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

## Trustees Annual Report 01/08/2023 to 31/07/2024

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

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

Joanna Madden (Chairperson)  
Christopher Wherritt (Treasurer)  
Rebecca Fleetwood (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.

We had a very busy year with 40+ children on role and the implementation of the Working families 2 year funding also came into operation.

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 everyone enjoyed our summer trip to Hogshaw Farm in Buckingham.

The storms in November 2023 created a problem, causing damage to our outdoor shelter (gazova) the roof unrepairable so this then started a big fundraising campaign for a suitable replacement. We organised lots of events as well as continuing the normal ones – The new pergola was erected in August 2024.

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 £45,000 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: Joanna Madden

Signed: *Joanne Madden*

# BROADHILL PRE-SCHOOL

## ACCOUNTS

FOR THE YEAR ENDED

31st JULY 2024

### BROADHILL PRE-SCHOOL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st JULY 2024

INCOME	2024	2023
Fees:-		
Parents	35058.50	48741.79
Funded	129017.40	89669.24
General fund raising	10239.69	2540.19
Less Expenses	<u>-1688.18</u>	<u>-1771.17</u>
	8551.51	769.02
Staff funding		
Food Vouchers	1710.00	1005.00
Bank Interest	481.32	302.17
Sundry Income		
Other	1363.49	1668.62
Bad debts		
Covid WODC Grant		
<b>TOTAL INCOME</b>	<b><u>176182.22</u></b>	<b><u>142155.84</u></b>
<b>EXPENDITURE</b>		
Salaries	103029.62	86812.26
Pension	6590.44	4615.53
Food Vouchers	1890.00	1515.00
Telephone	360.36	505.60
Electricity	2293.62	2607.90
Council Tax	824.11	445.05
Water Rates	612.05	423.16
Sundries	4313.46	3225.98
Insurance	1660.11	1450.13
Building Maint. and rent	16741.87	1420.34
Toys & Equipment	2602.70	1331.91
Cleaning	2110.48	1992.70
Stationery/copier	1019.42	1185.92
Bank charges	89.62	122.89
HMRC	13589.61	8351.78
Payroll Costs	804.00	1603.81
Refunds/Training	738.96	94.00
Staff Vouchers	700.00	700.00
Accounting adjustment		
Accountancy	<u>120.00</u>	<u>120.00</u>
<b>TOTAL EXPENDITURE</b>	<b><u>160090.43</u></b>	<b><u>118523.96</u></b>
<b>NET (DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE</b>	<b><u>16091.79</u></b>	<b><u>23631.88</u></b>

## BROADHILL PRE-SCHOOL

### BALANCE SHEET

As at 31st July 2024

	2024	2023
BANK AND CASH BALANCE BROUGHT FORWARD		
Current Account	61660.39	38983.53
Savings Account	30000.00	30000.00
Fundraising Account	1781.35	826.33
Cash In Hand		
Cheques not presented		
(Deficit)/Surplus of Income	16091.79	23631.88
Over Expenditure		
Accountants adjustment		
Closing Balance	109533.53	93441.74
BANK AND CASH BALANCES CARRIED FORWARD		
Current Account	54200.67	61660.39
Savings Account	45000.00	30000.00
Fundraising Account	10332.86	1781.35
Cash in hand		
Cheques not yet presented		
Accruals	-120.00	-120.00
Closing Balance	109533.53	93441.74

## BROADHILL PRE-SCHOOL

### ACCOUNTS

FOR THE YEAR ENDED

31st JULY 2024

### 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 2024 in accordance with the books and expenditure provided to me.

ACCOUNTANT  
Margaret Thompson  
WITNEY BOOK KEEPERS LTD

DATE .....24/10/2024.....

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<b>NET (DEFICIT)/SURPLUS OF INCOME</b>	<b><u>16091.79</u></b>	<b><u>23631.88</u></b>
<b>OVER EXPENDITURE</b>		

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