



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 1 September 2024 to: 31 August 2025**

**Charity name: St Leonards Pre School**

**Charity registration number: 292118**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of St Leonards Day Care, as set out in its Constitution are:</p> <ul style="list-style-type: none"><li>- to enhance the development and education of children 2-5 years of age, by encouraging parents to understand and provide for the needs of their children through community groups, offering appropriate play, education and care facilities, family learning and extended hours groups, ensuring that such groups offer opportunities for all children whatever their race, culture or religion</li><li>- to provide a stimulating and age-appropriate environment for school children from 4-11 years old at the breakfast, after-school and holiday clubs. Both provisions prove very popular and both have waiting lists</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>St Leonards offers flexible child care and development to children aged from 2-11yrs old for 50 weeks of the year between the hours of 07:30 to 18:00 and benefits all of the children attending the setting and their families. The wraparound care comprises:</p> <ul style="list-style-type: none"><li>- Breakfast Club from 07:30-08:30 for all children</li><li>- Preschool session from 08:30 to 15:15 for children aged 2-5yrs old. The activities provided in this session are aimed at progressing each child in all aspects of their development to their maximum potential and based on the Government's non-statutory curriculum guidance for the early years foundation stage, Development Matters</li><li>- After-School Club from 15:15 to 18:00 and Holiday Club during School Holidays from 07:30 to 18:00 which provide age and developmentally appropriate activities for children aged 4-11 yrs old</li></ul> <p>The running and organisation of St Leonards Day Care is governed by:</p> <ul style="list-style-type: none"><li>- St Leonards Day Care Constitution</li><li>- the Government's Early Years Foundation Stage (EYFS) Statutory Framework which sets out the standards that school and childcare providers must meet for the learning, development and care of children from birth to 5 yrs old</li></ul>
Statement confirming whether the trustees have	Para 1.18	The trustees of St Leonards Pre School have had regard to the Charity Commission's guidance on public benefit and are confident

had regard to the guidance issued by the Charity Commission on public benefit		that the funds received through fees, the Government Nursery Funding, fundraising and donations are spent in a way that benefits all of the children attending the setting
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	St Leonards Pre School receives Government funding through the Nursery Education Funding scheme. This is claimed by the parents of the preschool children attending the setting and the amount of funding claimed is dependant upon the number of hours the child attends.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The overall management and control of St Leonards rests with the Committee. As well as being responsible for the management of St Leonards the Committee are also the charity Trustees of St Leonards. All positions on the Committee are voluntary and members are elected annually at the Annual General Meeting. No Committee Member may be paid for services provided to St Leonards that form part of their duties as a Committee Member and Trustee of St Leonards
Other		

## **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The flexible, wraparound care provided by St Leonards for children aged 4-11 years old has been developed to meet the needs of the parents and carers in the local community and beyond. Parents are invoiced based only on the regular hours of childcare they need, with flexibility to change these hours with 6 weeks' notice and extra hours can be booked providing there is availability. This avoids parents and carers having to pay fixed day or half-day prices, making it more affordable and open to all.</p> <p>St Leonards has an experienced, highly qualified staff team, some of whom have been part of the team for over 15 years. They have extensive experience and training in supporting children with additional needs and learning difficulties, and their families, and have developed long-standing close working relationships with the professionals and agencies involved in SEND (Special Educational Needs and Disabilities)</p> <p>The fundraisers on the Committee organise a variety of fund-raising activities throughout the year such as bingo nights, cake sales and Christmas wreath-making. These activities not only raise funds for particular projects or resources but also offer members from the wider community a chance to meet up. St Leonards is situated in a small village, surrounded by 6 other small villages with few</p>

