

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales · Charity number 292766

Details

Other names BROADMAYNE AND WEST KNIGHTON PLAYGROUP

Status Registered

Legal form Other

Registered 1985-10-07

Register [View on the Charity Commission register](#)

Contact

Address Broadmayne & West Knighton Preschoo
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DT2 8PH

Phone 01305853303

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Activities

Objects: The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Activities: Pre School

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** BROADMAYNE AND WEST KINGHTON CIVIL PARISHES
- Dorset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£110,004	£109,019	-	-
2024-07-31	£110,624	£103,278	-	-
2023-07-31	£96,429	£93,045	-	-
2022-07-31	£95,620	£89,905	-	-
2021-07-31	£95,915	£68,914	-	-
2020-07-31	£58,504	£54,226	-	-

Trustees

Name	Role	Appointed
Rebecca Charlotte Rimmer	Chair	2024-03-25
Alexandra Jane Castelli		2024-04-23
Amy Charlotte Howe		2026-02-26
Jennifer Greenhow		2026-02-26
John Blakeman		2025-05-22
Laura Cox		2024-04-23
Philippa Patricia Kermani		2024-04-23
Sapphire Blakeman		2025-05-22

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales - Charity number 292766

Accounts

Continued:



Broadmayne & West Knighton Pre-School AGM

AGM Meeting Minutes

Thursday 26th February 2026

Attendees:			
Rebecca Rimmer (Chair)	RR	Jess Welch (Deputy Manager)	JW
Pippa Kermani (Treasurer) Online	PK	Laura Sealey (Maternity Cover Manager)	LS
Laura Cox (Secretary)	LC	Madi Gardiner	MG
John Blakeman	JB	Sophia Hobbs	SH
Sapphire Blakeman	SBI	Jenny Greenhow	JG
Amy Howe (online)	AH	Sam Bailey (online - Manager on maternity leave)	SBa
Aaren Critchell (online)	AC	Hannah Harding (online)	HH
Sophie Critchell (online)	SC		
Apologies:			
Ally Castelli	AC		

		Actions
1.0	Matters arising	
1.1	None from previous AGM minutes	
2.0	Welcome	
2.1	The committee introduced themselves: Rebecca Rimmer – Chair Pippa Kermani - Treasurer Laura Cox - Secretary	
3.0	Report from the Chair	
3.1	See Appendix 1	
3.2	Madi Gardener and Sophia Hobbs will be stepping down from the pre-school committee and we thank them for their constant support.	
3.3	Sophia will become a Holding Trustee of the Pre-school	
4.0	Report from the Treasurer	
4.1	See Appendix 2	
4.2	Accounts are signed by PK, which has been agreed by the committee.	
5.0	Holding Trustees	
5.1	Holding trustees hold the building for the charity. The current holding trustees approached the committee as they would like to retire. The committee were tasked with finding new holding trustees – Rebecca Rimmer, Sophia Hobbs and Claire Willitts. If the merger with the First School goes through, holding trustees then surrender the lease to school.	
6.0	Committee changes	
6.1	New committee members are required - 5 minimum members. RR explained the roles of committee, including fundraising events.	RR to add new members to committee WhatsApp group

Continued:

6.2	Current committee members resigned – BR, PK and LC who are all happy to continue to be on the committee.	
6.3	Jenny Greenhow and Amy Howe agreed to join the committee with a ratio of 5:2 members – committee members with children at Pre-school to members without children at Pre-school.	
6.4	Management committee roles will be voted at the first committee meeting	
7.0	AOB	
7.1	RR and PK checked with accountant that an income more than £100K didn't need any extra auditing measures than previous years in readiness for the Charity Commission Annual return.	
7.2	Next Committee Meeting – Vote via WhatsApp	RR
9.0	AOB	
	No other business – meeting closed.	
	End of Minutes	

BWKPS AGM 2025 - Report of the Chair



Broadmayne & West Knighton Preschool
Management Committee Annual General Meeting
Report of the Chair for Financial Year August 2024 – July 2025
Author: Rebecca Rimmer, Chair Date: 26th February 2026
Previous AGM 22nd May 2025

Firstly, we would like to welcome you all to the AGM and thank you for giving up your time on a Thursday evening. We truly appreciate your support of the Preschool Management Committee and the work we do to run the Preschool as a charity.

Overview

The academic year began with a healthy number of children enrolled and a waiting list of children due to start as they reached 2½ years old. We held interviews for a new Level 3 practitioner to support the managers and looked forward to a year of stability.

As always, there were important discussions around how best to provide appropriate support for children while carefully managing staffing and finances during a time of rising costs and insufficient funding increases.

As a new committee, we also made the decision to open a new bank account for the Preschool due to ongoing access issues with the previous account. This move also supported our transition to a fully digital accounting system.

By the end of the academic year, the Preschool had 32 children on roll, all accessing either 15 or 30 hours of funded early education. Notably, the 12 children eligible for 15 funded hours chose to attend additional paid sessions, reflecting the confidence families place in our provision and the value they see in the extended support we offer. We supported four children with identified SEND needs; during the summer term, two of these children received ESS funding and one child was supported and received funding through an EHCP. Through targeted interventions, additional staffing, and close partnership with families and external professionals, we were able to provide inclusive, tailored support to ensure all children could thrive within our setting.

Committee Changes

At the last AGM in May 2025:

- Claire Willetts stepped down from the committee after several years as Treasurer and a committee member.
- Cat Salkeld stepped down as a member of the committee.
- John and Sapphire Blakeman joined as committee members.
- All other members remained in place.

Continued:

Staffing

The year began with interviews for an additional Level 3 practitioner to support room operations when the Manager and Deputy were undertaking administrative duties. Denise Warren, who had previously worked at the setting, was successfully appointed. We also added a bank staff member to provide short-term cover when needed, which proved helpful.

Sam Bailey (Manager) and Jess Welch (Deputy Manager) continued in their leadership roles, overseeing the day-to-day running and administration of the Preschool, including ensuring compliance with the EYFS and OfSTED regulations.

The management team worked hard to maintain a consistent staff rota following several changes the previous academic year. Initially, hours were reduced due to lower numbers, before increasing again as enrolment rose.

However, the Preschool continued to experience staffing pressures due to illness, unauthorised holidays, and dependent care responsibilities. Staff, bank staff, and committee volunteers worked incredibly hard to cover these absences.

During the summer term:

- Sam worked an additional fourth day, when required, to manage workload.
- Jess undertook additional hours to complete time-sensitive SEND paperwork.

At the start of the summer term, we advertised for a new member of staff to cover in the absence of Gemma, who was due to begin maternity leave at the start of the Autumn term. Amy was recruited and began working bank hours in the summer to become familiar with the setting.

Shortly afterwards, we advertised for maternity cover for Sam, whose leave was due to begin midway through the Autumn term. There was limited interest prior to the summer break; however, advertising continued throughout the holidays with the aim of appointing early in the Autumn term.

Fundraising

Both Committee and Preschool staff worked hard throughout the year to raise much needed funds for the Preschool.

In the autumn term the committee ran a cake sale, held a stall at the 'Little Monsters Preloved' sale, enjoyed a November 'stay and play' with bacon rolls and contributed towards a Christmas raffle and hamper.

The Preschool staff held fundraising stalls at the FAB's Christmas fair, they ran their annual 'Tigger Bounce' and held their Halloween bedtime story session. They organised a Christmas raffle which was then drawn at the Christmas Party at the Village Hall.

Using some of the funds raised, the Annual Christmas Party was expanded to include a Nativity performance for parents. However, due to rising costs, it has been agreed that we will scale back next year and run a joint staff and committee fundraising event instead. In the spring, the funds raised also allowed for the staff to organise a Mother's Day gift and a Father's Day mini ploughman's.

Continued:

The committee held a spring Screening of 'Tiddler' at the preschool, ran a cake stall after school and organised a successful Easter 'stay and play' at Preschool, where children took part in an exciting Easter egg hunt.

In the summer term Preschool raised money for a new bike using the Smartie challenge, where children would collect coins in a smarties tube in exchange for eating them! They also ran a Nerf-gun stall at the Broadmayne Village Fete and the committee sold refreshments and personalised tea towels at our Preschool Graduation.

Thanks to these efforts, the preschool purchased:

- A new wooden car garage
- Sensory balance beam and stepping stones
- A new bike
- Other indoor resources such as magnetic letters and ball puzzle, dark tent and objects for the light table.
-

We also accepted generous donations from members of the local community, and we received a donation from the Freemasons.

Maintenance

As a not-for-profit charity, we are grateful for the generous support of parents in helping maintain our facilities.

This year:

- The committee undertook garden tidies, tip runs, and general maintenance.
- Reusable hand towels have been continued to keep costs low. The towels are then kindly washed by parents on a rota.
- The management team repeatedly contacted Dorset Council regarding ongoing toilet leaks and mould issues that began at the end of 2024. Solicitors were also instructed to contact the council on our behalf.
- Due to the old nappy room being out of use, plans to convert it into a Sensory Room were paused.
- Discussions continued with the First School's Headteacher and Governors regarding a potential site merger. The First School is also seeking assurances from the council regarding the building condition before progressing further.
- The committee began drafting a consultation document should a merger proceed in the future.
- As tenants, we are responsible for boundary fencing. During the summer holidays, long fence posts were replaced at a reduced rate, ensuring the safety and longevity of the fencing.
- In Summer 2025, the Holding Trustees asked to retire. The committee has been tasked with finding two or three new Holding Trustees to take on the lease.

Administrative Changes

Ongoing underfunding and cost-of-living pressures continue to present financial challenges.

We have:

- Maintained our link with the Co-op to access donated snack items.
- Continued to request a small voluntary resources fee for funded hours to support provision.

From 2025–26:

- The resources fee will need to be itemised in line with Government guidance.

Continued:

- Parents will have greater flexibility to opt out, and we will need to consider how this may impact resources.

We agreed to increase paid session fees by 50p per hour from April 2025.

A staff pay rise was implemented in April 2025 to match the percentage increase and remain above the rising National Minimum Wage.

