

## **Martlesham Preschool**

### **General Member's Report**

#### **For the year ended 31<sup>st</sup> August 2023**

The general members' present their annual report and financial statements for the year ended 31 August 2023.

### **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' guidance plan along with the 'Early Years Foundation Stage' to plan and provide a range of play activities, which help children to make progress in each of the seven areas of learning and development. These areas being:

The Prime Areas- Communication and Language, Physical Development and Personal, Social and Emotional Development

The Specific Areas- Literacy, Mathematics, 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 and to encourage their learning and development in an environment which enables them to do so.

At Martlesham Preschool we believe in jumping in muddy puddles, just to see what happens, looking at the world with curiosity and wonder, asking questions and discovering answers and exploring and testing ideas. Early years means so much more than 'just the time you spend before starting school.' It is truly the key foundation for acquiring positive attitudes to learning.

We believe that each individual child should have the opportunity to develop in a safe, stimulating, fun and friendly environment. We aim to provide a happy, warm and welcoming space where children will grow in confidence and independence by learning through play. We appreciate that each child is unique with varying aptitudes and interests and we seek to engage with every child. We aim to provide parents/carers a high-quality provision where they can communicate with staff and be assured that their child is safe and well cared for.

The trustee's 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**

The preschool has continued to thrive, whilst getting over various hurdles; beginning the year with a very low number of children whilst trying to retain our invaluable staff. We have also had challenges in the form of staff sickness and staff experiencing bereavements, but the close-knit team, have worked together to ensure this had little impact on the children and their families. During the year we sadly said goodbye to Launa, who moved with her husband who is in the forces and was

relocated, but we have been fortunate to gain a very experienced and enthusiastic staff member in Rachael, who brings with her a wealth of knowledge which has been very positive for everyone at preschool; children and staff alike. The staff always give huge amounts of energy, time and commitment to provide the children with lots of lovely experiences.

We had a very successful sponsored sports week which was run during the preschool week and also helped to promote self-well-being, plus the children had a blast. The families were very generous with their donations too. We also held a 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 £77,159.65 (2022: £118,430). Total expenditure on charitable activities totalled £89,612.03/\*£92,537.33 (£109,979).

NB:

It is worth noting however that Autumn 2022 advance payment was received in the previous accounting year (2021/2022) and was overpaid by the amount of £7,537.88, which then was paid back to the council in this accounting year. No advance payment for Autumn 2023 was made in this accounting year as it didn't go into the account until September (2023/2024 accounting year)

\*One third of holiday pay for this period was paid in September 2023 but should be accounted for in this period, this is to the value of £2,925.30.

Date	Details	Balance	DR	CR
		£45,729.98		
9/1/2022	Direct debit to CF Corporate Finan	£ 45,650.36		79.62
9/1/2022	Direct debit to Nest	£ 45,271.13		379.23
9/2/2022	Direct debit to Cvrplan	£ 45,267.13		4
9/6/2022	Card payment to Aldi Stores	£ 45,243.84		23.29
9/6/2022	Commission charges	£ 45,229.11		14.73
9/7/2022	Card payment to Amazon	£ 45,221.12		7.99
9/7/2022	Card payment to Amazon.co.uk	£ 45,210.62		10.5
9/7/2022	On-line banking bill payment to Mplc Ltd	£ 44,960.52		250.1
9/7/2022	Business banking loyalty reward	£ 44,961.46	0.94	
9/8/2022	Direct debit to TV licence	£ 44,948.09		13.37
9/8/2022	Card Payment to 1 and 1 Ionos Ltd	£ 44,933.70		14.39
9/8/2022	Card payment to Amazon.co.uk	£ 44,905.40		28.3
9/12/2022	Card payment to Amznmktplace	£ 44,873.49		31.91
9/14/2022	Direct debit to Ico	£ 44,838.49		35
9/15/2022	Card payment to Paypal*Business	£ 44,776.49		62
9/15/2022	Card payment to Paypal*Business	£ 44,714.49		62
9/15/2022	On-line banking bill payment to Do ME a favour	£ 44,706.69		7.8
9/15/2022	On-line banking bill payment to A P W Training	£ 44,577.15		129.54
9/16/2022	Card payment to Amazon.co.uk	£ 44,564.50		12.65
9/16/2022	Card payment to Aldi Stores	£ 44,561.89		2.61
9/16/2022	Card payment to Post Office Counte	£ 44,558.54		3.35
9/16/2022	On-line banking bill payment to Firepower	£ 44,468.54		90
9/16/2022	On-line banking bill payment to Abbey Enterprises	£ 43,911.19		557.35
9/20/2022	Card payment to Paypal*Business	£ 43,849.19		62
9/23/2022	Direct debit to Bes Electricity	£ 43,641.52		207.67
9/23/2022	On-line banking bill payment to S E Stuart	£ 43,121.52		520
9/23/2022	On-line banking bill payment to Mrs L H Zorn	£ 42,553.49		568.03
9/23/2022	On-line banking bill payment to Jasmine Sheppard	£ 41,913.21		640.28
9/23/2022	On-line banking bill payment to C L Grant	£ 41,224.51		688.7
9/23/2022	On-line banking bill payment to Carol Locke	£ 40,535.48		689.03
9/23/2022	On-line banking bill payment to Danielle Dunn	£ 39,743.72		791.76
9/23/2022	On-Line Banking Bill Payment to Mrs Nicola Cobb	£ 37,925.63		1818.09
9/23/2022	On-line banking bill payment to LB Group	£ 37,637.63		288
9/23/2022	On-line banking bill payment to HMRC Cumbernauld	£ 37,219.12		418.51
9/26/2022	Direct debit to D&G AO Care Plan	£ 37,213.63		5.49
		£ 37,213.63		
		£ 37,213.63		
9/28/2022	Direct Credit from Sccapors BACS	£ 38,213.63	1000	
9/30/2022	On-line banking bill payment to LB Group	£ 38,159.63		54