		amenities, so these events are an important link for members of these villages to get together in a warm and welcoming environment.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the financial year ended 31 August 2025, St Leonards made a surplus of £53,980. This is higher than in previous years and is attributable to:</p> <ul style="list-style-type: none"> <li>- a higher number of children on register</li> <li>- an increase in the hours booked</li> <li>- an increase in the Government early years funding rate.</li> </ul> <p>This has resulted in a 30% increase in fee and funding income.</p> <p>Accurately forecasting and budgeting is difficult due to the following factors which are largely out of the management's control:</p> <ul style="list-style-type: none"> <li>- 85% of income was spent on salaries. The amount spent on salaries is dictated largely by the minimum wage increase each year and therefore difficult to predict</li> <li>- 53% of income was Government nursery funding and 45% was fees. Income is also therefore dictated to a considerable degree by what hourly rate the Government sets for nursery funding</li> <li>- Due to the variability of birth rates and demographics each year, it is difficult to predict with any accuracy how many children, of both preschool and school age, will register with St Leonards and, of those that do, how many hours they will require</li> </ul>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Due to the variability of the factors cited in the section above, it is prudent to maintain a high level of reserves (around 50% of total funds held) to ensure St Leonards can continue as a going concern should the gap between the hourly rate of the minimum wage and nursery funding widen (ie the minimum wage increase disproportionately to the increase in nursery funding) and/or the numbers of children on register fall The Committee is in the process of preparing a long-term maintenance plan, which will also help to guide decisions on the level of reserves needed for future contingencies</p>
Amount of reserves held	Para 1.22	The value of the COIF at cost is £4,853. The amount in the Savings Account is £61,756
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>In the financial year ended 31 August 2025:</p> <ul style="list-style-type: none"> <li>- 53% of income was Government Nursery Funding</li> <li>- 45% of income was fees</li> <li>- 1% of income was fundraising and donations</li> <li>- 1% of income was bank interest and utilities credits</li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> <li>- The risk of the gap between the hourly rate of the minimum wage and hourly nursery funding rate widening (ie the minimum wage increasing disproportionately to the increase in nursery funding) and the fact that this is out of St Leonard's control</li> <li>- The number of children on register falling and the fact that this is not possible to forecast, and therefore plan for, accurately</li> <li>- Difficulty in recruiting staff due to rural location of the setting and the size and demographics of the surrounding villages</li> </ul>
Other		<p>With an income over £250,000, we are aware that we should be presenting the accounts on an accruals basis rather than a cash basis, however the view of the Trustees is that this would use too many of our resources and be enormously time consuming.</p> <p>It would also lead to confusion as we would need to change the brought forward figure from the previous year, otherwise the figures would be distorted.</p> <p>An additional consideration is that the income limit for providing cash-based accounts is being raised to £500,000 next year, so it would be a lot of work for just one year's set of accounts.</p> <p>Also, based on the first 4 months of our accounts for year ending August 2026, we are likely to achieve an income total of around £200,000, well under the new £500,000 limit</p>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees comprise: - Family membership - parents or carers of children who attend the setting - Affiliate membership - individuals, organisations or other bodies who support the aims of St Leonards They can join at any time throughout the year with the agreement of the Committee and are voted on with a proposer and a seconder

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	St Leonards Pre-School
Other name the charity uses	St Leonards Day Care
Registered charity number	292118
Charity's principal address	High Street Brinton Huntingdon Cambridgeshire PE28 5AD

### 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	Tracey Hynes	Chairperson		
2	Michael O'Callaghan	Treasurer		
3	Debbie Garland	Secretary		
4	Sorrel Carss			
5	Georgia Stephen			
6	Liz Parkhouse			
7	Stephanie Cox			
8	Dan Shrimpton			
9	Sue Wilcock			
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### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