As agreed in last year's committee handover:

- A new NatWest Charity bank account was opened in January 2025, providing full access and bank cards for authorised staff and committee members.
- The previous account remains open while funds are transferred, with closure planned in due course.
- We introduced FreeAgent accounting software to digitise our finances.
- A bookkeeper was used to finalise the 2024–25 accounts prior to audit.
- From August 2025 onwards, FreeAgent will be used fully before submission for audit allowing us as a management team to track our finances in real-time as opposed to the delay in getting the accounts back from a bookkeeper.

This move will also improve invoicing efficiency and reduce administrative errors. End-of-summer invoicing issues highlighted the need for this digital transition, and safeguards are now in place for the 2025–26 financial year.

At the end of the financial year, the Preschool recorded a small surplus of £984, with total income of £110,004 against expenditure of £109,019. Our year-end cash balance stands at £67,770, providing a stable position as we continue to manage rising staffing and operational costs carefully. Of this total, £18,005 is held in our HSBC savings account as a reserve fund to support the long-term sustainability and financial security of the Preschool. This will be detailed in the treasurer's report to follow.

Closing thanks

I would like to close by thanking all parents, carers, committee members and Preschool staff for their time, energy and continued support.

As my first full year as Committee Chairperson, it has certainly been a busy one. I could not have managed without the team around me. We are actively seeking new parents and carers to join the committee. Your involvement plays a vital role in supporting the management team and ensuring the continued success of the Preschool.

We have achieved a great deal, but we still have ongoing projects ahead of us — including fundraising, future planning, and navigating potential merger discussions with the First School. As you are aware, a consultation document was circulated in the Autumn Term and we are currently waiting to hear if the school will receive funding to support this merger.

This year, Madi Gardner and Sophia Hobbs are stepping down from their trustee roles. I would like to sincerely thank them for their time, dedication and commitment. Sophia will continue to support us in a Holding Trustee capacity as those roles transition.

Thank you.

**Broadmayne & West Knighton Preschool
Management Committee Annual General Meeting
Report of the Treasurer for Financial Year August 2024 – July 2025
Author: Pippa Kermani, Treasurer
Date: 26.02.26**

Introduction

The 2024/2025 AGM is taking place later than originally planned, although earlier than last year. With the introduction of FreeAgent and the move to a fully digital platform for accounting, invoicing and reconciliation, we expect record keeping to become significantly more efficient. This transition should reduce the administrative burden on the team and allow future year-end accounts to be completed in good time, enabling the AGM to return to the Autumn term moving forward.

Following last year's Treasurer's Report, the Preschool remains operationally stable and well attended. The Management Team and Committee continue to manage administrative and financial risks carefully and responsibly. However, while operational performance remains strong, the financial outcome for this year reflects a noticeable tightening of margins.

In YE24 the Preschool generated a surplus of £7,346. In YE25 this has reduced to £984. This reduction is not the result of falling attendance or poor financial management, but reflects structural funding pressures within the early years sector. Nevertheless, this reduced surplus requires proactive planning and a clear financial strategy.

Staffing continues to represent the most significant area of financial pressure. Ratios between staff and children, together with increasing SEN requirements, place strain on both classroom capacity and administrative time. Staffing decisions are always made in the best interests of the children; however, with margins now significantly smaller, these decisions must also be considered carefully from a financial sustainability perspective.

With further government funding and minimum wage changes expected in April 2026, financial pressures are likely to increase. The Committee and Management Team have therefore begun discussing potential options to strengthen sustainability, including formalising the Resources Fee, considering whether to reopen to 2 year olds, and exploring whether wrap around provision could be viable.

It should also be noted that if the School were to take over the running of the Preschool in future, these strategic financial considerations would fall under the School's governance structure.

Banking & Administration Update

Continued:

As outlined in last year's report, banking administration had presented challenges. I am pleased to report that significant progress has now been made. The bank account is fully up to date, with correct signatories in place and appropriate access for those responsible for financial oversight. This provides clearer governance and stronger financial control.

During the year we introduced FreeAgent as our digital accounting platform. All invoicing, reconciliation and record-keeping are now managed electronically, significantly streamlining administrative processes. Moving away from paper-based bookkeeping has reduced the time burden on the team, improved transparency, and strengthened GDPR compliance.

As a result of this transition, we no longer require the services of an external bookkeeper. Teresa is no longer supporting the accounts, and we are grateful for her work in previous years. Going forward, our accountant, Adele Russell, will use FreeAgent directly to prepare the annual accounts, ensuring continuity and compliance with Charity Commission requirements.

The new system also integrates with our banking arrangements, improving oversight and efficiency. In addition, our SumUp account remains linked to the bank account, supporting clearer tracking of fundraising income and improving financial transparency for the Committee.

Overall, these changes represent a significant step forward in modernising and strengthening the Preschool's financial systems.

The Accounts

The financial performance for August 2024 - July 2025 is summarised below:

Year	Income	Outgoing	Profit	% Profit
YE24	£110,624	£103,278	£7,346	6.64%
YE25	£110,004	£109,019	£984	0.89%

Income has remained broadly stable year on year. However, expenditure - particularly staffing - has increased, resulting in a significantly reduced operating surplus.

Evaluation of the Accounts

Income

Continued:

Total income for YE25 was £110,004.

However, the structure of income has shifted:

- DCC funded income decreased to £86,713 (from £92,487 in YE24)
- Other fee income increased modestly
- Fundraising increased significantly to £4,871
 - We had lump sum donations from community members in this period - including the Freemasons

The increase in fundraising reflects strong community support and hard work from staff and Committee members. However, it must be noted that the fundraising banked in this period was for a number of years where fundraising cash was not banked due to the confusion of signatories on the bank account. Also, it must be noted that the reduction in funded income combined with rising staffing costs has materially reduced the annual surplus.

Staffing Costs and Funding Coverage

In YE24, government funding covered staffing costs and provided a small buffer before overheads. In YE25, government funding covers only 94% of staffing costs - before utilities, insurance, maintenance and classroom resources are considered.

Staff wages increased to £90,341 following the April 2025 pay rise, alongside increased pension contributions. At the same time, funded income reduced slightly. These two opposing movements explain the reduction in surplus from £7,346 to £984.

This is a structural funding issue rather than an operational one. Attendance remains strong and the Preschool continues to be well managed. However, government funding is not rising in line with National Minimum Wage increases or inflationary pressures.

With a surplus of under £1,000, even modest overtime, additional SEN support requirements, or unexpected cost increases could move the Preschool into deficit.

Staffing remains our largest single cost and the key driver of financial sustainability.

In YE24:

- DCC funded income: £92,487
- Total staffing cost (wages + pensions): £86,387

Continued:

- Coverage ratio: 1.07

In YE25:

- DCC funded income: £86,713
- Total staffing cost (wages + pensions): £92,698
- Coverage ratio: 0.94

Operating Costs

Total expenditure for YE25 was £109,019.

Key cost movements include:

- Staff wages: £90,341
- Staff pensions: £2,357
- Utilities: £5,047 (up from £3,593 in YE24)
- Moderate increases in insurance, subscriptions and other overheads

Operational fixed costs (excluding staffing) now consistently sit within the £13,000 - £14,000 range and should form the baseline for budgeting moving forwards with the knowledge that these are likely to increase.

We are grateful for the continued partnership with the Coop this year, which resulted in donated food supplies and helped reduce snack-related costs while supporting families.

The Sensory Room remains a key development priority, however due to building issues and waiting on DC for repair work, this is on pause. We would like further communication with staff about where fundraising efforts can be directed, specifically projects with a definite start and finish where grant funding can be applied for.

Items to Note

Despite stable attendance and responsible management, we must monitor the following risks:

Continued:

Fluctuating Demand

Occupancy remains linked to local birth rates. While attendance has been strong, future intakes must be monitored carefully.

SEND Pressures

The Preschool's reputation as an inclusive setting continues to attract children with additional needs. While additional funding is applied for where possible, staffing requirements must be balanced carefully.

National Minimum Wage Increases

The April 2025 wage rise has materially impacted the financial position. A further increase is anticipated in April 2026.

If wages increase by 6% in April 2026 and no income adjustments are made, staffing costs would rise by approximately £5,500 per year. Based on the current surplus of £984, this would result in an estimated annual deficit of around £4,500.

This modelling highlights the structural funding gap facing the Preschool.

Sustainability Planning for 2025 - 2026

To protect financial viability ahead of April 2026, the Committee will need to consider:

- Formalising and consistently invoicing the voluntary resources fee
- Continue the reservation fee for new starters
- Reviewing sessional fees in line with wage inflation
- Strengthening overtime governance and rota monitoring - Committee to check payroll and breakdown of staff
- Continuing structured fundraising with defined annual targets
- Exploring targeted grant funding, particularly for Projects
- Further discussion with Management Committee about the introduction of 2yr olds
- Further discussion with Management Committee about the introduction of wrap-around care

These measures are proactive steps to maintain sustainability in a tightening funding environment.

Continued:

Lease

There has been no further progress on the lease this year. Pengilly's remains ready to advise when negotiations resume.

Chair's report - shows change of the holding trustees.

Cash Reserve & Investments

Cash reserves increased slightly to £67,770

Of this total £18000 is held in our HSBC account as a reserve fund - in the event that Preschool is required to close and pay redundancies and outstanding credit obligations.

While this remains a healthy reserve, the reduced annual surplus means we cannot rely on operating profit to build reserves significantly. The reserve must therefore be protected and used strategically.

Reserves provide a buffer for:

- Unexpected attendance fluctuations
 - Rising operating costs
 - Contingency planning
-

Looking Ahead

The Preschool remains viable, well attended and responsibly managed.

However, the reduction in surplus from £7,346 to £984 clearly demonstrates that government funding no longer keeps pace with staffing costs.

Preparation for April 2026 wage increases must begin now to ensure the Preschool remains financially secure while continuing to provide high-quality early years education.

Conclusion

The YE25 accounts provide an accurate and transparent reflection of the Preschool's financial position.