10/3/2022	Direct debit to Cvrplan	£ 38,155.63		4
10/3/2022	Direct debit to CF Corporate Finance	£ 38,076.01		79.62
10/3/2022	On-line banking bill payment to Jasmine Sheppard	£ 38,073.01		3
10/4/2022	Card payment to Amznmktplace	£ 38,063.63		9.38
10/4/2022	Card payment to Suffolk.Gov	£ 37,115.19		948.44
10/5/2022	Direct debit to Nest	£ 36,853.72		261.47
10/5/2022	Commission charges for 15 Aug/12 Sep	£ 36,845.22		8.5
10/5/2022	Direct Credit from Rashid Noreen	£ 37,311.62	466.4	
10/6/2022	On-line banking bill payment to S C Norse	£ 37,137.21		174.41
10/7/2022	Card payment to Amazon Prime	£ 37,128.22		8.99
10/10/2022	Direct debit to TV Licence	£ 37,114.85		13.37
10/10/2022	Card Payment to 1 and 1 Ionos Ltd	£ 37,100.46		14.39
10/10/2022	On-line banking bill payment to Abbey Enterprises	£ 36,720.61		379.85
10/10/2022	Direct credit from Joseph Yao Ting Yu	£ 37,149.91	429.3	
10/11/2022	Direct credit from National Savings A	£ 37,349.91	200	
10/12/2022	Card payment to Tesco store	£ 37,338.41		11.5
10/12/2022	Refund from Amz*G4Gadget	£ 37,342.40	3.99	
10/14/2022	Card payment to Post Office Counte	£ 37,336.96		5.44
10/17/2022	Deposit at Barclays 20Ipswich	£ 37,782.16	445.2	
10/18/2022	Card payment to Aldi Stores	£ 37,778.73		3.43
10/18/2022	Direct Credit from Sccapors BACS	£ 38,078.73	300	
10/21/2022	On-line banking bill payment to HMRC Cumbernauld	£ 37,884.04		194.69
10/24/2022	Direct debit to Bes Electricity	£ 37,378.09		505.95
10/24/2022	Direct debit to D&G AO Care Plan	£ 37,372.60		5.49
10/24/2022	Card payment to Amxnmktplace	£ 37,369.50		3.1
10/24/2022	Direct debit from Cartwright K	£ 37,431.50	62	
10/25/2022	On-line banking bill payment to S E Stuart	£ 37,115.50		316
10/25/2022	On-line banking bill payment to Carol Locke	£ 36,724.96		390.54
10/25/2022	On-line banking bill payment to Mrs L H Zorn	£ 36,298.93		426.03
10/25/2022	On-line banking bill payment to C L Grant	£ 35,854.55		444.38
10/25/2022	On-line banking bill payment to Jasmine Sheppard	£ 35,397.84		456.71
10/25/2022	On-line banking bill payment to Danielle Dunn	£ 34,798.12		599.72
10/25/2022	On-Line Banking Bill Payment to Mrs Nicola Cobb	£ 33,356.81		1441.31
10/25/2022	Direct Credit from Sccapors BACS	£ 35,376.83	2020.02	
		£ 35,376.83		
		£ 35,376.83		
10/27/2022	Card payment to Amazon	£ 35,349.29		27.54
10/27/2022	Direct credit from Samantha Pulsen	£ 35,646.19	296.9	
10/28/2022	Nest Pension Payments	£ 35,451.67		194.52
10/31/2022	Card payment to Amazon	£ 35,424.77		26.9
10/31/2022	Card payment to Oheadtime	£ 35,384.82		39.95
10/31/2022	Card payment to British Heart Foundation	£ 35,382.32		2.5
11/1/2022	CVR Plan	£ 35,378.32		£4.00
11/1/2022	CF Corporate Finance	£ 35,298.70		£79.62
11/1/2022	AD Fees	£ 35,598.70	£300.00	

11/2/2022	EBM Managed Services - Ink Used	£ 35,577.47		£21.23
11/3/2022	Tesco	£ 35,566.69		£10.78
11/4/2022	Account Fees	£ 35,558.19		£8.50
11/4/2022	LB Group - Bookkeeping Fees	£ 35,414.19		£144.00
11/4/2022	Saplins Funding for TW transferred	£ 36,017.85	£603.66	
11/7/2022	Amazon - Prime Membership	£ 36,008.86		£8.99
11/8/2022	TV Licence	£ 35,996.39		£12.47
11/8/2022	Aldi	£ 35,987.74		£8.65
11/8/2022	ZR Fees	£ 36,337.54	£349.80	
11/10/2022	Ofsted - Annual Fee	£ 36,302.54		£35.00
11/14/2022	SSCAPORS BACS	£ 36,919.60	£617.06	
11/15/2022	Paul Youngs Window Cleaner	£ 36,865.60		£54.00
11/15/2022	Amazon Core - Refund	£ 36,872.17	£6.57	
11/17/2022	IONOS Website	£ 36,857.78		£14.39
11/17/2022	The Works	£ 36,834.79		£22.99
11/21/2022	HJ Fee's	£ 37,391.29	£556.50	
11/22/2022	BES Utilities - Electricity	£ 36,897.65		£493.64
11/22/2022	Amazon	£ 36,868.00		£29.65
11/22/2022	HMRC - Employer Contributions	£ 36,647.56		£220.44
11/22/2022	Easy Fundraising	£ 36,663.42	£15.86	
11/23/2022	BT - Internet and Phone	£ 36,217.31		£446.11
11/23/2022	Amazon	£ 36,212.32		£4.99
11/23/2022	Aldi	£ 36,196.78		£15.54
11/23/2022	RR Fees	£ 36,567.78	£371.00	
11/23/2022	DS Fees	£ 36,726.78	£159.00	
11/24/2022	D&G AO Careplan	£ 36,721.29		£5.49
11/25/2022	Wages - LZ	£ 36,281.29		£440.00
11/25/2022	Wages - JS	£ 35,826.88		£454.41
11/25/2022	Wages - CG	£ 35,294.90		£531.98
11/25/2022	Wages - DD	£ 34,723.58		£571.32
11/25/2022	Wages - CL	£ 34,131.55		£592.03
11/25/2022	Wages - NC	£ 32,681.59		£1,449.96
11/25/2022	LB Group - Bookkeeping Fees	£ 32,537.59		£144.00
11/25/2022	Abbey Enterprises - Cleaners	£ 32,157.74		£379.85
11/28/2022	TG Fees	£ 32,160.74	£3.00	
11/28/2022	LY Admin Fee for Tapestry Transfer	£ 32,165.74	£5.00	
11/28/2022	EE Fees	£ 32,635.74	£470.00	
11/30/2022	Educare - Nicola Food hygiene course	£ 32,609.94		£25.80
		£ 32,609.94		
12/1/2022	CF Corporate Finance	£ 32,530.32		£79.62
12/2/2022	CVR Plan	£ 32,526.32		£4.00
12/2/2022	Amazon	£ 32,513.33		£12.99
12/2/2022	Suffolk County Council - ASD Course - CL	£ 32,498.33		£15.00
12/5/2022	Nest - Pension Payment	£ 32,302.79		£195.54
12/5/2022	Account Charges	£ 32,292.79		£10.00