# St Leonard's Pre-School and Out of School Club

## August 2025 Monthly Accounts for the Year ending 31st August 2025

	See note number	Year ending 31/08/2025 Cumulative YTD £	Full Yr ended 31st August 2024 £
INCOME			
Fees	3	114,547.67	88,449.79
Educational grants	2	134,612.85	103,997.06
		<u>249,160.52</u>	<u>192,446.85</u>
Hall hire		0.00	0.00
Utilities & Insurance Credits		200.00	0.00
Donations		5.00	164.00
Bank Transfer		132.00	0.00
Fundraising		1,734.48	68.64
Bank interest		877.60	496.39
Sundries/Uniform/Staff Wellbeing		0.00	0.00
Tax Refund/Other	5		0.00
Staff training		0.00	0.00
Dinner Money		7,884.91	6,661.03
Total		<u>259,994.51</u>	<u>199,836.91</u>
EXPENDITURE			
Salaries	4	167,848.30	156,366.43
Staff training		530.64	1,795.80
Utilities		4,920.17	5,906.44
Hall Running Costs		5,197.94	7,577.39
Equipment & Resources		3,915.63	1,544.99
Insurances, Licences & DBS Certs		2,823.65	2,259.53
Food -Pre-Sch. & OOSC		3,985.29	3,916.17
Dinner Money		8,561.27	7,258.32
Prof fees/Advertising/Payroll		4,431.04	4,538.53
Office supplies		1,239.80	1,087.27
Gifts/Donations/NEF Transfer		1,012.45	861.30
Sundries/Uniform		237.00	49.20
Hall Repairs		0.00	3,199.96
Visits		1,124.62	557.98
External Fundraising		186.80	39.00
		<u>206,014.60</u>	<u>196,958.31</u>
(DEFICIT)/SURPLUS YEAR TO DATE		53,979.91	2,878.60
ACCUMULATED SURPLUS B/FWD		126,155.52	123,276.92
ACCUMULATED SURPLUS C/FWD		<u>180,135.43</u>	<u>126,155.52</u>
REPRESENTED BY			
Barclays Current Account		112,969.80	60,225.20
Cash		536.47	178.76
Float		20.00	20.00
COIF at cost	5	4,853.60	4,853.60
Barclays savings account		61,755.56	60,877.96
		<u>180,135.43</u>	<u>126,155.52</u>

# St Leonard's Pre-School and Out of School Club

August 2025 Monthly Accounts for the Year ending 31st August 2025

## Notes to the accounts

### 1 Basis of preparation

Following the format of previous years, these accounts are prepared on a cash basis and consequently show cash inflow/outflows, not profit & loss.

		Year ending 31/08/2025 Cumulative YTD £	Full Yr Ended 31st August 2024 £
2	Educational grants		
			0.00
	NEFS	134,612.85	103,997.06
	Cambridgeshire CC	0.00	0.00
		<u>134,612.85</u>	<u>103,997.06</u>
3	Fees		
	Pre-School	65,858.84	48,185.66
	Mums & Tots	0.00	0.00
	Gifts & Visits	210.00	0.00
	Out Of School Club	48,478.83	40,264.13
		<u>114,547.67</u>	<u>88,449.79</u>
4	Salaries		
	Total Salaries	163,091.78	151,043.10
	Pensions	4,756.52	5,323.33
		<u>167,848.30</u>	<u>156,366.43</u>
5	COIF	The market value of the 95.85 COIF Charities Investment Fund Total Valuation as at 31 March 2025 - £24,150.38 Total Valuation as at 30 September 2024 - £24,780.78 which is an decrease of £630.40	
6	Balance on Fee A/C	895.02	
	Overpaid		
	Unpaid		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

ST LEONARD'S PRE-SCHOOL AND OUT OF SCHOOL CLUB

On accounts for the year  
ended

31<sup>ST</sup> AUGUST 2025

Charity no  
(if any)

292118

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025.

Responsibilities and basis  
of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's  
statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of THE INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*PELSON*

Date:

8.12.25

Name:

PHILIPPA ELLSON

Relevant professional  
qualification(s) or body  
(if any):

ACA NUMBER 7822169

Address:

54 CHURCH RD CATWORTH

HUNTINGDON CAMBS PE28 0PA.