Martin Stout	Trustee	April 2023 – Mar 2024	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Warner Wilde	4 Marigold Drive, Bisley, Surrey, GU24 9SF
Bank	Holts	Farnborough Branch, Lawrie House, Victoria Road, Farnborough, Hants, GU 14 7NR

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

NA
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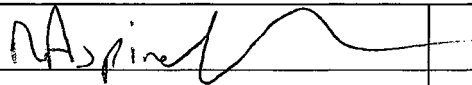
## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	NATHAN ASPINALL	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	30.01.2025	

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Designated funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank A/c- XXXXX728	9,712	-	-
	RBS Bus Reserve A/C- XXXXX736	872	64,016	-
	Petty Cash	217		
		-	-	-
	<b>Total cash funds</b>	<b>10,801</b>	<b>64,016</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

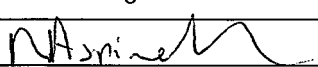
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>				-
				-
				-
				-
				-
				-
				-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Prepare and Examine accounts	General	745	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	NATHAN ASPINALL	03.12.24



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Blackdown Pre-school

1199782

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Designated funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	21,040	-	-	21,040	10,975
Grants- Surrey CC	91,676	-	-	91,676	41,869
Grant and Furlough	-	-	-	-	-
Other income	73	-	-	73	1,950
Interest earned	178	-	-	178	31
Fundraising	208	-	-	208	467
Donation from old charity	-	-	-	-	103,513
<b>Sub total (Gross income for AR)</b>	<b>113,176</b>	<b>-</b>	<b>-</b>	<b>113,176</b>	<b>158,805</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>113,176</b>	<b>-</b>	<b>-</b>	<b>113,176</b>	<b>158,805</b>
<b>A3 Payments</b>					
Wages/ Salaries	87,393	-	-	87,393	70,167
Utilities	1,366	-	-	1,366	961
Purchases	27,294	-	-	27,294	9,983
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>116,053</b>	<b>-</b>	<b>-</b>	<b>116,053</b>	<b>81,111</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>116,053</b>	<b>-</b>	<b>-</b>	<b>116,053</b>	<b>81,111</b>
<b>Net of receipts/(payments)</b>	<b>- 2,877</b>	<b>-</b>	<b>-</b>	<b>- 2,877</b>	<b>77,694</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>13,678</b>	<b>64,016</b>	<b>-</b>	<b>77,694</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>10,801</b>	<b>64,016</b>	<b>-</b>	<b>74,817</b>	<b>77,694</b>