Continued:

Broadmayne & West Knighton Preschool remains operationally strong, but the funding environment has tightened considerably. The Committee will continue to manage costs carefully, review income streams proactively, and modernise financial systems to support long-term sustainability.

This report will be appended to the minutes of the meeting for reference.

Figures in the Treasurer's Report and Reference in the Accounts (YE25)

Item	Figure in Report	Source in Accounts
Total Income (Receipts)	£110,004	Section A1: Total receipts = £110,004
Total Outgoings (Payments)	£109,019	Section A3 + A4: Total payments = £109,019
Profit (Net receipts/payments)	£984	Net of receipts/(payments) = £984
Cash Reserves (Year End)	£67,770	Section B1: Total cash funds this year end = £67,770
DCC Funded Fees	£86,713	Section A1: DCC funded fees = £86,713
Other Fees	£17,755	Section A1: Other fees = £17,755
Fundraising Receipts	£4,871	Section A1: Fundraising receipts = £4,871
Staff Wages	£90,341	Section A3: Staff wages = £90,341
Purchases of Assets	£0*	Section A4: Asset purchases = £0

*No material fixed asset purchases recorded in YE25.

Continued:

Financial Progression of Preschool

YEAR	INCOME	OUTGOINGS	PROFIT	%
2014	£83,100	£73,000	£10,100	12.15
2015	£77,600	£83,400	£5,700	7.35
2016	£79,400	£83,400	(£4,000)	-5.04
2017	£79,300	£71,900	£7,400	9.33
2018	£69,200	£75,200	(£6,000)	-8.67
2019	£78,780	£100,808	(£21,938)	-27.85
2020	£58,504	£54,226	£4,238	7.24
2021	£95,915	£68,914	£27,001	28.15
2022	£95,620	£89,905	£5,715	5.98
2023	£96,429	£93,045	£3,384	3.51
2024	£110,624	£103,278	£7,346	6.64
2025	£110,004	£109,019	£984	0.89

Broadmayne & West Knighton Pre-School

Charity Number: 292766

Receipts & Payments Accounts

for the Year Ended 31 July 2025

AR Accounting (Dorset) Ltd
16 Fisherbridge Road
Weymouth
Dorset
DT3 6BT

Broadmayne & West Knighton Pre-School Contents

Independent Examiner's Report	i
Receipts and Payments Accounts	
Section A – Receipts and payment	1
Section B – Statement of assets and liabilities at the end of the period	2



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Broadmayne & West Knighton Pre-School

**On accounts for the year
ended**

31 July 2025

**Charity no
(if any)**

292766

Set out on pages

1 and 2

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

A Russell

Date:

26 February 2026

Name:

Adele Russell

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

AR Accounting (Dorset) Ltd

16 Fisherbridge Road, Weymouth

Dorset, DT3 6BT



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Broadmayne & West Knighton Pre-School	No (if any) 292766
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CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2024	To	Period end date 31 July 2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	86,713	-	-	86,713	92,487
Other fees	17,755	-	-	17,755	16,639
Trips, lunches and clothes	406	-	-	406	119
Fundraising receipts	4,871	-	-	4,871	1,152
Bank interest	258	-	-	258	228
Sundry receipts and donations	-	-	-	-	-
Sub total (Gross income for AR)	110,004	-	-	110,004	110,624
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,004	-	-	110,004	110,624
A3 Payments					
Staff wages	90,341	-	-	90,341	84,446
Staff pensions	2,357	-	-	2,357	1,941
Staff training and checks	150	-	-	150	1,099
Uniform	587	-	-	587	190
Milk & Groceries	812	-	-	812	1,123
Classroom supplies & equipment	2,283	-	-	2,283	2,881
Sundry expenses	872	-	-	872	907
Repairs and maintenance	1,516	-	-	1,516	1,738
Utilities	5,047	-	-	5,047	3,593
Insurance	990	-	-	990	-
Telephone	1,361	-	-	1,361	1,104
Professional fees	1,106	-	-	1,106	1,274
Bank charges	60	-	-	60	69
Independent examiner fee	220	-	-	220	220
Fundraising costs	422	-	-	422	-
Subscriptions & registrations	712	-	-	712	265
Sub total	108,836	-	-	108,836	100,850
A4 Asset and investment purchases, (see table)					
Purchases of assets	183	-	-	183	2,428
Sub total	183	-	-	183	2,428
Total payments	109,019	-	-	109,019	103,278
Net of receipts/(payments)	984	-	-	984	7,346
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	66,786	-	-	66,786	59,439
Cash funds this year end	67,770	-	-	67,770	66,786

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest current account	36,497	-	-
	HSBC current account	18,005		
	HSBC savings account	13,264	-	-
	Cash	3	-	-
	Total cash funds		67,770	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Trade Debtors	839	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	24,699	3,964
	Indoor furniture and equipment	Unrestricted	10,635	558
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	225	
	Sundry creditors	Unrestricted	1,732	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature <i>Philippa Kermani</i>	Print Name Pippa Kermani	Date of approval 26/02/2026	

Broadmayne & West Knighton Pre-School

Charity Number: 292766

Receipts & Payments Accounts

for the Year Ended 31 July 2025

AR Accounting (Dorset) Ltd
16 Fisherbridge Road
Weymouth
Dorset
DT3 6BT

Broadmayne & West Knighton Pre-School Contents

Independent Examiner's Report	i
Receipts and Payments Accounts	
Section A – Receipts and payment	1
Section B – Statement of assets and liabilities at the end of the period	2



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Broadmayne & West Knighton Pre-School

**On accounts for the year
ended**

31 July 2025

**Charity no
(if any)**

292766

Set out on pages

1 and 2

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

A Russell

Date:

26 February 2026

Name:

Adele Russell

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

AR Accounting (Dorset) Ltd

16 Fisherbridge Road, Weymouth

Dorset, DT3 6BT



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Broadmayne & West Knighton Pre-School	No (if any) 292766
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CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2024	To	Period end date 31 July 2025
------------------------	--	----	--

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	86,713	-	-	86,713	92,487
Other fees	17,755	-	-	17,755	16,639
Trips, lunches and clothes	406	-	-	406	119
Fundraising receipts	4,871	-	-	4,871	1,152
Bank interest	258	-	-	258	228
Sundry receipts and donations	-	-	-	-	-
Sub total (Gross income for AR)	110,004	-	-	110,004	110,624
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,004	-	-	110,004	110,624
A3 Payments					
Staff wages	90,341	-	-	90,341	84,446
Staff pensions	2,357	-	-	2,357	1,941
Staff training and checks	150	-	-	150	1,099
Uniform	587	-	-	587	190
Milk & Groceries	812	-	-	812	1,123
Classroom supplies & equipment	2,283	-	-	2,283	2,881
Sundry expenses	872	-	-	872	907
Repairs and maintenance	1,516	-	-	1,516	1,738
Utilities	5,047	-	-	5,047	3,593
Insurance	990	-	-	990	-
Telephone	1,361	-	-	1,361	1,104
Professional fees	1,106	-	-	1,106	1,274
Bank charges	60	-	-	60	69
Independent examiner fee	220	-	-	220	220
Fundraising costs	422	-	-	422	-
Subscriptions & registrations	712	-	-	712	265
Sub total	108,836	-	-	108,836	100,850
A4 Asset and investment purchases, (see table)					
Purchases of assets	183	-	-	183	2,428
Sub total	183	-	-	183	2,428
Total payments	109,019	-	-	109,019	103,278
Net of receipts/(payments)	984	-	-	984	7,346
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	66,786	-	-	66,786	59,439
Cash funds this year end	67,770	-	-	67,770	66,786

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest current account	36,497	-	-
	HSBC current account	18,005		
	HSBC savings account	13,264	-	-
	Cash	3	-	-
	Total cash funds		67,770	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Trade Debtors	839	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	24,699	3,964
	Indoor furniture and equipment	Unrestricted	10,635	558
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	225	
	Sundry creditors	Unrestricted	1,732	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>Philippa Kermani</i>	Pippa Kermani	26/02/2026	

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales - Charity number 292766

Accounts



Broadmayne & West Knighton Preschool
Management Committee Annual General Meeting
Report of the Chair for Financial Year August 2023 – July 2024
Author: Rebecca Rimmer, Chair Date: 22nd May 2025
Previous AGM 21st March 2024

Firstly, we would like to sincerely apologise for the incredibly delayed timing of this AGM. Unfortunately, this has been a recurring issue in recent years. However, we are committed to making the necessary changes to ensure this does not continue, including updating our accounts to a digital system.

Overview

We began the academic year in September with a healthy number of children enrolled, and a waiting list of children due to start as they reached 2½ years old.

There was important discussion around the increasing number of children with Special Educational Needs (SEN), and how best to provide appropriate support while managing staffing and finances.

On 21st November, the Preschool was visited by Ofsted and received a glowing report, confirming the dedication and excellence of our team. The setting was rated 'Good' across all areas. Some highlights from the report include:

- *"They (the children) feel safe and secure in this welcoming preschool."*
- *"They explore the many activities set out for them with enthusiasm."*
- *"They (the parents) describe the setting as an 'extended family'."*
- *"Children develop positive attitudes to their learning" and "make good progress in their learning and development."*

Sam noted that the Ofsted inspection was a positive and fair process. The inspector praised many aspects of the provision and made a few small suggestions for improvement. These were swiftly actioned by the manager and team to continually enhance the experience for both children and parents. We are incredibly grateful to the staff for their hard work in shaping the early years of our children.

Committee Changes

At the last AGM in March 2024:

- **Sarah Broadbridge** stepped down as Chair, and **Rebecca Rimmer** (previously a committee member) stepped into the role.
- **Rachel Marsden** stepped down as Secretary, and **Laura Cox** volunteered to take on the position.
- **Claire Willetts** stepped down as Treasurer, with **Pippa Kermani** stepping in. Claire remained on the committee.
- **Paul Molyneux** stepped down as a committee member.
- **Ally Castelli** joined the committee.

All other members remained in place.

Staffing

Staff turnover was lower than the previous year but still presented logistical challenges.