12/5/2022	Business Banking Loyalty Reward	£ 32,293.02	£0.23	
12/7/2022	Amazon - Prime Membership	£ 32,284.03		£8.99
12/7/2022	TV Licence Refund	£ 32,363.53	£79.50	
12/8/2022	IONOS Website	£ 32,349.14		£14.39
12/8/2022	Amazon	£ 32,332.58		£16.56
12/9/2022	Amazon	£ 32,302.63		£29.95
12/12/2022	Sainsburys	£ 32,298.13		£4.50
12/12/2022	Aldi	£ 32,292.84		£5.29
12/12/2022	LGB Fees	£ 32,886.44	£593.60	
12/12/2022	RB Fees	£ 33,045.44	£159.00	
12/13/2022	On Top Up	£ 33,021.66		£23.78
12/13/2022	AD Fees	£ 33,389.46	£367.80	
12/13/2022	SCC Carol SEN Course	£ 33,689.46	£300.00	
12/15/2022	Aldi	£ 33,676.75		£12.71
12/15/2022	BACS payment to C.Grant for Co-Op Purchase Xmas Party Food	£ 33,670.79		£5.96
12/16/2022	Do Me A Favour? Xmas Wrapping Paper	£ 33,666.83		£3.96
12/16/2022	SCCAPORS BACS	£ 34,116.83	£450.00	
12/22/2022	BES Utilities	£ 33,526.70		£590.13
12/23/2022	HMRC - Employer Contributions	£ 33,116.86		£409.84
12/23/2022	Wages - LZ	£ 32,555.81		£561.05
12/23/2022	Wages - JS	£ 31,869.60		£686.21
12/23/2022	Wages - CG	£ 31,075.42		£794.18
12/23/2022	Wages - CL	£ 30,209.77		£865.65
12/23/2022	Wages - DD	£ 29,323.81		£885.96
12/23/2022	Wages - NC	£ 27,506.45		£1,817.36
12/28/2022	D&G AO Care Plan	£ 27,500.96		£5.49
12/29/2022	Nest - Pension Payment	£ 27,233.04		£267.92
12/29/2022	SCCAPORS BACS - Spring Term Advance Payment	£ 33,110.31	£5,877.27	
		£ 33,110.31		
1/3/2023	CVR Plan	£ 33,106.31		£4.00
1/3/2023	CF Corporate Finance	£ 33,026.69		£79.62

1/3/2023	Aldi	£ 33,015.06		£11.63
1/4/2023	EBM Managed Services - Printer Ink Usage	£ 33,006.14		£8.92
1/4/2023	EYFS Info - Tapestry Upgrade	£ 32,977.34		£28.80
1/6/2023	BACS to N.Cobb for Indeed payment which was taking from her personal account	£ 32,927.34		£50.00
1/6/2023	LB Group - Payroll services	£ 32,873.34		£54.00
1/6/2023	RM Educational Resources	£ 32,626.18		£247.16
1/9/2023	Amazon - Prime membership monthly fee	£ 32,617.19		£8.99
1/9/2023	IONOS - Website	£ 32,602.80		£14.39
1/9/2023	Account Charge	£ 32,594.30		£8.50
1/13/2023	Amazon	£ 32,578.32		£15.98
1/13/2023	On Top Up and then refunded 16/01/2023	£ 32,578.32	£23.78	£23.78
1/13/2023	Amazon	£ 32,522.06		£56.26
1/13/2023	LS Fees	£ 32,553.86	£31.80	
1/13/2023	RR Fees	£ 33,003.86	£450.00	
1/16/2023	HJ Fees	£ 33,178.76	£174.90	
1/18/2023	DS Fees	£ 33,528.56	£349.80	
1/19/2023	MT Fees	£ 33,571.46	£42.90	
1/20/2023	SCC - Transforming Behaviours Course - CG	£ 33,561.46		£10.00
1/23/2023	BES Utilities - Electric	£ 33,011.91		£549.55
1/24/2023	D&G AO Care Plan	£ 33,006.42		£5.49
1/24/2023	Amazon	£ 32,941.65		£64.77
1/24/2023	ZR Fees	£ 33,601.35	£659.70	
1/25/2023	Wages - JS	£ 33,255.66		£345.69
1/25/2023	Wages - DD	£ 32,901.78		£353.88
1/25/2023	Wages - CG	£ 32,422.83		£478.95
1/25/2023	Wages - CL	£ 31,869.43		£553.40
1/25/2023	Wages - NC	£ 30,767.95		£1,101.48
1/25/2023	Post Office	£ 30,765.50		£2.45
1/26/2023	Amazon	£ 30,757.50		£8.00
1/26/2023	Preschool.Org	£ 30,748.75		£8.75
1/26/2023	LGB Fees	£ 31,215.15	£466.40	
1/26/2023	RB Fees	£ 31,331.75	£116.60	
1/27/2023	BACS to D.Dunn for 'Johnson' photos	£ 31,324.08		£7.67
1/30/2023	Cash deposit to post office - OB £350.00 fees and other monies	£ 31,819.08	£495.00	

1/30/2023	HMRC - Employer contributions	£ 31,783.28		£35.80
1/30/2023	RM Fees	£ 31,942.28	£159.00	
1/30/2023	B&M	£ 31,939.09		£3.19
1/30/2023	Suffolk Coastal - Waste services	£ 31,764.68		£174.41
1/31/2023	MB & DB Fees	£ 32,072.08	£307.40	
1/31/2023	EE Fees	£ 32,352.08	£280.00	
1/31/2023	Suffolk County Council Autumn Term Remittance	£ 24,814.20		£7,537.88
		£ 24,814.20		
2/1/2023	CF Corporate Finance	£ 24,734.58		£79.62
2/1/2023	MT Fees	£ 24,778.58	£44.00	
2/2/2023	ZM Fees	£ 25,326.28	£547.70	
2/2/2023	Amazon	£ 25,321.29		£4.99
2/2/2023	Aldi	£ 25,300.36		£20.93
2/2/2023	Indeed	£ 25,200.36		£100.00
2/3/2023	Nest Employer Contribution	£ 25,152.90		£47.46
2/3/2023	Post Office	£ 25,150.45		£2.45
2/6/2023	Account Fees	£ 25,141.95		£8.50
2/6/2023	RR Fees	£ 25,647.95	£506.00	
2/6/2023	Rent SCC	£ 24,699.51		£948.44
2/7/2023	Amazon Prime Membership	£ 24,690.52		£8.99
2/8/2023	IONOS Website	£ 24,676.13		£14.39
2/10/2023	Carol Wages (Paid early in error)	£ 23,946.10		£730.03
2/10/2023	Do Me A Favour?	£ 23,939.32		£6.78
2/13/2023	AD and ID Late collection charges	£ 23,969.32	£30.00	
2/13/2023	Funding from SCC	£ 32,843.27	£8,873.95	
2/14/2023	Carol Training Grant Final Payment SCC	£ 33,243.27	£400.00	
2/17/2023	MT Fees	£ 33,287.27	£44.00	
2/20/2023	Aldi	£ 33,271.87		£15.40
2/21/2023	HMRC Payment	£ 32,977.19		£294.68
2/21/2023	Nest Employer Contribution	£ 32,815.59		£161.60
2/22/2023	BES Utilities	£ 32,196.56		£619.03
2/23/2023	BT	£ 31,838.64		£357.92
2/24/2023	Domestic and General	£ 31,833.15		£5.49
2/24/2023	Nicola Wages	£ 30,213.91		£1,619.24
2/24/2023	Danielle Wages	£ 29,475.51		£738.40
2/24/2023	Charlotte Wages	£ 28,561.93		£913.58
2/24/2023	Jasmine Wages	£ 27,809.17		£752.76
2/24/2023	Abbey Enterprises (Cleaners)	£ 27,429.32		£379.85
2/24/2023	APW Training LTD (first aid course)	£ 27,299.18		£130.14
2/24/2023	LGB Fees	£ 27,447.18	£148.00	
2/24/2023	MB and DB Fees	£ 27,754.58	£307.40	
2/27/2023	ZM Fees	£ 27,830.18	£75.60	
2/28/2023	HG Fees	£ 27,941.48	£111.30	
2/28/2023	EE Fees	£ 28,186.48	£245.00	
		£ 28,186.48		



