

Charity registration number 288268

**MARTLESHAM PRESCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2022**

# MARTLESHAM PRESCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

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General Members	A Johnson	(Appointed 4 November 2022)
	C Wilden	(Appointed 4 November 2022)
Chair	Emma Shore	(Appointed 4 November 2022)
Secretary	Hannah Gomez	(Appointed 4 November 2022)
Charity number	288268	
Independent examiner	Suffolk Tax Accountants Ltd 9 Byford Court Crockatt Road Hadleigh Suffolk IP7 6RD	

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# MARTLESHAM PRESCHOOL

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# MARTLESHAM PRESCHOOL

## GENERAL MEMBERS' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2022

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The General members' present their annual report and financial statements for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019)

#### Objectives and activities

Our aim is to encourage and support learning through play. Play helps young children to learn and develop through actively taking part. Our setting uses the Development Matters in the Early Years Foundation Stage guidance plan, to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. These areas are the prime areas of communication and language; physical development; personal development; and personal, social & emotional development. There are also the specific areas of literacy, maths and understanding the world and expressive arts and design.

We are guided by the Early Years Foundation Stage to enable every child to be unique, to form positive relationships, to encourage their learning and development in an environment which enables them to do so.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

The General members' have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### Achievements and performance

Achievements and performance Over the past year, it has been a pleasure to see the Preschool Continue to thrive. We have continued to develop the setting with our new manager Nicola and had some other changes to staffing too.

It has been, despite the challenges of Covid, a very successful and happy year for all of our children at Preschool. The staff at preschool give huge amounts of energy, time and commitment to provide our children with some lovely experiences.

We had a very successful Summer Fair which was a lovely opportunity to bring our preschool families together. As a charity run preschool, the support of our families for our committee and our events is vital so we really appreciate all of their support.

#### Financial review

The charity received total income for the year of £118,430 (2021: £105,378). Total expenditure on charitable activities totaled £109,979 (2021: £112,633).

# **MARTLESHAM PRESCHOOL**

## **GENERAL MEMBERS' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 AUGUST 2022***

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It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The General members' consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

# MARTLESHAM PRESCHOOL

## GENERAL MEMBERS' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 AUGUST 2022**

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### Structure, governance and management

The General members' who served during the year and up to the date of signature of the financial statements were:

M Griffiths	(Resigned 4 November 2021)
O Davies	(Resigned 4 November 2021)
E Broome	(Resigned 4 November 2021)
S Maguire	(Resigned 4 November 2021)
S Baldwin	(Appointed 12 November 2020 and resigned 4 November 2021)
A Burgess	(Appointed 12 November 2020 and resigned 17 March 2022)
L Kerr	(Appointed 4 November 2021 and resigned 4 November 2022)
L Catchpole	(Appointed 4 November 2021 and resigned 4 November 2022)
E Sutton	(Appointed 4 November 2021 and resigned 4 November 2022)
K Tyrrell	(Appointed 4 November 2021 and resigned 4 November 2022)
E Shore	(Appointed 4 November 2022)
H Gomez	(Appointed 4 November 2022)
S Stuart	(Appointed 4 November 2022)
C Wilden	(Appointed 4 November 2022)
A Johnson	(Appointed 4 November 2022)

The General members' report was approved by the Board of General Members'.



E Shore

Chair

Dated: .....

19.10.23

# MARTLESHAM PRESCHOOL

## INDEPENDENT EXAMINER'S REPORT

### TO THE GENERAL MEMBERS' OF MARTLESHAM PRESCHOOL

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I report to the General members' on my examination of the financial statements of Martlesham Preschool (the Charity) for the year ended 31 August 2022.

#### Responsibilities and basis of report

As the General members' of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Luke Harvey, FMAAT FAIA FFA  
Suffolk Tax Accountants Ltd  
9 Byford Court  
Crockatt Road  
Hadleigh  
Suffolk  
IP7 6RD

Dated: ..... 7 NOVEMBER 2023

# MARTLESHAM PRESCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Unrestricted funds 2021 £
<b><u>Income from:</u></b>			
Charitable activities	2	118,427	105,377
Bank interest receivable	3	3	1
<b>Total income</b>		<u>118,430</u>	<u>105,378</u>
<b><u>Expenditure on:</u></b>			
Charitable activities	4	<u>109,979</u>	<u>112,633</u>
<b>Net expenditure for the year/ Net movement in funds</b>		8,451	(7,255)
Fund balances at 1 September 2021		<u>43,259</u>	<u>50,514</u>
<b>Fund balances at 31 August 2022</b>		<u><u>51,710</u></u>	<u><u>43,259</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