Lin Jeanes joined in November 2023 as an additional Level 3 practitioner to support room operations when the manager and deputy were handling administrative duties.

Sam Bailey (Manager) and Jess Welch (Deputy Manager) continued in their leadership roles, and between them covered the administration side of the Preschool.

Unfortunately, Lin handed in her notice in the spring term and left in May 2024, resulting in increased pressure on the team.

In the absence of Lin, Laura Sealey (bank staff) helped when available. There were several rota changes for all staff. Sam increased to 4 days a week and Jemma worked 5 days a week. The committee also volunteered to support in the absence of staff.

At the end of the Summer Term, and after completing her Level 2 Qualification, Jemma Jarvis handed in her notice, moving on to another childcare setting.

The Preschool faced significant staffing pressure due to illness, resignations, and dependent care responsibilities. Despite efforts to recruit, few qualified applicants came forward. As a result, staff, bank staff, and committee volunteers worked hard to cover the summer term.

To address this, an open recruitment day was planned during the summer holidays.

At the end of the year, Sam confirmed she would continue her role as Manager with Jess as her Deputy. They agreed to continue to share administrative responsibilities. Additionally, the committee agreed to open a new bank account for the preschool to resolve ongoing access issues.

Fundraising

Both Committee and Preschool staff worked hard throughout the year to raise much needed funds for the Preschool.

In the autumn term the committee ran a cake sale which made over £100 with the inflation of cakes being sold at £1 each. We held a Sparkler Disco in November and Rachel Marsden also organized and ran a successful Christmas Wreath making event.

The Preschool staff held fundraising stalls at the FAB's Christmas fair, they ran their annual 'Tigger Bounce' and started their Bedtime Story sessions! The Christmas Raffle went bigger this year with Sam and the parents asking all the local businesses to contribute. This was then drawn at the yearly Christmas Party at the Village Hall.

In the spring, the staff organized a Mother's Day hamper raffle which started the fundraising for the sensory room project.

The committee organised a successful Easter trail and Easter Disco at Preschool, where children were encouraged to parade in their homemade Easter bonnets.

In the summer term we held a preloved sale at the Village Hall. Despite our best efforts, this was not well attended. However, we still raised over £200 for preschool and sold the remaining cakes after school the next day.

Finally, the Preschool Staff ran a Nerf-gun stall at the Broadmayne Village Fete and the committee sold refreshments and personalised tea towels at our Preschool Graduation.

Thanks to these efforts, the preschool purchased:

- A new bench
- A mud kitchen
- A new bike
- Indoor resources such as role play furniture, light-up tablets, a wooden farm set, and a large rug

We also thank Pippa for setting up a new Sum-Up account, allowing card payments again at fundraising events.

Maintenance

As a not-for-profit charity, we are grateful for the generous support of parents in helping maintain our facilities.

This year:

- The committee undertook several garden tidies, tip runs, and general maintenance.
- Reusable hand towels replaced paper ones, with parents volunteering to wash them, saving money. The washing machine can now be removed from the washroom, and permission was granted by Dorset Council to transform the room into a sensory space.
- We are still awaiting support from Dorset Council to resolve a damp issue before proceeding with the sensory room.
- A new fridge was purchased for the lunchroom after two others failed.

Administrative Changes

The cost-of-living crisis and continual underfunding from the government is forever posing Preschool with significant financial challenges, which Sam and the Committee have been working hard to creatively overcome.

Staff made a link with the local Coop in Crossways, resulting in donations of food for the Preschool snack and benefiting preschool families.

This year we continued to ask for a resources fee to help alleviate some of the financial pressures.

A staff pay rise was implemented in April to remain above the increasing minimum wage.

The committee agreed to open a new bank account in the next academic year, to enable Sam to hold a card for purchases and make financial administration more efficient. Plans were made to integrate digital accounting software for invoicing and admin, aiming to ease the workload on Sam and Jess.

Closing thanks

We would like to extend our heartfelt thanks to the preschool staff for their continuous dedication. Every day, they make a meaningful difference in the lives of our children. Without their commitment and passion, we would not be able to offer such a nurturing and inspiring early years environment.

We also thank all parents, carers, and committee members for their time, energy, and support. We look forward to another year of learning together and building our preschool community.

We would like to extend our sincere thanks to Claire Willetts and Cat Salkeld, who are stepping down from the committee. As their children move on to first school, we are grateful for the time, dedication, and support they have given to the preschool. A special mention to Claire, who has been a valued member of the committee for many years, serving as Treasurer for the majority of that time. We are incredibly grateful for her wealth of knowledge she has passed onto us.

As children transition to the next stage of their education, it is essential that we maintain a strong committee, with the correct number of current family members in place. With this in mind, we are actively looking for new parents and carers to join the committee. Your involvement plays a vital role in shaping and supporting the management team, ensuring the continued success of the preschool.

If you are interested in becoming part of the team, please speak to a current committee member or get in touch with the preschool directly. Every helping hand makes a difference.



Broadmayne & West Knighton Preschool
Management Committee Annual General Meeting
Report of the Treasurer for Financial Year August 2023 – July 2024
Author: Pippa Kermani, Treasurer
Date: 22.05.25

Introduction

The 2023/2024 AGM is, once again, delayed and taking place in the summer term. However, with shared responsibility for accounting now between Jess and Sam, our record-keeping is notably more streamlined. We expect next year's accounts to be completed promptly, allowing the 2024/2025 AGM to return to the Autumn term.

Following last year's Treasurer's Report, I'm pleased to report that we remain in a stable operational position, thanks to the continued diligence of both the Preschool Management Team and the Committee in managing administrative and financial risks.

Staffing continues to be our biggest area of financial concern. Ratios between staff and children, alongside an increased number of SEN children, place additional pressure on both classroom and administrative resources. This occasionally leads to over-staffing, which strains the preschool's finances. On the whole, greater awareness of staffing levels, funding, and expenditure has allowed for more open conversations around the financial implications of these decisions. Remaining 'in the black' continues to be a priority for the Preschool Management Team.

We're also keen to note the significant contribution Sam and Jess have made in working closely with the Committee to highlight the time commitment involved in admin tasks. These tasks impact both finances and staff morale, as management are drawn away from the room to complete office work. While the Committee supports the allocation of extra admin time, it may be worth exploring the recruitment of a dedicated admin resource, independent of the Preschool Management Team, as a more cost-effective long-term solution.

Banking & Administration Update

As outlined in last year's report, banking administration remained a challenge at the start of the year. A long-term solution is being actively pursued, including the proposed opening of a new account to ensure proper access, compliance, and modernised control. I remain committed to supporting this process until a satisfactory handover is complete.

Alongside the new account, we are recommending a transition to digital bookkeeping using accounting software such as Xero (or equivalent). The continued use of paper-based systems is not only time-consuming but also inconsistent with GDPR requirements. A digital system linked to the new bank account should help reduce admin hours and may also remove the need for an external bookkeeper.

This will be a key focus in the coming year. I will work with the Chair to implement these changes and consult with our accountant, Adele Russell, to ensure the new approach complies with Charity Commission standards.

We have also created a new SumUp account linked to the current bank account. This can now be used by the Committee for fundraising purposes, improving transparency and ease of use.

The Accounts

The financial performance for August 2023 - July 2024 reflects continued stability:

Year	Income	Outgoings	Profit	% Profit
2023	£96,429	£93,045	£3,384	3.51%
2024	£110,624	£103,278	£7,346	6.64%

We have seen increases in both income and profit, largely due to higher DCC-funded fees (up to £92,487 from £71,449 last year), and careful cost control. While income from trips and fundraising was lower (£1,152), the uplift in core funding has made a material difference.

Evaluation of the Accounts

This year, turnover increased to £110,624 with a profit of £7,346 - our strongest performance since 2021. This has been supported by a consistent level of booked capacity and the Management Team's strong understanding of funding patterns and attendance fluctuations.

The team has become increasingly confident in managing these flows, recognising trends such as increased hours once younger children settle and a rise in uptake during the summer term. Rota planning now takes a whole-year view, which is appropriate provided staffing versus child numbers continues to balance out.

Margins remain narrow. Even a modest increase in overtime or admin hours can tip Preschool into deficit. Payroll, rotas and administrative workloads must continue to be closely monitored.

There has been a shift in income sources, with DCC-funded fees rising and parental fees decreasing to £16,639 (from £21,097 in 2022–2023). To help bridge this gap, a voluntary resources fee of £1.50 per session has been introduced. While still being embedded, this fee is proving vital.

To ensure its continued effectiveness:

- Parents must be educated about the purpose of the fee
- Invoices should be issued each half term
- Income should be reconciled into a "resources pot"

The Committee is also exploring the introduction of a reservation fee for new starters, deductible from the first invoice if taken up, but retained otherwise to protect finances.

Past conversations around expanding Preschool capacity have concluded that required building alterations are cost-prohibitive and offer limited value for money. The current space supports our staffing model and remains fit for purpose.

Running costs (excluding staff) remain in line with expectations. Operational fixed costs now consistently land between £13,000 - £14,000 and should form the basis for future budgeting.

We are very grateful for the partnership with the Coop that was made this year - resulting in the donation of foods, this is beneficial for preschool costs and also supporting our families.

Key costs this year included:

- Wages: £84,446
- Pensions: £1,941
- Classroom supplies and equipment: £2,881
- Utilities: £3,593
- Telephone: £1,104
- Asset purchases: £2,428

Many improvements were made at no cost thanks to parent support. The Sensory Room remains a top development priority.

Items to Note

Despite positive results, we must continue to monitor the following:

- **Fluctuating demand:** Occupancy is influenced by local birth rates. The Preschool has a strong reserve to buffer against low-attendance years, but forecasting and planning remain vital.
- **SEN pressures:** Increasing enrolment age to 2.5 years has helped cohort management, but the rising number of children with additional needs puts pressure on both staffing and finances. The Management Team is proactive in applying for SEN funding where possible, and our reputation as an inclusive setting means this trend may continue.
- **Staffing pressures:** Retaining staff in Early Years remains challenging. The Committee is committed to offering annual wage increases aligned with the National Minimum Wage, provided Preschool finances can sustain them.
- **Wage increase impact:** With further increases to the National Minimum Wage likely, we must ensure staff-to-child ratios are tightly managed and resource fees are fully collected.
- **Lease uncertainty:** While the building remains rent-free under Council charitable use, unresolved lease negotiations still pose a risk.