3/1/2023	CF Corporate Finance	£ 28,106.86		£79.62
3/1/2023	MT Fees	£ 28,150.86	£44.00	
3/1/2023	RB Fees	£ 28,267.46	£116.60	
3/2/2023	MB & DB Fees	£ 28,574.86	£307.40	
3/6/2023	SCC Higher Tariff Needs Payment	£ 32,344.78	£3,769.92	
3/6/2023	Account Fees and commission charges	£ 32,328.85		£15.93
3/6/2023	EC Fees	£ 32,646.85	£318.00	
3/6/2023	Aldi - Sundries	£ 32,638.94		£7.91
3/6/2023	EBM Printer	£ 32,608.59		£30.35
3/6/2023	Amazon - Sundries	£ 32,549.06		£59.53
3/6/2023	Account Loyalty Reward	£ 32,549.81	£0.75	
3/7/2023	KG Fees	£ 32,973.81	£424.00	
3/7/2023	Amazon Prime Membership	£ 32,964.82		£8.99
3/7/2023	RR Fees	£ 33,544.82	£580.00	
3/8/2023	IONOS Website	£ 33,530.43		£14.39
3/8/2023	RM Educational Resources TTS - Light box and other resources from fundraising money	£ 33,268.90		£261.53
3/9/2023	Post Office - postage costs	£ 33,266.05		£2.85
3/10/2023	SCC - DSL course x 2	£ 33,226.05		£40.00
3/13/2023	NS Fees	£ 33,231.35	£5.30	
3/13/2023	Amazon - office supplies	£ 33,221.37		£9.98
3/13/2023	QD - Resources	£ 33,203.87		£17.50
3/16/2023	Findel Education Ltd (Hope-education) - Soap	£ 33,151.38		£52.49
3/17/2023	Amazon - Toilet Brush	£ 33,145.44		£5.94
3/17/2023	Post Office - postage costs	£ 33,142.99		£2.45
3/20/2023	HMRC	£ 32,662.27		£480.72
3/22/2023	SCC	£ 33,262.27	£600.00	
3/22/2023	BT	£ 33,624.44	£362.17	
3/22/2023	BES Utilities	£ 33,090.97		£533.47
3/23/2023	EASTER FUNDRAISING (MT)	£ 33,093.97	£3.00	
3/24/2023	Domestic and General	£ 33,088.48		£5.49
3/24/2023	Wages - CL	£ 32,258.36		£830.12
3/24/2023	Wages - CG	£ 31,237.70		£1,020.66
3/24/2023	Wages - DD	£ 30,270.22		£967.48
3/24/2023	Wages - JS	£ 29,423.36		£846.86
3/24/2023	Wages - NC	£ 27,489.04		£1,934.32
3/24/2023	Post Office - postage costs	£ 27,486.96		£2.08
3/28/2023	Nest	£ 27,256.99		£229.97
3/28/2023	Aldi - snack	£ 27,253.60		£3.39
3/28/2023	RW Fee's	£ 27,297.40	£43.80	
3/28/2023	RB Fees	£ 27,414.00	£116.60	
3/29/2023	SCC	£ 27,513.00	£99.00	
3/31/2023	RR Fees	£ 28,093.00	£580.00	
		£ 28,093.00		
4/3/2023	CF Corporate Finance	£ 28,013.38		£79.62

4/3/2023	Account Fee's	£ 28,004.88		£8.50
4/3/2023	SCC - Advert for Early Years Practitioner	£ 27,929.88		£75.00
4/3/2023	EBM Managed services - End of agreement payment	£ 27,346.62		£583.26
4/11/2023	Amazon Prime	£ 27,337.63		£8.99
4/11/2023	IONOS Website	£ 27,311.24		£26.39
4/14/2023	SCCAPORS - Interim Payment for funding	£ 40,194.84	£12,883.60	
4/17/2023	Sainsburys - Suncream	£ 40,186.84		£8.00
4/17/2023	Severn C Products: School Bears - Coronation coins	£ 40,059.64		£127.20
4/17/2023	Abbey Enterprises - Cleaners	£ 39,679.79		£379.85
4/17/2023	HJ Fee's	£ 39,900.79	£221.00	
4/18/2023	Preschool Learning- Early Year Alliance: Insurance	£ 39,097.67		£803.12
4/20/2023	ZM Fee's	£ 40,150.67	£1,053.00	
4/21/2023	FS Fee's	£ 40,252.67	£102.00	
4/21/2023	RM Fee's	£ 40,439.67	£187.00	
4/24/2023	BES Utilities	£ 40,349.01		£90.66
4/24/2023	D&G AO Careplan	£ 40,343.52		£5.49
4/24/2023	Suffolk Tax - Accountants	£ 40,193.52		£150.00
4/24/2023	HMRC Shipley	£ 40,087.20		£106.32
4/24/2023	EL Fee's	£ 40,208.70	£121.50	
4/24/2023	Amazon Europe Core - Charity fundraising income	£ 40,213.70	£5.00	
4/24/2023	ZR Fee's	£ 40,554.95	£341.25	
4/25/2023	Wages - CL	£ 40,086.30		£468.65
4/25/2023	Wages - DD	£ 39,594.20		£492.10
4/25/2023	Wages - JS	£ 39,055.81		£538.39
4/25/2023	Wages - CG	£ 38,351.66		£704.15
4/25/2023	Wages - NC	£ 37,108.57		£1,243.09
4/25/2023	DS Fee's	£ 37,550.57	£442.00	
4/27/2023	MB and DB Fee's	£ 37,865.07	£314.50	

