



## Trustees' Annual Report for the period

**From**

Period start date

01

April

2024

**To**

Period end date

31

March

2025

**Charity name**

Mortimer Playgroup Association

**Other names charity is known by**

Mortimer Pre-School

**Registered charity number (if any)**

287072

**Charity's principal address**

St John's Hall

22 West End Road

Mortimer Common

**Postcode**

RG7 3TF

### 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 Mari Fleming	Chair (from Dec 21)	From November 2021	Members
2 Jade Hall	Secretary from November 2023	Members	Members
3 Nicki Retallic	Treasurer (from Oct 21)	From Oct 2021	Members
4 Samantha Bristow			Members
5 Helen Jerrom			Members
6 Caroline Sheriff			
7 Sophie Baker			
8 Tessa Rowse		From Nov 2023	Members
9			
10			
11			
12			
13			
14			
15			

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

Name	Dates acted if not for whole year

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

**Type of adviser****Name****Address**



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

Jennifer Hudson (Pre-School Manager)

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	<p>The majority of trustees are elected by members annually, at the Annual General Meeting.</p> <p>In exceptional circumstances, some trustees may be co-opted onto the trustees' committee (eg for specific professional expertise or specialist knowledge), and this is done through nomination and election by the existing trustees.</p>

**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.

A complete set of policies and procedures is available covering all governance issues related to the Pre-School.

The Pre-School continues to develop close links with other charities in the village including St Johns Hall and the Mortimer Village Partnership. Further to this, we have strong relations with Mortimer St John's Infant School.

The Pre-School has also resumed its support of other local charities and community groups.'

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) Instigating and adhering to and furthering the aims and objects of the Early Years Alliance (formerly the Pre-school Learning Alliance).

**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)**

Mortimer Pre-School provides early years education for children aged from 2 to 5 years old from the local community. The aim is to provide high-quality childcare and education that is accessible and affordable for the families in the local community, and encourage families to take an active role in their children's education.

The children attending the pre-school came from a variety of socio-economic, ethnic and cultural backgrounds and all children and their families are treated as equal members of the group. Children join us at different ages and stages of development and some children have specific additional needs, either through disability, medical conditions or developmental delay. The activities and resources provided during the teaching sessions are always adapted and augmented to ensure that all children are included and able to participate as fully as they aspire to.

The pre-school staff continue to work in association with other education, healthcare and social care professionals to provide support, advice and guidance for all families as and when required.

The pre-school is an active member of the local community, supporting local events and encouraging its member families to be involved in a range of community events and organisations. During this period the Pre-School Committee have supported other charities such as the Loddon Valley Father Christmas collection, community book sales and coffee mornings as well as stay and play sessions for children and their families to socialise together. Engaging with families (outside of Key Person contacts), and supporting families' social interaction with other families remains a key focus of our Pre-School..

During this reporting period, all the trustees read the guidance on public benefit issued by the Charity Commission. Decisions made by the trustees were in accordance with this and with the setting's constitution, and in line with the pre-school's stated aims, which had previously been demonstrated as meeting the public benefit requirements. All trustees are now required to read the public benefit guidance as part of their induction when they join the committee.

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## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

During the reporting period, we have supported 37 children and their families. Following an increase in our sessions versus the previous financial year we continue to open 9-3 Monday – Friday and our sessions continue to be in high demand.

We are especially proud of the continued positive feedback we receive from families, the joy children seem to have in the setting and the consequent progress the children continue to make. .

Family involvement is strongly encouraged at Pre-School – as we know that working with families we can best support each child's individual needs. We also believe in a small community those relationships families forge with others can be huge support community book and coffee mornings and stay and play events (including the Pop Up Play village) specifically focussed on creating opportunities for our Pre-School families to get to know one another have consequently been an important part of our calendar.

The pre-school operates in St John's Hall, which is also managed as a charitable organisation. The trustees of both groups continue to collaborate to make improvements to the fabric of the building.

In this financial year we have created a dedicated garden area, specifically for the children to learn more about planting and growing. We have also continued to invest in activities and classes provided by specialised external suppliers (eg PE) and music classes with KinderMusic.

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

A reserves policy has been in place since 16<sup>th</sup> May 2017 and is regularly reviewed (latest review April 2024)

**Details of any funds materially in deficit**

**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.

In this financial period our funding rate increased by 5% bolstering our income. This was spent on additional staffing hours (zero hours child-facing contract and an administration role to enable qualified teaching staff to focus their time child-facing).

In the same period NLW increases of 6.7% and rising inflation has led to a significant increase in our expenditure. Whilst we maintain our Quality Supplement rate based on the experience and qualifications of our staff team, our salaries remain at NLW rates.