National Minimum Wage Changes

Staff pay remains our largest single cost. The May 2024 rise was implemented in full. In response, the Committee has discussed:

- A sessional fee uplift
- Adjustments to the voluntary resources fee
- Introduction of the reservation fee

Preserving financial stability while rewarding staff fairly remains central to our strategy.

Lease

We have not moved any further with the lease, however Pengilly's is ready to advise when negotiations resume.

Grants & Fundraising

Fundraising generated £1,152.00 from community events and projects such as:

- Cake sales
- Tigger Bounce
- Preloved sales
- Seasonal raffles
- Tea Towels
- End-of-term parties

These events remain important not just for income, but for community engagement. Looking ahead, the Committee aims to increase activity and explore grant opportunities - especially for the Sensory Room. Committee members are encouraged to assist with grant application drafting where possible.

Thanks to all staff, Committee members and parents who made these events a success.

Cash Reserve & Investments

Cash reserves increased from £59,439 to £66,786. This strong reserve provides a financial safety net for:

- Unexpected drops in income
- Increases in operating costs
- Wind-down costs if needed

This reserve also positions Preschool well to make strategic investments in the year ahead.

Looking Ahead

With full enrollment expected and a stable funding model in place, we are in a strong position. However, key risks remain:

- Cost-of-living increases
- Further minimum wage rises
- Potential lease changes

The Committee will continue to monitor and manage these pressures closely.

Conclusion

The audited accounts for 2023–2024 (appended) present a clear and accurate picture of Preschool's finances. With prudent planning and strong demand, Broadmayne & West Knighton Preschool remains viable and well-positioned.

As I continue as Treasurer, my focus will be on maintaining this stability, modernising banking and accounting systems, and supporting the Preschool in meeting its financial and operational goals.

This report will be appended to the minutes of the meeting for reference.

Figures in the Treasurer's Report and reference in the Accounts

Item	Figure in Report	Source in Accounts
Total Income (Receipts)	£110,624	Section A1: Total receipts = £110,624
Total Outgoings (Payments)	£103,278	Section A3 + A4: £100,850 + £2,428 = £103,278
Profit (Net receipts/payments)	£7,346	Net of receipts/(payments) = £7,346
Cash Reserves (Year End)	£66,786	Section B1: Total cash funds this year end = £66,786
DCC Funded Fees	£92,487	Section A1: DCC funded fees = £92,487
Other Fees	£16,639	Section A1: Other fees = £16,639
Fundraising Receipts	£1,152	Section A1: Fundraising receipts = £1,152
Staff Wages	£84,446	Section A3: Staff wages = £84,446
Purchases of Assets	£2,428	Section A4: Asset purchases = £2,428

Financial Progression of Preschool

YEAR	INCOME	OUTGOINGS	PROFIT	%
2014	£83,100	£73,000	£10,100	12.15

2015	£77,600	£83,400	£5,700	7.35
2016	£79,400	£83,400	(£4,000)	-5.04
2017	£79,300	£71,900	£7,400	9.33
2018	£69,200	£75,200	(£6,000)	-8.67
2019	£78,780	£100,808	(£21,938)	-27.85
2020	£58,504	£54,226	£4,238	7.24
2021	£95,915	£68,914	£27,001	28.15
2022	£95,620	£89,905	£5,715	5.98
2023	£96,429	£93,045	£3,384	3.51
2024	£110,624	£103,278	£7,346	6.64



Broadmayne & West Knighton Pre-School AGM

AGM Meeting Minutes

Thursday 22nd May 2025

Attendees:			
Becca Rimmer (Chair)	BR	Madi Gardiner	MG
Pippa Kermani (Treasurer)	PK	Claire Willetts	CW
Laura Cox (Secretary)	LC	Ally Castelli	AC
Sam Bailey (Preschool Manager)	SB	Sapphire Blakeman	SB
Jess Welch (Deputy Manager)	JW	John Blakeman	JB
		Cat Salkeld (ONLINE VIA TEAMS)	CS
		Sophia Hobbs (ONLINE ON TEAMS)	SH
Apologies:			

Item	Description	Actions
1.0	MATTERS ARISING FROM PREVIOUS AGM	
1.1	- No matters arising	
2.0	WELCOME	
2.1	- Introductions of committee	
3.0	REPORT FROM CHAIR	
3.1	- See attached document - Appendix 1 - Apologies for the late date for this AGM - the aim is to have the next AGM in November 2025	
4.0	REPORT FROM TREASURER	
4.1	- See attached document - Appendix 2	
5.0	COMMITTEE CHANGES	
5.1	- Sapphire Blakeman and John Blakeman agreed to join the committee as of this month, with IT and admin support expertise.	Add new members to WhatsApp group.
6.0	ANY OTHER BUSINESS	
6.1	- Pre-school fundraising will happen at the School Sports Evening - 13th June - PK to borrow equipment from Preschool - Research whether being over £100K turnover has an impact with the Charity Commission - PReschool new parents evening Friday 6th June 6:30pm-7:30pm - Preschool Stay and play 7th June 9:30am-10:30am - Next Committee meeting - vote via WhatsApp	PK to liaise with SB and JW
	END OF MINUTES	

Enclosures:

Appendix 1 Chair's Report

Appendix 2 Treasurer's Report

Broadmayne & West Knighton Pre-School

Charity Number: 292766

Receipts & Payments Accounts

for the Year Ended 31 July 2024

AR Accounting (Dorset) Ltd
16 Fisherbridge Road
Weymouth
Dorset
DT3 6BT

Broadmayne & West Knighton Pre-School Contents

Independent Examiner's Report	i
Receipts and Payments Accounts	
Section A – Receipts and payment	1
Section B – Statement of assets and liabilities at the end of the period	2



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Broadmayne & West Knighton Pre-School

**On accounts for the year
ended**

31 July 2024

**Charity no
(if any)**

292766

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

23 May 2025

Name:

Adele Russell

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

AR Accounting (Dorset) Ltd

16 Fisherbridge Road, Weymouth

Dorset, DT3 6BT



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Broadmayne & West Knighton Pre-School	No (if any) 292766
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CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2023	To	Period end date 31 July 2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	92,487	-	-	92,487	71,449
Other fees	16,639	-	-	16,639	21,097
Trips, lunches and clothes	119	-	-	119	1,413
Fundraising receipts	1,152	-	-	1,152	1,756
Bank interest	228	-	-	228	119
Sundry receipts and donations	-	-	-	-	595
Sub total (Gross income for AR)	110,624	-	-	110,624	96,429
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,624	-	-	110,624	96,429
A3 Payments					
Staff wages	84,446	-	-	84,446	74,644
Staff pensions	1,941	-	-	1,941	1,662
Staff training and checks	1,099	-	-	1,099	417
Uniform	190	-	-	190	748
Milk & Groceries	1,123	-	-	1,123	1,216
Classroom supplies & equipment	2,881	-	-	2,881	2,293
Sundry expenses	907	-	-	907	731
Repairs and maintenance	1,738	-	-	1,738	945
Utilities	3,593	-	-	3,593	4,290
Insurance	-	-	-	-	796
Telephone	1,104	-	-	1,104	899
Professional fees	1,274	-	-	1,274	1,074
Bank charges	69	-	-	69	71
Trips	-	-	-	-	80
Independent examiner fee	220	-	-	220	215
Fundraising costs	-	-	-	-	270
Subscriptions & registrations	265	-	-	265	154
Sub total	100,850	-	-	100,850	90,505
A4 Asset and investment purchases, (see table)					
Purchases of assets	2,428	-	-	2,428	2,540
Sub total	2,428	-	-	2,428	2,540
Total payments	103,278	-	-	103,278	93,045
Net of receipts/(payments)	7,346	-	-	7,346	3,384
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,439	-	-	59,439	56,055
Cash funds this year end	66,786	-	-	66,786	59,439

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC current account	53,776	-	-
	HSBC savings account	13,006	-	-
	Cash	3	-	-
	Total cash funds	66,786	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Trade Debtors	126	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	22,554	4,815
	Indoor furniture and equipment	Unrestricted	10,169	817
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	220	
	Sundry creditors	Unrestricted	3,128	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Pippa Kermani		22/05/2025

Broadmayne & West Knighton Pre-School

Charity Number: 292766

Receipts & Payments Accounts

for the Year Ended 31 July 2024

AR Accounting (Dorset) Ltd
16 Fisherbridge Road
Weymouth
Dorset
DT3 6BT

Broadmayne & West Knighton Pre-School Contents

Independent Examiner's Report	i
Receipts and Payments Accounts	
Section A – Receipts and payment	1
Section B – Statement of assets and liabilities at the end of the period	2



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Broadmayne & West Knighton Pre-School

**On accounts for the year
ended**

31 July 2024

**Charity no
(if any)**

292766

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2024.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

23 May 2025

Name:

Adele Russell

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

Member of the Institute of Chartered Accountants in England & Wales

Address:

AR Accounting (Dorset) Ltd

16 Fisherbridge Road, Weymouth

Dorset, DT3 6BT



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Broadmayne & West Knighton Pre-School	No (if any) 292766
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CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2023	To	Period end date 31 July 2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	92,487	-	-	92,487	71,449
Other fees	16,639	-	-	16,639	21,097
Trips, lunches and clothes	119	-	-	119	1,413
Fundraising receipts	1,152	-	-	1,152	1,756
Bank interest	228	-	-	228	119
Sundry receipts and donations	-	-	-	-	595
Sub total (Gross income for AR)	110,624	-	-	110,624	96,429
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,624	-	-	110,624	96,429
A3 Payments					
Staff wages	84,446	-	-	84,446	74,644
Staff pensions	1,941	-	-	1,941	1,662
Staff training and checks	1,099	-	-	1,099	417
Uniform	190	-	-	190	748
Milk & Groceries	1,123	-	-	1,123	1,216
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			-	-
			-	-
			-	-
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			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Pippa Kermani		22/05/2025

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales - Charity number 292766

Accounts



Broadmayne & West Knighton Preschool Management Committee Annual General Meeting

Report of the Chair for Financial Year August 2022 – July 2023

Author: Sarah Broadbridge, Chair

Date: 21st March 2024

Previous AGM 10th November 2022

Firstly, we would like to apologise for the incredibly late AGM. This is not the first year this has happened, and we have implemented a new system to ensure this doesn't happen next year.