4/28/2023	Suffolk Coastal Norse - Waste Services	£ 37,640.27		£224.80
4/28/2023	MT Fee's	£ 37,724.81	£84.54	
4/28/2023	PS Fee's	£ 37,937.31	£212.50	
4/28/2023	EE Fee's	£ 38,279.31	£342.00	
		£ 38,279.31		
5/2/2023	East Suffolk	£ 38,152.91		£126.40
5/2/2023	CF Corporate Finance	£ 38,073.29		£79.62
5/2/2023	EL Fee's	£ 38,194.79	£121.50	
5/2/2023	RR Fee's	£ 38,730.79	£536.00	
5/2/2023	RB Fee's	£ 38,841.29	£110.50	
5/3/2023	MB and DB Fee's	£ 39,155.79	£314.50	
5/4/2023	SCC - Advert for Early Years Practitioner	£ 39,080.79		£75.00
5/5/2023	Nest	£ 39,006.87		£73.92
5/9/2023	Amazon Prime	£ 38,997.88		£8.99
5/9/2023	IONOS Website	£ 38,983.49		£14.39
5/9/2023	Account Fees	£ 38,974.99		£8.50
5/9/2023	EL Fee's	£ 39,096.49	£121.50	
5/12/2023	Amazon - Sundries	£ 39,066.39		£30.10
5/12/2023	Findel Education (Hope Education) - Toilet Tissue	£ 38,995.01		£71.38
5/12/2023	EBM Managed Services - Printer collection fee	£ 38,696.21		£298.80
5/12/2023	EL Fee's	£ 38,777.21	£81.00	
5/15/2023	Timpson Ltd - new key cutting	£ 38,768.21		£9.00
5/16/2023	Amazon - new printer and printer ink	£ 38,402.75		£365.46
5/19/2023	ZM Fee's refund	£ 38,321.75		£81.00
5/19/2023	Amazon Core Europe	£ 38,338.87	£17.12	
5/22/2023	HMRC Shipley	£ 37,846.32		£492.55
5/22/2023	EL Fee's	£ 37,886.82	£40.50	
5/22/2023	MB and DB Fee's	£ 38,184.32	£297.50	
5/22/2023	WM Fee's	£ 38,393.32	£209.00	
5/22/2023	FP Fee's	£ 38,512.32	£119.00	
5/23/2023	BES Utilities	£ 38,327.78		£184.54
5/23/2023	BT Group	£ 38,151.33		£176.45
5/23/2023	FS Fee's	£ 38,219.33	£68.00	
5/24/2023	D&G AO Care plan	£ 38,213.84		£5.49
5/24/2023	DS Fee's refund	£ 38,179.84		£34.00
5/25/2023	Wages -RP	£ 38,138.16		£41.68
5/25/2023	Wages - DD	£ 37,361.65		£776.51
5/25/2023	Wages - CG	£ 36,459.90		£901.75
5/25/2023	Wages - JS	£ 35,511.68		£948.22

5/25/2023	Wages - CL	£ 34,370.52		£1,141.16
5/25/2023	Wages - NC	£ 32,442.07		£1,928.45
5/25/2023	Amazon - Resources	£ 32,410.09		£31.98
5/26/2023	SCC - N Cobb Course	£ 32,400.09		£10.00
5/26/2023	EL Fee's	£ 32,521.59	£121.50	
5/26/2023	EE Fee's	£ 32,774.59	£253.00	
5/26/2023	SCCAPORS	£ 44,558.10	£11,783.51	
5/30/2023	HB Fee's	£ 44,689.80	£131.70	
5/30/2023	PS Fee's	£ 44,930.46	£240.66	
5/31/2023	EC Fee's	£ 45,213.76	£283.30	
		£ 45,213.76		
6/1/2023	CF Corporate Finance	£ 45,134.14		£79.62
6/1/2023	East Suffolk	£ 45,073.14		£61.00
6/1/2023	MT Fee's	£ 45,157.14	£84.00	
6/1/2023	RB Fee's	£ 45,250.64	£93.50	
6/2/2023	Nest Pension	£ 45,020.16		£230.48
6/2/2023	SCCAPORS	£ 48,750.09	£3,729.93	
6/5/2023	RR Fee's	£ 49,250.09	£500.00	
6/6/2023	Account Fee's	£ 49,241.59		£8.50
6/6/2023	UK Safety Management - PAT Testing	£ 49,070.97		£170.62
6/6/2023	MB and DB Fee's	£ 49,368.47	£297.50	
6/7/2023	Amazon - Graduation Year Charm	£ 49,365.48		£2.99
6/7/2023	Amazon Prime	£ 49,356.49		£8.99
6/7/2023	Paypal Business: First Advantage DBS	£ 49,294.49		£62.00
6/7/2023	OP Fee's	£ 49,583.49	£289.00	
6/9/2023	IONOS Website	£ 49,569.10		£14.39
6/12/2023	EL Fee's	£ 49,690.60	£121.50	
6/15/2023	Amazon - Resources	£ 49,500.27		£190.33
6/16/2023	Sainsburys - Suncream	£ 49,492.27		£8.00
6/16/2023	MT Fee's	£ 49,576.23	£83.96	
6/16/2023	HB Fee's	£ 49,707.93	£131.70	
6/19/2023	Amazon - Graduation Books and First Aid Supplies	£ 49,610.66		£97.27
6/19/2023	HMRC	£ 49,280.91		£329.75
6/19/2023	SCC - CPD Online Charges	£ 49,245.91		£35.00
6/19/2023	Expenses RB - Courses	£ 49,210.51		£35.40
6/19/2023	Abbey Enterprises - Cleaners	£ 48,796.48		£414.03
6/19/2023	SCC Rent 1st April til 30th June	£ 47,848.04		£948.44
6/19/2023	EL Fee's	£ 47,969.54	£121.50	
6/19/2023	HG Fee's	£ 48,087.04	£117.50	
6/20/2023	Amazon - combination lock for gate	£ 48,081.05		£5.99