To continue to ensure we meet the staffing ratios we believe are necessary in a single room, mixed-age environment to best support all children in our care, we had to increase our invoiced rates in the period 2024-2025. The challenge associated with this is the increased availability of funded hours and the decline in the ratio of invoiced:funded hours. In this reporting period we saw a decline of approximately 30% in invoiced sessions vs funded sessions (partly due to increased extended hour funding claims and fewer invoiced 2 year olds). A consumables cost to cover play and craft / catering costs of £1 per session (3 hours per session) has been introduced to help cover some of these deficits. Families on government supported funding / EYPP are exempt from these costs.

**Section F**

**Other optional information**

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Mari Fleming

Position (eg Secretary, Chair, etc)

Chair

Date

MAIN ACCOUNT							
	April 2020 - March 2021	April 2021 - March 2022	April 2022-March 2023	April 2023 - March 2024	April 2024 - March 2025	YOY Difference 2025 vs 2024	
Income	£121,701.06	£113,478.26	£114,730.35	£130,208.80	£142,213.68	£12,004.88	
WB payments	£108,368.61	£89,455.92	£90,745.26	£98,257.03	£111,317.83	£13,060.80	
Invoiced Sessions	£12,914.06	£22,996.56	£20,582.02	£22,229.38	£21,001.47	£1,227.91	
Other	£418.39	£1,025.78	£3,403.07	£9,722.39	£9,894.38	£171.99	
Expenditure	£126,345.35	£114,046.79	£127,111.30	£131,046.57	£134,516.51	£3,469.94	
Salary	£72,052.62	£68,670.93	£72,597.27	£91,054.60	£89,659.75	£1,394.85	
Tax	£5,658.27	£6,211.94	£9,226.83	£10,810.04	£11,124.67	£314.63	
Rent	£5,104.00	£10,134.50	£8,377.67	£8,705.26	£9,153.46	£448.20	
Play and Craft Materials	£1,908.73	£3,178.16	£4,344.44	£3,342.18	£5,142.94	£1,800.76	
Catering	£1,097.58	£1,500.16	£1,811.95	£2,108.50	£2,009.09	£99.41	
In-service Training	£803.99	£785.00	£1,239.00	£879.80	£352.00	£527.80	
EL costs	£1,118.66	£1,041.93	£1,095.92	£1,820.95	£1,795.73	£25.22	
DBS Costs	£158.58	£21.10	£239.56	£70.25	£108.10	£37.85	
Office Admin Costs	£3,024.62	£4,066.37	£3,784.80	£3,278.18	£5,597.94	£2,319.76	
Pensions	£4,889.54	£4,407.92	£6,329.24	£6,792.39	£6,717.48	£74.91	
Other	£2,843.36	£3,846.66	£3,874.70	£2,184.42	£2,248.79	£64.37	
Transfer to Reserves Accc Agency	£18,000.00		75%	7%	£606.56	£606.56	
Difference	£-4,644.29	£-568.53	£-12,380.95	£-837.77	£7,697.17		
Opening Bank Balance	£58,772.17	£54,127.88	£53,559.35	£41,178.40	£40,340.63		
Closing Bank Balance	£54,127.88	£53,559.35	£41,178.40	£40,340.63	£48,037.80		
Difference	£-4,644.29	£-568.53	£-12,380.95	£-837.77	£7,697.17		
Debts							
St Johns Hall Q1 Rent	£2,257.20		£266.44				
West Berkshire Training Fundraising Account Insurance	£797.00	£812.00					
Dues							
Invoices		£466.13	£523.00				
West Berkshire Invoice draising transferred April daising to be transferred UoR funding			£2,333.00				
Total Profit / Loss	£-7,698.49	£-914.40	£-9,791.39	£-837.77	£7,697.17		
FUNDRAISING ACCOUNT							
	March 2021	April 2021 - March 2022	April 2022-March 2023	April 2023 - March 2024		YOY difference	
Income		£4,636.48	£1,786.57	£3,976.90	£2,237.32	£-1,739.58	
Fundraising		£1,636.48	£1,786.57	£801.90	£2,237.32	£1,435.42	
Grants		£3,000.00		£3,175.00	£0.00	£-3,175.00	
Other		£0.00					
Expenditure		£5,649.09	£2,896.65	£3,589.62	£2,692.49	£-897.13	
PE		£1,560.00	£1,584.00	£2,040.00	£1,248.00	£-792.00	
Garden		£2,869.66				£0.00	
Other		£1,219.43	£1,312.65	£139.62	£339.49	£199.87	
Farm				390		£-390.00	
KinderMusic				1020	1105	£85.00	
Difference		£-1,012.61	£-1,110.08	£387.28	£-455.17		
Opening Bank Balance	£1,454.98	£4,875.52	£3,862.91	£2,752.83	£3,140.11		
Closing Bank Balance	£4,875.52	£3,862.91	£2,752.83	£3,140.11	£2,684.94		
Difference	£3,420.54	£-1,012.61	£-1,110.08	£387.28	£-455.17		
Total Profit / Loss		£-1,012.61	£-1,110.08	£387.28	£-455.17		
BANK BALANCE							
Total Profit / Loss		£-1,927.01	£-10,901.47	£-450.49	£7,242.00		
BANK BALANCE							
Cash							
Business Account	£54,127.88	£53,559.35	£41,178.40	£40,340.63	£48,037.80		
Reserves Account	£53,125.74	£53,131.07	£53,364.77	£54,081.82	£54,842.94		
Fundraising Account	£4,875.52	£3,862.91	£2,752.83	£3,140.11	£2,684.94		
Cash / cheques							