September started with a healthy intake of children, with a growing waiting list for the following year. There was some discussion around ensuring that there is appropriate support for the rise in children with SEN and how to use the space and hours to best support this.

Committee Changes

At the last AGM Paul Molyneux stepped down as chair and Sarah Broadbridge stepped forward from Secretary.

Rachel Marsden stepped forward to become Secretary.

Cat Salkeld joined the Committee.

Everyone else has remained in place.

Staffing

We had a turbulent year staffing wise, with an unusually high turnover of staff. Our biggest change occurred in November 2022 when Karla Joy left the Preschool as admin manager. Sam Bailey stepped up to become sole manager of the Preschool and has transitioned well into this role. There was an obvious need for admin support, however this was a hard position to fill.

Kelly Cake joined in September but had to leave in the January due to personal health reasons.

Laura Sealy Left in December to work at a Preschool closer to home.

Claudia Ngapo left in December to pursue a job as a nanny.

Pauline Pickersgill stepped up to the role of admin support for 1 day a week in February, but after a transitional stage it was felt that the Preschool managers could handle the admin and this position was made redundant in August. Today there is no specific admin role, and this is managed between Sam Bailey and Jess Welch.

Also, in February Jemma Jarvis began as an unqualified member of staff and has become a valued hard-working member of the team. In the same month we let Josie Maskins go.

Millie Naylor started in March and is still working 2 days a week. Both Jemma and Millie are now working towards their childcare NVQs in conjunction with Weymouth College.

Finally, Gemma Harrison joined the team in April, which has helped alleviate issues in staff levels. With all the changes in staff and illnesses in Preschool and the dependents of the staff we found ourselves short staffed over the winter/spring period and explored the option of supply agencies. This was both very expensive and not wholly suitable as the agency staff were not best equipped in our field. We did however have help through school and Anita came to join us as bank staff.

With one sole manager, Jess Welch stepped up to take on ad hoc deputy manager duties.



With Karla's departure we found that there was not a comprehensive handover and inconsistencies within the administration of the Preschool and this year has been a transitional year finding the best way to run the building. Sam has worked hard to make the Preschool up to date technologically and put in place comprehensive systems to make admin much easier.

Fundraising

Both Committee and Preschool staff worked hard throughout the year to raise much needed funds for the Preschool.

In November we held a very successful tabletop sale, raising over £300. The Hobbs family also held a fantastic bonfire party which really brought the community together and raised another £150.

The Preschool staff held several stalls at the Fabs Christmas fair and the Summer Sports event. They also held the notorious Tigger Bounce which always gets the children hopping and the purses opened!

Jess organised a wonderful coronation celebration and more funds were raised through the graduation ceremony.

Several cake sales were interspersed throughout the year and Committee organised a successful Eater trail and play at Preschool. Once again there was a real sense of community, and everyone got a good leg stretch around the village. We also held the annual disco.

Thank you to the staff and the Committee for all this organisation as without these funds raised, we would struggle to buy resources and enhance the learning environment.

Maintenance

Being a not-for-profit charity, Preschool has relied heavily on the generosity of parent support.

Over the year the Committee cleared the garden, with special thanks to Paul Molyneux for the thousands of tip runs that he has done. Also, a huge thank you to Mike Hobbs for his continual maintenance throughout the year.

Committee have dug over the veg plot, taken down the dangerous rotting pergola and replaced the sheds. Thank you also to Chris Willitts for the multiple door fixings and fixing the play equipment ramp.

We are very grateful for all the continuing support from parents!

Administrative Changes

There have been some significant changes this year with the successful introduction of resources fees, which helped to buy several new resources and ensure that we can afford a healthy and varied snack for the children. The cost-of-living crisis and continual underfunding from the government is forever posing Preschool with significant financial challenges, which Sam and the Committee have been working hard to think creatively how to overcome.

We raised the admissions age to 2 years and 6 months to help with the ratios and the ability to offer a Preschool environment rather than that of a nursery.

We introduced a resources fee to help alleviate some of the financial pressures.

We agreed to a staff pay rise of 9.7% and gave a staff bonus in February.

We were pleased to agree to a Senco bonus for the continual hard work in this area.



Thank you for all the contributions and to the hard work from all the Preschool staff who everyday make a huge difference to the education and wellbeing of our children.

Without such dedicated staff, we would not be able to offer such a wonderful environment and we all appreciate what you do day in day out.

Finally, tonight several Committee members will be stepping down from their roles and leaving the Committee for new eyes and fresh blood to inject energy into the Preschool.

I will be stepping down as Chair, Claire Willitts will be stepping down as Treasurer and Rachel Marsden will be stepping down as Secretary. It is obligatory that all these roles are filled, and it is important to have general members of the Committee alongside this.



Broadmayne & West Knighton Preschool

Management Committee Annual General Meeting

Report of the Treasurer for Financial Year August 2022 – July 2023

Author: Claire Willitts, Treasurer

Date: 25th March 2024

The AGM for academic year 2022/2023 has unfortunately been delayed into the Spring due to challenges with accounts being completed following year end. For the previous year it had been possible to bring this back into the Autumn, to suite with the academic year and the appraisal round, which provides a much smoother flow of events, particularly when the Committee is considering investments based on the previous year's performance.

There is an opportunity in the future for Preschool to change how the accounts are being administered to improve the process and expedite the month and year end reports, and subject to any decision made on this, it should be the intention of any new Committee to bring the AGM back into the Autumn term.

As covered in the Chair's report, there was a change of administrative staffing at the beginning of the 2022/23 academic year, and this has created a large amount of additional work for both Preschool Management and Committee teams to try to identify risks, get up to speed with admin processes and seek out administrative data. Despite a handover period, this has been a steep learning curve and new information that affected the administration of the Preschool and has had an impact on finalising the accounts continued to be uncovered throughout the year, which has caused the delays. I would like to note that Sam, and Jess, have taken this on with great enthusiasm, despite it being painful at times and it is certain that the Preschool is now in a better position after their work throughout the year.

As a lesson learned from this experience, the Preschool Management team have continued to share administrative tasks and knowledge more widely amongst the staff team to avoid single points of failure should staffing change or holiday/sickness impact the team going forward, and this will help minimise the risks of knowledge loss in the future. This has been a silver lining to the additional work everyone has had to do on the administration of Preschool over the past 18 months, so thanks to everyone involved as I know it has been painstaking and is still not completely behind us.

This brings me onto the situation with banking for the Preschool.

I have been a signatory on the bank since I started as Treasurer, but not in a card holding capacity and once Karla resigned there was no-one in a card-holding capacity. There was a lengthy transition period where multiple parts of the bank set up needed changing to give current Committee and Management team some access to and control of the bank account (primary contact, authorised signatories, change to Secretary and Chair after the previous AGM, Banking Mandate, online banking accounts, telephone banking accounts, card holders), but have all been subject to specific signatories some dating back to 2010, which have been impossible to contact.

This created an extremely protracted process to have historic contacts removed from the account and new primary contacts established. I am now the primary contact, Chair and Secretary and authorised signatories have now been updated to current Committee members and historic contacts removed, telephone banking has been set up in my name and online banking accounts have been set up for both Sam and myself, so progress is being made. The biggest issue though is that after four attempts to have the Banking Mandate updated to add Sam to it, which needs to happen before a bank card



can be obtained for her, all applications have been rejected due to a mismatch of signatures. Due to GDPR the bank will not tell me, which signatures are incorrect, and it could be one of multiple people, hence the repeated applications being made, despite signatories working for all other aspects of the changes made.

We have several options that the Committee and Management team can consider:

- Continue making applications with different signatories to try to identify which area has not been updated;
- Open a new account.

The opening of a new account is clearly the best option, but without the correct signatories, we cannot close the existing account. This means we would have to transfer the money in the existing account to a newly opened account and leave me as a cardholder on the old account in perpetuity. This is not an ideal solution and there will be some regulatory issues with this when I am no longer a member of the Committee.

If a new account is opened this will have to be opened in the name of the current Chair, Secretary and Treasurer and subsequently transferred to the new Committee, but provided Sam has a card and online access, this should not cause operational issues to Preschool, but just be another administrative burden to the outgoing Committee.

Although as Sarah has highlighted, I wish to stand down as Treasurer, I will not walk away until this is resolved as I know how difficult this could make everything for Preschool if the mess is not sorted out.

The Accounts

The financial performance for the most recent year August 2022 – July 2023 has been positive with accounts showing a profit of £3,384 against an annual turnover of £96,429, which is a .

To contextualise this, the table below shows the financial progression of the Preschool over the past ten years. This year I have added a percentage profit indicator.

YEAR	INCOME	OUTGOINGS	PROFIT	% PROFIT
2014	£83,100	£73,000	£10,100	12.15
2015	£77,600	£71,900	£5,700	7.35
2016	£79,400	£83,400	-£4,000	-5.04
2017	£79,300	£71,900	£7,400	9.33
2018	£69,200	£75,200	-£6,000	-8.67
2019	£78,780	£100,808	-£21,938	-27.85
2020	£58,504	£54,226	£4,238	7.24
2021	£95,915	£68,914	£27,001	28.15
2022	£95,620	£89,905	£5,715	5.98
2023	£96,429	£93,045	£3,384	3.51



Evaluation of the Accounts

In 2021-2022 Preschool turned over just £800 less than in the current year, with a profit of £5,715 compared to £3,384 in 2022-2023.