6/20/2023	FP Fee's	£ 48,200.05	£119.00	
6/22/2023	BES Utilities	£ 48,061.46		£138.59
6/23/2023	Wages - RP	£ 47,764.49		£296.97
6/23/2023	Wages - DD	£ 46,959.03		£805.46
6/23/2023	Wages - CG	£ 46,035.35		£923.68
6/23/2023	Wages - JS	£ 44,990.74		£1,044.61
6/23/2023	Wages - CL	£ 43,915.72		£1,075.02
6/23/2023	Wages - NC	£ 42,239.93		£1,675.79
6/23/2023	C Turner-Sitton Debutots - Deposit for end of year party	£ 42,224.93		£15.00
6/23/2023	NC Expenses Aldi/Temu Resources	£ 42,208.71		£16.22
6/23/2023	C Turner-Sitton Debutots - Taster Session	£ 42,188.71		£20.00
6/26/2023	D&G AO Care plan	£ 42,183.22		£5.49
6/26/2023	FS Fee's	£ 42,234.22	£51.00	
6/26/2023	EL Fee's	£ 42,355.72	£121.50	
6/26/2023	Amazon Core - Charity Fundraising Income	£ 42,361.41	£5.69	
6/27/2023	Amazon - Sundries	£ 42,339.61		£21.80
6/28/2023	PS Fee's	£ 42,580.27	£240.66	
6/29/2023	Nest Pension	£ 42,381.19		£199.08
6/30/2023	MT Fee's	£ 42,503.69	£122.50	
6/30/2023	EC Fee's	£ 43,070.39	£566.70	
		£ 43,070.39		
7/3/2023	CF Corporate Finance	£ 42,990.77		£79.62
7/3/2023	East Suffolk	£ 42,929.77		£61.00
7/3/2023	Amazon - Sundries 38.00 and resources 9.99	£ 42,881.78		£47.99
7/3/2023	RM Fee's	£ 42,909.78	£28.00	
7/3/2023	EL Fee's	£ 43,031.28	£121.50	
7/3/2023	Amazon refund	£ 43,033.13	£1.85	
7/3/2023	Amazon refund	£ 43,034.98	£1.85	
7/3/2023	Amazon refund	£ 43,041.62	£6.64	
7/3/2023	Amazon refund	£ 43,048.26	£6.64	
7/3/2023	Amazon refund	£ 43,054.90	£6.64	
7/3/2023	Amazon refund	£ 43,061.54	£6.64	
7/3/2023	Amazon refund	£ 43,068.18	£6.64	
7/3/2023	Amazon refund	£ 43,074.82	£6.64	
7/3/2023	Amazon refund	£ 43,081.46	£6.64	
7/3/2023	Amazon refund	£ 43,088.10	£6.64	
7/3/2023	Amazon refund	£ 43,094.74	£6.64	
7/3/2023	Amazon refund	£ 43,101.38	£6.64	
7/3/2023	Amazon refund	£ 43,108.03	£6.65	

7/3/2023	Amazon refund	£ 43,114.68	£6.65	
7/3/2023	Amazon refund	£ 43,121.33	£6.65	
7/3/2023	RB Fee's	£ 43,214.83	£93.50	
7/3/2023	WM Fee's	£ 43,491.83	£277.00	
7/4/2023	Amazon - Wallpaper	£ 43,480.84		£10.99
7/4/2023	AL Fee's	£ 44,227.24	£746.40	
7/5/2023	Account Fee's	£ 44,218.74		£8.50
7/5/2023	FS Raffle Money - Fundraising	£ 44,223.74	£5.00	
7/5/2023	FS Raffle Money - Fundraising	£ 44,233.74	£10.00	
7/5/2023	MT Sponsor Money - Fundraising	£ 44,263.74	£30.00	
7/6/2023	Twinkl Subscription	£ 44,188.86		£74.88
7/6/2023	FS Raffle Money - Fundraising	£ 44,193.86	£5.00	
7/6/2023	MT Raffle Money - Fundraising	£ 44,198.86	£5.00	
7/7/2023	Amazon - Resources	£ 44,197.56		£1.30
7/7/2023	Amazon - Sports Week Medals	£ 44,189.58		£7.98
7/7/2023	Amazon Prime	£ 44,180.59		£8.99
7/7/2023	Amazon - Sundries	£ 44,170.60		£9.99
7/10/2023	IONOS Website	£ 44,156.21		£14.39
7/10/2023	Amazon - Doorbell 26.34 and office supplies 4.99	£ 44,124.88		£31.33
7/10/2023	LS Fee's	£ 44,158.88	£34.00	
7/10/2023	EL Fee's	£ 44,273.88	£115.00	
7/12/2023	PS Fee's	£ 44,511.31	£237.43	
7/14/2023	Emma Shore Summer Fair Expenses	£ 44,478.31		£33.00
7/14/2023	Abbey Enterprises - Cleaners	£ 44,074.81		£403.50
7/17/2023	Deposit of fundraising money	£ 44,174.81	£100.00	
7/17/2023	Deposit of fundraising money	£ 45,399.81	£1,225.00	
7/17/2023	From Nicola Cobb (exchanged for coin petty cash)	£ 45,503.81	£104.00	
7/17/2023	FP Fee's	£ 45,622.81	£119.00	
7/18/2023	MT Fee's	£ 45,738.81	£116.00	
7/18/2023	HB Fee's	£ 45,870.51	£131.70	
7/18/2023	RR Fee's	£ 46,620.51	£750.00	