Report of Mortimer Preschool Independent Examination  
Financial Year End 31<sup>st</sup> March 2025

Charity law requires charity trustees to prepare accounts for their charity. The trustees are responsible for the accounts of the charity. They are also responsible for appointing an independent examiner. The role of the independent examiner is to provide independent scrutiny of the accounts

The examination is carried out under section 145 of the Charities Act 2011 in accordance with the Directions given by the Commission.  
The examination is based on the Guidance issued by the Charity Commission for Independent Examiners of charities. This is contained in a document, CC32.

No matters have come to my attention that suggest that the accounting records have not been kept in accordance with Section 130 of the Charities Act 2011.

No matters have come to my attention during the review that require attention to be drawn to them in the report to allow a proper understanding of the accounts to be reached.

Sarah Nurse  
19/01/2026



## **Background Information**

Mortimer Pre-School provides early years education for children aged from 2 to 5 years old from the local community. The aim is to provide high-quality childcare and education that is accessible and affordable for the families in the local community and encourage families to take an active role in their children's education.

The pre-school operates in St John's Hall, which is also managed as a charitable organisation. The trustees of both groups continue to collaborate to make improvements to the fabric of the building.

The charities' income is gained from funded hours which are paid through West Berkshire, through invoiced sessions and through occasional grants.

The largest expense is staff costs.

Financial Control is maintained through an annual budget with progress against this monitored by the trustees, minuted at each meeting.

The pre-school manager makes most ad hoc purchases, in accordance with the budget, using a debit card on the bank account.

The Business Administrator pays invoices and Salaries and maintains the financial records of the charity. The accounting records are maintained using an Excel spreadsheet – Finance Master File.

The Treasurer also has access to the Bank Account.

There is a reserves policy and a reserves account and a fundraising account.

Reference to CC32	Evidence	Conclusion
1. Is the charity eligible to have an independent examination?	I have not seen documentation forming the charity to confirm no audit is required but the turnover falls within the parameters for external examination and the charity has previously had an independent examination and not an audit.	Charity assumed to be eligible for independent examination.
2. Is there a conflict of interest that prevents the examiner carrying out their duties?	I have no connection to the charity which would cause a conflict of interest with the charity	No conflict of interest

3. The Independent examiner must record the details of the examination	This document confirms what steps I have taken.	The chair of the trustees has confirmed my appointment as independent examiner by the trustees as required by CC32.I have worked as a chartered accountant for the last 40 years which qualifies me for the role.
4. Plan the independent examination	<p>Obtain background the charity</p> <p>Obtain the relevant financial Records and Accounts</p> <p>Obtain the Annual report to ensure that in line with accounts</p> <p>Obtain the record of the trustee meetings to evidence review of financial information by the trustees and consideration of the financial Going Concern</p> <p>Review a sample of expenditure back to the supporting vouchers</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Minutes reviewed and evidence gained of the Trustees review of finances and of the going concern issues which might arise. Reserves policy ensures that a minimum of three months reserves are held to take account of changing Government policies.</p> <p>The expenditure reviewed appeared to be in line with expected expenses for a pre school.</p>
5. Analytical review	The movement on the figures in the year looks reasonable.	No issues
6. Any concerns discussed with Trustees	None	No issues to report

7. Do any of the figures in the accounts rely on estimates? If so how have these estimates been arrived at? Do they seem reasonable?		None reported to me
8. Are there any matters which the external examiner considers should be reported to the Charities Commission?		No