This is indicative of stability in the Preschool, with turnover largely static, thanks to a consistent level of booked capacity. For the past two years Preschool has largely been regarded as 'full' allowing for obvious fluctuations in intake depending on the term when the children turn three and can access government funding for preschool education. It was a conscious decision to retain some places vacant at the start of the year to provide fair access to children turning three later in the academic year, but with waiting lists increasing, it is important that the parents are aware that spaces will become ever more limited and should be booked as far in advance as possible. The increase in numbers is thought to be because several local settings and childminders have ceased trading in recent times and BWKPS has a strong reputation in the area. With additional government funding being made available to encourage parents to return to work sooner from Autumn 2023 onwards, demand should only increase.

In previous years we have considered expanding the size of the Preschool in terms of the numbers it is certified to hold, but the physical changes required to the building are considerable and they have been assessed but ruled out several times as they would not present value for money. Whilst profits are modest, this remains an unlikely way forward.

Although this year's turnover has been consistent with the previous year, the split between local authority funding and fees has shifted. As Sarah has mentioned the decision was taken to increase the enrolment age from 2 years to 2 years 6 months, which was a risk as more fee income is generated by fee paying 2-year-olds than 3-year-olds, but all parties agreed this was needed to bring some stability to the cohorts and to give staff much needed time to focus on the preschool education of the older children.

To balance this drop in fee income a voluntary resources fee was introduced payable by parents of children who attended funded sessions at a rate of £1.50p per session, where a session is one morning or one afternoon. This was a difficult decision by Committee and Preschool, especially amidst the cost-of-living crisis, but the accounts demonstrate how critical this has been. The income generated by fees paid by parents (not funded by the local authority) increased from £16,595 in 2021-2022 to £21,097 in the current year, which is an increase of £4,502. This increase exceeds the level of profit that the Preschool generated this year, and with all other costs being broadly comparable to the previous year, it demonstrates that without this resources fee the Preschool would have made a loss this year.

It is important that the Preschool makes parents aware that this is how challenging Early Years funding is and how important decisions like the resources fees, fundraising and other donations by parents are to our Preschool being able to continue to provide the excellent care and service it does to our families. It also shows how important strong management of finances by Preschool and Committee is to making this successful.

The marginally reduced profits this year can be partly explained by an increase of £1,300 in utility bills. We had been expecting an increase of circa £1,000 in this area, so this is even more inflated than expected. Other clear areas where prices have increased are those that were also expected as they are associated to cost of living, for example groceries for children's snack, and learning/play resources. With the rebrand of the Preschool there was also an upfront spend on new uniform.



In previous years we had calculated that we needed approximately £11,000 per year in running costs in addition to staffing, and this £11,000 was generally regarded as fixed costs, varying slightly year on year. The accounts for the last two years now show this has increased to more in the region of £13,000 - £14,000 per year and this should be factored into any budgeting moving forward. This is a reasonable assessment given the huge increases in utilities and cost of living items that impact the Preschool.

Staff costs have held static this year, which shows strong management by the Preschool team to reduce unnecessary overtime compared to last year. Given the increase in wages that was implemented in 2023 it is positive that staff costs have remained consistent, as the profit margin shows there is little room for cost increases.

In this year the Preschool made only modest investments in resources and gained the benefit of parental support with changes to the garden at nil cost. The largest investment has been a fair increase in staff wages in proportion to the National Minimum Wage increase. It is now reasonable to consider this year's profits as the investment fund for the next round of resource enhancements for the benefit of our children.

Generally, the accounts show that we are achieving some financial consistency, which is important for a good business and helps the Preschool and Committee team to get the best understanding of what is needed to be successful and to know where our risks are. With the Preschool forecast to be full again this year this is a good time to fix an annual budget, which has not been possible in recent years due to the financial recovery after a period of deficit, and the instability caused by the pandemic, changes to the funding landscape and varying staffing model. This is another reason why it will be important to improve the accounting process and bring the accounts back into the Autumn term, as it is not possible to forecast a budget without knowing current financial performance.

It is justified to forecast that the Preschool can continue to meet the demand and expectations of our community and to remain on a positive financial footing in the immediate term, providing we continue to closely manage our cost base and make sensible investments in staffing and resources alongside close monitoring of our projected income based on the admissions list.

Challenges to stability

In terms of challenges to the financial stability of the Preschool, there remain a number, but we have taken active steps in the last 12 months to mitigate these in response to risks discussed in the Treasurer's Report last year;

- Demand could drop as the nature of education means this is dependent on low and high birth rates each year – this is largely inevitable and a good reason why the Preschool maintains a reserve to deal with unprofitable years if they are as a result of a fall in attendance to the point of loss of profit e.g., minimum staffing ratios outweigh funding income, which we have seen in the past. Data is available on birth rate years so this can be foreseen;
- Additional needs of future cohorts could push staffing ratios beyond viability – this was part of the reason for increasing the enrolment age to make cohorts more manageable as a group. It is hoped that the cohorts that have suffered the impact of the pandemic will be through Early Years in the next two years, but it is impossible to know if it is this clear cut;



- Cost of living increases could see staff seek alternative employment – staff pay rises have been prioritised for spend and given in proportion to National Minimum Wage increases for the previous two years, which the current Committee is committed to continuing within the bounds of profitability, though we all acknowledge that Early Years is a poorly paid profession compared to what the staff contribute for our children;
- Increases in the National Minimum Wage force further fee increases – covered in more detail below;
- Changes at Dorset Council could produce changes to charities relief for rent under the new lease making the lease unaffordable – covered in more detail below.

National Minimum Wage Changes

Committee has made conscious decisions to use increased profitability and financial stability of the Preschool to reward staff for the excellent job they do looking after our children. In previous years the fee increases and resources fee has helped to balance this increased cost as discussed above.

Should minimum wage levels continue to increase, there will need to be a corresponding increase in fees to ensure Preschool avoids being in deficit. For example, should National Minimum Wage increase by more than 4.4% in April 2024 and the Committee agree that this should be reflected proportionately in staff wages, then with no other costs increasing beyond the current year the Preschool would be running at a loss. It is likely the wage increase will exceed 4.4% this year, so the new Committee will need to consider how this is managed.

Lease

The Council opened discussions in 2019 about a new lease, following changes to the split of space between Preschool and SureStart, who previously shared occupation of the building. In that time there have been numerous Council solicitors allocated to the matter, but we are again left with no solicitor currently dealing with the matter on behalf of the Council following staffing changes. Pengillys solicitors has kindly taken on the matter on behalf of Preschool as a nil cost commission, so thanks to Matthew and Becca Rimmer and Pengillys solicitor for working on our behalf. In this last year, the Council have at least acted on the dilapidated fence in the rear garden, which Preschool has been raising for the past year.

At last year's AGM we reported that we had found new Holding Trustees to hold the lease at the Land Registry, but as more time has passed without this being finalised this commitment needs to be revisited with all parties when the lease is ready to progress. As things stand, we are not expected to pay any rent for the lease due to the policy the Council has to offer otherwise unused buildings to charities rent-free. There is no suggestion that this will change but it is a risk that we are aware of and are working with Pengillys to ensure the terms of any new lease adequately protect us from this risk over the life of the lease.

Grants & Fundraising

In the 2022-2023 year we generated £1,756 of fundraising from events including the following:

- Termly cake sales;
- Easter trail and garden party;
- Coronation party;



- Tigger Bounce;
- Tabletop sale;
- Disco;
- Raffle;
- Tea towels

Thanks to all the staff and Committee members that take on these events as it is surprising how much time it takes to pull these things together and the energy it needs to market and support the activities. Thanks also to all the families that have engaged with the events and contributed to these funds and all the resources we ask for across the year.

Cash Reserve

The Preschool continues to hold a moderate cash reserve from profits in the last three years. As a charity we do not run to generate profits and only aim to produce profits to protect us from potential increases in unfixed costs, such as a drop in income due to attendance numbers or other unforeseen events. We are also required to hold a reasonable reserve to cover the cost of winding up should the worst happen. Although we are not adding much to this reserve this year with profits relatively low, this is currently in a healthy position to offer us support to make other financial decisions based on external variables.

Concluding Points

In consideration of all the above, it is felt that the 2022-2023 accounts are an accurate and useful reflection of the genuine annual operating cost of the Preschool since the huge changes that have impacted the country since the pandemic. This is based on the footprint of the building that determines how we can staff the rooms and the garden, the needs produced by the mix of 2- and 3-4-year-olds, and the management and staffing levels needed to meet Ofsted requirements. The last two years also show consistency in the income potential when we have full sessions. Based on these numbers, the Preschool continues to be very much viable.

During my time as Treasurer, my objective has been to keep the Preschool in a viable position by making sure our running costs do not outweigh our fee income and not relying on cash reserves or fundraising to cover our day-to-day operating costs. The Committee has been very supportive of that strategy, and I hope it has been successful in putting Preschool on a stable footing through what has been almost five very turbulent years. The balance of fulfilling the needs of the curriculum, meeting the expectations of our families, keeping the charity open and viable and supporting staff to do the really important work that the school need them to do in preparing our children for school is undoubtedly a difficult one, and I will be happy to spend time handing over all the history, data, documents and knowledge that I have gained through this role to any new incoming Treasurer.

The 2022-2023 audited accounts can be found appended to this report.