7/20/2023	Chrystal Turner-Sitton Debutots - Summer Party remaining Balance	£ 46,560.51		£60.00
7/20/2023	EL Fee's	£ 46,803.51	£243.00	
7/20/2023	RB Fee's	£ 46,897.01	£93.50	
7/20/2023	RB Uniform	£ 46,910.51	£13.50	
7/21/2023	HMRC Shipley	£ 46,160.21		£750.30
7/21/2023	AW Fee's	£ 46,234.71	£74.50	
7/21/2023	SCCAPORS	£ 46,510.71	£276.00	
7/24/2023	BES Utilities Electricity	£ 46,296.70		£214.01
7/24/2023	D&G AO Careplan	£ 46,291.21		£5.49
7/24/2023	Suffolk Tax Accountants	£ 46,183.21		£108.00
7/25/2023	Wages - RP	£ 45,641.37		£541.84
7/25/2023	Wages - CG	£ 44,582.07		£1,059.30
7/25/2023	Wages - DD	£ 43,478.41		£1,103.66
7/25/2023	Wages - CL	£ 42,212.02		£1,266.39
7/25/2023	Wages - JS	£ 40,919.42		£1,292.60
7/25/2023	Wages - NC	£ 38,912.19		£2,007.23
7/31/2023	Nest Pension	£ 38,615.11		£297.08
7/31/2023	RR Fee's	£ 38,845.16	£230.05	
		£ 38,845.16		
8/1/2023	East Suffolk	£ 38,784.16		£61.00
8/4/2023	Account Fee's	£ 38,775.66		£8.50
8/7/2023	Amazon Prime	£ 38,766.67		£8.99
8/8/2023	IONOS Website	£ 38,752.28		£14.39
8/21/2023	Penny Lane Computers - Fix IPAD screen	£ 38,677.28		£75.00
8/21/2023	HMRC Shipley	£ 37,889.28		£788.00
8/21/2023	Abbey Enterprises - Cleaners	£ 37,485.78		£403.50
8/22/2023	BES Utilities Electricity	£ 37,384.64		£101.14
8/23/2023	BT Group PLC	£ 37,211.79		£172.85
8/23/2023	British Heart Foundation - resources	£ 37,204.79		£7.00
8/23/2023	St Elizabeth Hospice - resources	£ 37,192.29		£12.50
8/24/2023	D&G AO Careplan	£ 37,186.80		£5.49
8/25/2023	Wages - RP	£ 37,039.98		£146.82
8/25/2023	Wages - DD	£ 36,063.81		£976.17
8/25/2023	Wages - CL	£ 34,999.46		£1,064.35
8/25/2023	Wages - JS	£ 33,870.83		£1,128.63
8/25/2023	Wages - CG	£ 32,596.62		£1,274.21

8/25/2023	Wages - NC	£ 30,570.24		£2,026.38
8/25/2023	Amazon - Sundries	£ 30,558.67		£11.57
8/29/2023	BES Utilities Electricity - Refund	£ 33,427.60	£2,868.93	
8/30/2023	EYFS Info - Tapestry Subscription	£ 33,277.60		£150.00
END OF 2022/2023 YEAR		£ 33,277.60		

£84,870.25 £97,322.63



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	429.3							
	200							
			3.99					
	445.2							
300								
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2020.02								
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	307.4							
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-7537.88	3533.5	0	0	0	0	0	0	0
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8873.95								
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	44							
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	245							
9273.95	2059	0	0	0	0	0	0	0

	44							
	116.6							
	307.4							
3769.92								
	318							
		0.75						
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	580							
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600								
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4468.92	2535.7	0.75	362.17	0	0	0	0	3

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	121.5							
	253							
11783.51								
	131.7							
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	283.3							
11783.51	2934.16	17.12	0	0	0	0	0	0
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	240.66							
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3729.93	3061.52	0	5.69	0	0	0	0	0
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			2868.93					
0	0	0	2868.93	0	0	0	0	0
£46,046.04	£26,185.25	£18.10	£3,421.90	£0.00	£0.00	£0.00	£13.50	£1,469.86

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		29.95						
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					5.96			
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						590.13		
				267.92				
0	7827.4	59.5	83.58	463.46	28.46	10	590.13	0
			79.62					

					11.63			
			8.92					
								54
		247.16						
						8.5		
		15.98						
		56.26						
							549.55	
		64.77						
		8						
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				35.8				
		3.19						
0	-4004.38	404.11	88.54	35.8	11.63	8.5	549.55	54
			79.62					
		4.99						
					20.93			
				47.46				
						8.5		
		6.78						
					15.4			
				161.6				
							619.03	
0	11332.95	11.77	79.62	209.06	36.33	8.5	619.03	0

			79.62					
						15.93		
			7.91					
			30.35					
			59.53					
		261.53						
		17.5						
			52.49					
			5.94					
							533.47	
				229.97				
					3.39			
0	7370.54	279.03	235.84	229.97	3.39	15.93	533.47	0
			79.62					

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0	14734.79	31.98	854.36	73.92	0	8.5	184.54	0
			79.62					
				230.48				
						8.5		
			2.99					
		190.33						
			8					
			97.27					
			5.99					



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			11.57					
0	2868.93	19.5	86.57	0	0	8.5	101.14	0
£5.00	£77,159.65	£1,431.04	£2,729.10	£2,574.07	£144.83	£116.22	£4,228.38	£942.00

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		100						
							2.45	
					948.44			
730.03								
1619.24								
738.4								
913.58								
752.76								
						379.85		
				130.14				
4754.01	0	100	0	130.14	948.44	379.85	2.45	0

[illegible]

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541.84								
1059.3								
1103.66								
1266.39								
1292.6								
2007.23								
7271.02	61	0	0	0	0	403.5	4.99	0
	61							
						403.5		
146.82								
976.17								
1064.35								
1128.63								
1274.21								

2026.38								
6616.56	61	0	0	0	0	403.5	0	0
£61,523.80	£309.40	£300.00	£573.62	£430.88	£2,845.32	£3,351.78	£51.51	£90.00

[illegible]

[illegible]

				8.99				
				12.47				
			35					
					14.39			
		220.44						
446.11								
							5.49	
446.11	0	220.44	35	21.46	14.39	0	9.49	0
							4	

[illegible]

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								60
		750.3						
							5.49	
0	0	750.3	0	83.87	14.39	0	5.49	60
				8.99				
					14.39			
		788						
172.85								
							5.49	

			150					
172.85	0	788	150	8.99	14.39	0	5.49	0
£1,177.11	£0.00	£4,485.80	£667.42	£471.07	£184.68	£0.00	£889.00	£95.00



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[illegible]

[illegible]

0	8436.49

£0.00 £89,612.03

**MARTLESHAM PRESCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2023**

# MARTLESHAM PRESCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>General Members</b>	A Johnson	(Appointed 4 November 2022)
	C Wilden	(Appointed 4 November 2022)
	C Grant	(Appointed 24 November 2023)
<b>Chair</b>	Emma Shore	(Appointed 4 November 2022)
<b>Secretary</b>	Hannah Gomez	(Appointed 4 November 2022)
<b>Charity number</b>	288268	
<b>Independent examiner</b>	Suffolk Tax Accountants Ltd 9 Byford Court Crockatt Road Hadleigh Suffolk IP7 6RD	

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# MARTLESHAM PRESCHOOL

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Independent examiner's report	4
Statement of financial activities	5
Statement of financial position	6
Notes to the financial statements	7 - 12

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# MARTLESHAM PRESCHOOL

## GENERAL MEMBERS' REPORT

### FOR THE YEAR ENDED 31 AUGUST 2023

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The General members' present their annual report and financial statements for the year ended 31 August 2023.

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 along with the 'Early Years Foundation Stage' to plan and provide a range of play activities, which help children to make progress in each of the seven areas of learning and development. These areas being:

The Prime Areas – Communication and Language, Physical Development and Personal, Social and Emotional Development.

