



131 Hailey Road, Witney, Oxon, OX28 1HL  
01993 705509

[broadhillpreschool@btconnect.com](mailto:broadhillpreschool@btconnect.com)  
[www.broadhillpreschool.co.uk](http://www.broadhillpreschool.co.uk)

## Trustees Annual Report 01/08/2021 to 31/07/2022

### **1. Reference and Administration Details**

#### **Charity Trustees:-**

Adrienne Perry (Chairperson)  
Christopher Wherritt (Treasurer)  
Lisa Gore (Secretary)  
Jane Davies  
Nicky Best

#### **Property Trustees:-**

Mr. John Shepperd  
Mrs. Serena Martin  
Mrs. Brenda Churchill

#### **Names and Addresses of Advisors:-**

Mrs Claire Jones – Knights 1759  
Midland House  
West Way  
Botley  
Oxford  
OX2 0PH

Tel: 01865 811700

Mrs Margaret Thompson - Witney Book-Keepers Ltd  
19 Viner Close, Witney,  
Oxfordshire  
OX28 1EP

Tel: 01993 702298

Registered Charity 271750



Ofsted Registration 134458



## **2. Structure, governance and management**

### **Governing document:-**

Pre-school Learning Alliance Constitution 2008

### **Trustee selection methods:-**

Election at AGM and appointed by existing trustees

### **Additional Governance issues:-**

Broadhill Pre-school is a member of the Early Years Alliance (EYA).  
The policies adopted by the trustees follow the guidelines set by the Early Years Alliance.  
All trustees are encouraged to attend training run by the EYA and Oxfordshire County Council.

### **Summary of the objects of the charity set out in its governing document:-**

To provide pre-school education for two to four year olds in-line with the Early Years Foundation Stage (EYFS)

### **Summary of the main activities in relation to these objects:-**

Working in accordance with OFSTED regulations and in-line with the current Early Years Foundation Stage.  
At Broadhill we aim to encourage children to learn, play and develop in a safe, happy and stimulating environment.  
We build on the child's learning and development through child-initiated play, we provide an enriched environment that is age appropriate, supportive resources that enables us to capture the children's natural curiosity. We believe with the correct environment the children will learn, develop, flourish and make continuous progress. We employ experienced and well-trained staff to provide spontaneous learning opportunities for the children. The staff are present to prompt, suggest, model, praise and support the children throughout their sessions with us. We provide a support network for our children and their families, helping them with applications for schooling and funding etc.

## Summary of the main achievements of the charity during the year:-

Broadhill Pre-School continues to welcome all children and their parents, irrelevant of their needs and disabilities. With our very experienced team we continue to offer opportunities for all throughout their preschool years at Broadhill Preschool in reaching their full potential.

Numbers of children attending Broadhill Preschool have certainly increased and once again we have had a very busy final term.

More fundraising has taken place, once again cake sales are extremely profitable.

We continue to accept Bag2School donations and we are currently having a collection every 3 months. We implemented a Shopping Voucher Gift Card Draw where parents/carers pay an amount to be in the drawer to win a gift card, this has been very popular especially at Christmas. Our children have been hands on with raising money too with their Holiday Sponsored Helping Hands Fundraisers.

We are also looking forward to our forthcoming trip in December for Christmas at Roves Farm, once again giving opportunities to children who would not always get these experiences and have this term been lucky to visit Cotswold Wildlife Park.

All parents are provided with their welcome packs and lots of informative documents regarding Broadhill Pre-School and the service we provide.

Broadhill Pre-school continues to offer staff full training, compulsory and other training that benefits both themselves and the setting as a whole.

## Policy on Reserves:-

In accordance with guidelines from the PSLA, Reserves of £30,000 are held in a savings account.

This would cover redundancy payments in the event of unexpected staffing cuts.

## Declaration

The trustees declare that they have approved the trustees report.

Full name: Adrienne Perry

Signed: *Adrienne Perry*

# **BROADHILL PRE-SCHOOL**

ACCOUNTS

FOR THE YEAR ENDED

31st JULY 2022

# **BROADHILL PRE-SCHOOL**

## **ACCOUNTS**

**FOR THE YEAR ENDED**

**31st JULY 2022**

## **ACCOUNTANT'S STATEMENT**

I hereby confirm that the accounts attached show a true and accurate record of the finances of Broadhill Pre-School for the year ended 31st July 2021 in accordance with the books and expenditure provided to me.

ACCOUNTANT .Margaret Thompson.....  
WITNEY BOOK KEEPERS LTD

DATE .....16/09/22.....

**BROADHILL PRE-SCHOOL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31st JULY 2022**

<b>INCOME</b>	<b>2022</b>	<b>2021</b>
Fees:-		
Parents	28397.00	21847.48
Funded	89647.08	82978.97
General fund raising	1446.42	1258.01
Less Expenses	<u>-1754.89</u>	<u>-437.47</u>
Staff funding		
Food Vouchers	1875.00	
Bank Interest	303.24	304.69
Sundry Income		
Other	1728.78	1030.29
Bad debts		
Covid WODC Grant		
<b>TOTAL INCOME</b>	<b><u>121642.63</u></b>	<b><u>106981.97</u></b>
<b>EXPENDITURE</b>		
Salaries	82865.06	81842.31
Pension	4768.57	4231.94
Food Vouchers	1695.00	7.68
Telephone	452.76	588.35
Electricity	1569.36	1686.37
Council Tax	308.98	112.06
Water Rates	432.93	298.90
Sundries	4788.83	4047.93
Insurance	1438.23	1229.29
Building Maint. and rent	9800.94	3672.83
Toys & Equipment	2691.02	5566.18
Cleaning	1443.92	1919.98
Stationery/copier	1410.12	1328.89
Bank charges	155.43	173.21
Inland Revenue	10202.15	8119.51
Payroll Costs	714.00	706.17
Refunds/Training	1508.79	115.00
Staff Vouchers	700.00	
Accounting adjustment		
Accountancy	<u>120.00</u>	<u>120.00</u>
<b>TOTAL EXPENDITURE</b>	<b><u>127066.09</u></b>	<b><u>115766.60</u></b>
<b>NET (DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE</b>	<b><u>-5423.46</u></b>	<b><u>-8784.63</u></b>

# BROADHILL PRE-SCHOOL

## BALANCE SHEET

**As at 31st July 2022**

	2022	2021
<b>BANK AND CASH BALANCE BROUGHT FORWARD</b>		
Current Account	43978.52	54746.83
Savings Account	30000.00	30000.00
Fundraising Account	1134.80	314.26
Cash In Hand		7.68
Cheques not presented		-1290.82
(Deficit)/Surplus of Income	-5423.46	-8784.63
Over Expenditure		
Accountants adjustment		
Closing Balance	69689.86	74993.32
<b>BANK AND CASH BALANCES CARRIED FORWARD</b>		
Current Account	38983.53	43978.52
Savings Account	30000.00	30000.00
Fundraising Account	826.33	1134.80
Cash in hand		
Cheques not yet presented		
Accruals	-120.00	-120.00
Closing Balance	69689.86	74993.32

# **BROADHILL PRE-SCHOOL**

ACCOUNTS

FOR THE YEAR ENDED

31st JULY 2022



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**FOR THE YEAR ENDED**

**31st JULY 2022**

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