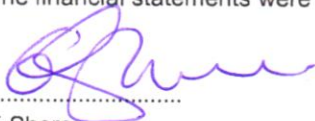
# MARTLESHAM PRESCHOOL

## STATEMENT OF FINANCIAL POSITION

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	8		479		693
<b>Current assets</b>					
Debtors	9	613		397	
Cash at bank and in hand		60,770		64,824	
		61,383		65,221	
<b>Creditors: amounts falling due within one year</b>	10	(10,152)		(22,655)	
Net current assets			51,231		42,566
<b>Total assets less current liabilities</b>			51,710		43,259
<b>Income funds</b>					
Unrestricted funds - general			51,710		43,259
			51,710		43,259

The financial statements were approved by the General Members' on 19.10.23

  
.....  
E Shore  
Chair

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 AUGUST 2022**

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### **1 Accounting policies**

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

#### **1.2 Going concern**

At the time of approving the financial statements, the General members' have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the General members' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

The charity has a single permanent fund which is wholly unrestricted.

Unrestricted funds comprise of those funds which the trustees are free to use for any purpose in furtherance of the charities objectives.

#### **1.4 Incoming resources**

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

#### **1.5 Costs of generating funds**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure. It is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	3 years straight line
Computers	20% reducing balance

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

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### 1 Accounting policies

(Continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 1 Accounting policies

(Continued)

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Charitable activities

	2022	2021
	£	£
Fee income	118,180	105,049
Other income receivable	247	328
	<u>118,427</u>	<u>105,377</u>

### 3 Bank interest receivable

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	3	1
	<u>3</u>	<u>1</u>

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

### 4 Charitable activities

	2022 £	2021 £
Staff costs	79,386	80,757
Depreciation	214	244
Cleaning	4,991	1,897
Postage & stationary	1	233
Advertising	536	464
Rates & water	1,858	1,237
Refreshments	226	689
Rent SCC	2,926	3,793
Repairs	126	1,385
Subscriptions	680	661
Sundries	2,253	1,686
Telephone	1,986	1,864
Purchases	6,555	6,888
Bank charges	94	90
Insurance	101	1,091
Other charitable expenditure	4,584	6,192
	<u>106,517</u>	<u>109,171</u>
Share of support costs (see note 5)	3,462	3,462
	<u>109,979</u>	<u>112,633</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	109,979	
	<u>109,979</u>	
<b>For the year ended 31 August 2021</b>		
Unrestricted funds - general		112,633
		<u>112,633</u>

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

### 5 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Independent Exam Fee	714	-	769	769
Bookkeeping & Payroll	2,748	-	2,693	2,693
	<u>3,462</u>	<u>-</u>	<u>3,462</u>	<u>3,462</u>
Analysed between Charitable activities	<u>3,462</u>	<u>-</u>	<u>3,462</u>	<u>3,462</u>

### 6 General Members'

None of the General members' (or any persons connected with them) received any remuneration during the year.

One trustee (2021: Nil) were reimbursed for DBS fees for a total of £8 (2021: Nil).

### 7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>7</u>	<u>9</u>
<b>Employment costs</b>	<b>2022 £</b>	<b>2021 £</b>
Wages and salaries	78,033	78,977
Other pension costs	1,353	1,780
	<u>79,386</u>	<u>80,757</u>

There were no employees whose annual remuneration was more than £60,000.

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

### 8 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 September 2021	284	2,277	2,561
At 31 August 2022	284	2,277	2,561
<b>Depreciation and impairment</b>			
At 1 September 2021	190	1,678	1,868
Depreciation charged in the year	94	120	214
At 31 August 2022	284	1,798	2,082
<b>Carrying amount</b>			
At 31 August 2022	-	479	479
At 31 August 2021	94	599	693

### 9 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	297	-
Prepayments and accrued income	316	397
	613	397

### 10 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	576
Other creditors	8,358	21,305
Accruals and deferred income	1,794	774
	10,152	22,655

### 11 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).