The Specific Areas – Literacy, Mathematics, 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 and to encourage their learning and development in an environment which enables them to do so.

At Martlesham Preschool we believe in jumping in muddy puddles, just to see what happens, looking at the world with curiosity and wonder, asking questions and discovering answers and exploring and testing new ideas. Early years means so much more than 'just the time you spend before starting school.' It is truly the key foundation for acquiring positive attitudes to learning.

We believe that each individual child should have the opportunity to develop in a safe, stimulating, fun and friendly environment. We aim to provide a happy, warm and welcoming space where children will grow in confidence and independence by learning through play. We appreciate that each child is unique with varying aptitudes and interests, and we seek to engage with every child. We aim to provide parents/carers a high-quality provision where they can communicate with staff and be assured that their child is safe and well cared for.

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**

The preschool has continued to thrive, whilst getting over various hurdles; beginning the year with a very low number of children whilst trying to retain our invaluable staff. We have also had the challenges in the form of staff sickness and staff experiencing bereavements, but the close-knit team have worked together to ensure this had little impact on the children and their families. During the year we sadly said goodbye to a staff member, who moved with her husband who is in the forces and was relocated, but we have been fortunate to gain a very experienced and enthusiastic staff member, who brings with her a wealth of knowledge which has been very positive for everyone at the preschool; children and staff alike. The staff always give huge amounts of energy, time and commitment to provide the children with lots of lovely experiences.

We had a very successful sponsored sports week which was run during the preschool week and also helped to promote self-well-being, plus the children had a blast. The families were very generous with their donations too. We also had a 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 their support.

# **MARTLESHAM PRESCHOOL**

## **Financial review**

The charity received total income for the year of £80,531 (2022: £118,430). Total expenditure on charitable activities totaled £88,540 (2022: £109,979).

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 2023*

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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:

L Kerr	(Resigned 4 November 2022)
L Catchpole	(Resigned 4 November 2022)
E Sutton	(Resigned 4 November 2022)
K Tyrrell	(Resigned 4 November 2022)
E Shore	(Appointed 4 November 2022)
H Gomez	(Appointed 4 November 2022)
S Stuart	(Appointed 4 November 2022 and resigned 23 March 2023)
C Wilden	(Appointed 4 November 2022)
A Johnson	(Appointed 4 November 2022)
C Grant	(Appointed 24 November 2023)

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

.....

**E Shore**

Chair

Dated: .....

# MARTLESHAM PRESCHOOL

## INDEPENDENT EXAMINER'S REPORT

### TO THE GENERAL MEMBERS' OF MARTLESHAM PRESCHOOL

---

I report to the General members' on my examination of the financial statements of Martlesham Preschool (the Charity) for the year ended 31 August 2023.

#### **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: .....

# MARTLESHAM PRESCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 AUGUST 2023**

---

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b><u>Income from:</u></b>			
Charitable activities	2	80,409	118,427
Bank interest receivable	3	122	3
		<hr/>	<hr/>
<b>Total income</b>		80,531	118,430
		<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
Charitable activities	4	88,540	109,979
		<hr/>	<hr/>
<b>Net expenditure for the year/ Net movement in funds</b>		(8,009)	8,451
Fund balances at 1 September 2022		51,710	43,259
		<hr/>	<hr/>
<b>Fund balances at 31 August 2023</b>		43,701	51,710
		<hr/>	<hr/>

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 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	8		383		479
<b>Current assets</b>					
Debtors	9	535		613	
Cash at bank and in hand		48,422		60,770	
		<u>48,957</u>		<u>61,383</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(5,639)</u>		<u>(10,152)</u>	
Net current assets			43,318		51,231
<b>Total assets less current liabilities</b>			<u>43,701</u>		<u>51,710</u>
<b>Income funds</b>					
Unrestricted funds - general			43,701		51,710
			<u>43,701</u>		<u>51,710</u>

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

.....  
E Shore  
Chair

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 AUGUST 2023

---

#### 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 2023

---

### 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 2023

---

### 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

	2023	2022
	£	£
Fee income	78,939	118,180
Other income receivable	1,470	247
	<u>          </u>	<u>          </u>

### 3 Bank interest receivable

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	122	3

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 4 Charitable activities

	2023 £	2022 £
Staff costs	68,546	79,386
Depreciation	96	214
Cleaning	3,352	4,991
Postage & stationery	52	1
Advertising	185	536
Rates & water	309	1,858
Refreshments	145	226
Rent SCC	3,794	2,926
Repairs	90	126
Subscriptions	392	680
Sundries	2,618	2,253
Telephone	815	1,986
Purchases	2,088	6,555
Bank charges	116	94
Insurance	354	101
Other charitable expenditure	2,755	4,584
HMRC interest paid	97	-
	<u>85,804</u>	<u>106,517</u>
Share of support costs (see note 5)	2,736	3,462
	<u>88,540</u>	<u>109,979</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	<u>88,540</u>	
	<u>88,540</u>	
<b>For the year ended 31 August 2022</b>		
Unrestricted funds - general		<u>109,979</u>
		<u>109,979</u>

# MARTLESHAM PRESCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

### 5 Support costs

	Support costs	Governance costs	2023	2022
	£	£	£	£
2				
Independent Exam Fee	714	-	714	714
Bookkeeping & Payroll	2,022	-	2,022	2,748
	<u>2,736</u>	<u>-</u>	<u>2,736</u>	<u>3,462</u>
Analysed between Charitable activities	<u>2,736</u>	<u>-</u>	<u>2,736</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 (2022:1) was reimbursed for costs in relation to the summer fair for a total of £33 (2022: £8).

### 7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>6</u>	<u>7</u>
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	67,473	78,033
Other pension costs	1,073	1,353
	<u>68,546</u>	<u>,79,386</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 2023

### 8 Tangible fixed assets

	Fixtures and fittings	Computers	Total
	£	£	£
<b>Cost</b>			
At 1 September 2022	284	2,277	2,561
At 31 August 2023	284	2,277	2,561
<b>Depreciation and impairment</b>			
At 1 September 2022	284	1,798	2,082
Depreciation charged in the year	-	96	96
At 31 August 2023	284	1,894	2,178
<b>Carrying amount</b>			
At 31 August 2023	-	383	383
At 31 August 2022	-	479	479

### 9 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	-	297
Prepayments and accrued income	535	316
	535	613

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

	2023	2022
	£	£
Trade creditors	1,794	-
Other creditors	1,419	8,358
Accruals and deferred income	2,426	1,794
	5,639	10,152

### 11 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).