This report will be appended to the minutes of the meeting for reference.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Broadmayne & West Knighton Pre-School	No (if any) 292766
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CC16a

Receipts and payments accounts

For the period from	Period start date 01 August 2022	To	Period end date 31 July 2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	71,449	-	-	71,449	76,863
Other fees	21,097	-	-	21,097	16,595
Trips, lunches and clothes	1,413	-	-	1,413	-
Fundraising receipts	1,756	-	-	1,756	1,522
Bank interest	119	-	-	119	4
Grants	-	-	-	-	400
Coronavirus Job Retention Scheme	-	-	-	-	135
Sundry receipts and donations	595	-	-	595	101
Sub total (Gross income for AR)	96,429	-	-	96,429	95,620
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	96,429	-	-	96,429	95,620
A3 Payments					
Staff wages	74,644	-	-	74,644	74,510
Staff pensions	1,662	-	-	1,662	1,548
Staff training and checks	417	-	-	417	671
Uniform	748	-	-	748	-
Milk & Groceries	1,216	-	-	1,216	613
Classroom supplies & equipment	2,293	-	-	2,293	2,049
Sundry expenses	731	-	-	731	376
Repairs and maintenance	945	-	-	945	1,795
Utilities	4,290	-	-	4,290	2,915
Insurance	796	-	-	796	741
Telephone	899	-	-	899	423
Professional fees	1,074	-	-	1,074	1,236
Bank charges	71	-	-	71	37
Trips	80	-	-	80	-
Independent examiner fee	215	-	-	215	215
Fundraising costs	270	-	-	270	745
Subscriptions & registrations	154	-	-	154	158
Sub total	90,505	-	-	90,505	88,032
A4 Asset and investment purchases, (see table)					
Purchases of assets	2,540	-	-	2,540	1,874
Sub total	2,540	-	-	2,540	1,874
Total payments	93,045	-	-	93,045	89,906
Net of receipts/(payments)	3,384	-	-	3,384	5,714
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	56,055	-	-	56,055	50,341
Cash funds this year end	59,439	-	-	59,439	56,055

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC current account	46,658	-	-
	HSBC savings account	12,778	-	-
	Cash	3	-	-
	Total cash funds	59,439	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Trade Debtors	1,310	-	-
	Prepayments	720	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	22,554	3,500
	Indoor furniture and equipment	Unrestricted	10,169	949
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	220	
	Sundry creditors	Unrestricted	3,386	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales - Charity number 292766

Accounts



Broadmayne and West Knighton Preschool
Knighton Lane, Broadmayne, Dorchester, Dorset, DT2
8PH

Telephone Number: 01305 853303

Email: admin@bwkps.co.uk

Registered Charity Number: 292766

PLA Registration Number: 13962

Ofsted Number: 139324

Management Committee Annual General Meeting

Report of the Chair for Financial Year August 2021 – July 2022

Author: Paul Molyneux, Chair

Date: Thursday 10th November 2022

Previous AGM 24th March 2022

New committee formed 28.03.22

Sophia Hobbs

Laura Cullen

Becca Warren

Rachel Marsden

Staffing

From September 2021 Karla was briefly the preschool manager, however she stepped down as Manager and became "Admin Manager" in February 2022 due to personal circumstances. The discussions around this transition started in November 2021.

Sam stepped up from Deputy Manager to become Preschool Manager February 2022.

Due to the Ofsted requirement of requiring a manager or deputy on site at all times we had to create the two manager positions to cover every day. Preschool has always had a history of being unable to recruit a full time manager, which has caused many headaches arranging the rota to try and have a manager available.

Committee produced job descriptions for both "manager" roles, and updated their duties.

The committee tried to get both managers to agree to these job descriptions but currently this is unresolved.

Continuing with the staff changes:

Lucy Edwards joined end of March 2021, then Lucy left 9th July to pursue a job as a TA in a local school.

Jackie Naylor retired in 2021 and the committee erected a sign in the garden at the graduation. She left at 20+ years of service.

Jess Welch stepped up to become Room Lead.

Laura Sealey joined End of March 2021 and was a really good addition to the team. Laura also stepped to be Room Lead when required.

Josie Maskens joined us in April 2021 and it is really good to see the training that preschool can offer a new starter.

We have continually advertised for bank staff, and are always looking for extra help.

Preschool had to close for a week in February 2021 due to Covid and staff shortages and isolation requirements.



Through the sickness and the pandemic we noticed single points of failure with the management and Admin roles. Sam was trained in the admin roles to eliminate these failures and procedures were documented. We are still working hard to eliminate any more single points of failure and a few more have cropped up recently.

Garden

Summer 2021 the whole preschool garden was repainted by the committee and family and friends.

The fence and gates were painted and repaired, all the attached decorations were removed and cleaned.

The play equipment was repainted in "natural colours" and the trellis fencing was replaced. All sheds were repainted and repaired.

Numerous loads of rubbish were taken to the tip and recycled.

All the paint was kindly donated by Brewers Decorating Centre in Dorchester.

In March 2022 Committee met with Sure Start and Dorset Council to discuss changes to the lease and use of the building. We also agreed to discuss maintenance directly with the Council. School agreed to take on one room and the side garden. Sure Start agreed to remove their unused equipment. We are still awaiting the new lease from the council. Plus we are still awaiting the removal of all the unused Sure Start office furniture.

In the garden the new ramp was installed and made the outdoor space much safer. This was completed by the Council in summer 2021.

In the Summer of 2022 the garden had another huge makeover which saw the removal of two dilapidated sheds, plus a lot of rubbish. Hedges and bushes were trimmed and the ground was cleared. A brand new shed was installed from Halstock sheds. This has transformed the area and given the preschool even more usable outside space. The committee would like to thank Mike Hobbs and everyone who helped with this project.

IT

The preschool had a new printer installed with cheaper ink. We also discussed upgrading the IT system and purchasing a laptop and Cloud storage. This is something we need to continually renew. We had a very reasonable quote from a local IT company. The management staff petitioned us to keep the old system and also wished to continue with paper based record keeping for the time being.

We also managed to secure a Charity Licence of Microsoft 365, saving the preschool almost £100.

A committee email address was set up in March 2022 and this has really helped with communication with staff and record keeping.

Logo and rebranding

The old preschool logo needed updating. The logo was so old that we couldn't even find a good quality copy of it. We consulted with staff who gave us a brief of what they wanted, which was something based nature and also encompassed and the motto of preschool which is "Reach for the Stars". A new logo was created and this is being rolled out now. There will be a new uniform for the staff and also new uniform will be available to purchase for the children.



Sensory Room

Committee and staff have talked at length about a sensory room. This is something which would attract grant funding and would greatly enhance the preschool experience. It is widely documented that Covid has had a great effect on children, and a sensory room could help these children.

Training

All the training requirements were reviewed as courses weren't running for 2 years due to the pandemic. All staff have now completed all their mandatory training. This has also had an effect on spending, and Claire will cover this in her report.



Broadmayne & West Knighton Preschool
Management Committee Annual General Meeting

Report of the Treasurer for Financial Year August 2021 – July 2022

Author: Claire Willitts, Treasurer

Date: 10th November 2022

As mentioned in the Chair's report, we are pleased to have brought the AGM back into the autumn cycle this year as this allows us to now align the accounts with the academic year and the appraisal round, which has been sporadic through recent years.

The Accounts

The financial performance for the most recent year August 2021 – July 2022 has been positive with accounts showing a profit of £5,715 against an annual turnover of £95,620.

To contextualise this, the table below shows the financial progression of the Preschool over the past nine years.

YEAR	INCOME	OUTGOINGS	PROFIT
2014	£83,100	£73,000	£10,100
2015	£77,600	£71,900	£5,700
2016	£79,400	£83,400	-£4,000
2017	£79,300	£71,900	£7,400
2018	£69,200	£75,200	-£6,000
2019	£78,780	£100,808	-£21,938
2020	£58,504	£54,226	£4,238
2021	£95,915	£68,914	£27,001
2022	£95,620	£89,905	£5,715

Factors in reduced profits

In 2020-2021 preschool made £27,001 profit compared to £5,715 in 2021-2022.

There are several circumstances and decisions made this year that account for the lower profits compared to 2020-2021.

Firstly, after the successful financial performance of the preschool in 2021, the Committee agreed to use some of the profits to make investments in staff and resources, as discussed at last year's AGM.

Specifically, we made the following investments:

- Additional staff member to assist with post-pandemic cohort £12,600
- Classroom & outdoor resources £ 4,000
- Staff bonus £ 4,000
- Fencing to garden (grant funded in 2020-2021) £ 1,400

Secondly, the staffing wage bill was £20,000 higher this year than in the previous year. Part of this is accounted for by the additional staff member and the bonus outlined above but is also reflective of the impact of the pandemic in the 2020-2021 year, where we were still seeing some reduced attendance



numbers at preschool during closure periods or staff sickness, which meant lower staffing levels than needed for a full cohort, thus showing lower costs in the previous year.

The additional spend is also partly explained by the deferment of staff training during the pandemic years because of cancellation of face-to-face meetings. This meant that all the training that was outstanding since 2019 had to be completed in this financial year to bring everyone up to standard. The staff wage payments for travelling and attending face-to-face training as well as in-person staff meetings and face-to-face parents' evenings meant additional total spend on staffing costs to support this.

As Paul has already mentioned, the introduction of a dual management arrangement in February 2022 has also attracted cost increases to the staffing. This is a debate we have had at preschool repeatedly over the three years that Paul and I have been involved in the Committee. There is a conflict between the small size of the setting and therefore the size of the staff team, the part-time nature of the workers in the sector and the Ofsted requirements for site presence of management, and this has always produced a difficult situation in terms of management structure. This is a situation that we continue to work with preschool to improve with a focus on rationalising costs, bringing consistency for staff and families, and identifying clear lines of responsibility and reporting. Ultimately, we need to refine this structure to best prepare us to support families and to be accountable to Ofsted and the Charities Commission, and to date none of the options available have been especially effective.

The third factor in the increased spend was the April 2022 increase in the National Minimum Wage. The Committee discussed the impact this would have on our finances knowing that funding levels fall short of costs, but also the impact on our staff in terms of both morale and the continuing increases in the cost of living. It was unanimous within the Committee that qualified practitioner staff should not be paid minimum wage and that doing so would be insulting to their skills and their commitment to our families. Whilst we could not consider a more sizeable increase to reflect cost of living increases due to financial pressures at the preschool, we did agree to offer a 6.6% increase to all staff wages to reflect the 6.6% increase to the National Minimum Wage. This increase was implemented from April 2022 so pushing up staff costs by 6.6% for the remaining half of the financial year.

As part of this decision, Committee also implemented fee increases to cover this additional staffing cost. In March 2022 fees were increased from £5.00/hr to £5.50/hr for 2-year-olds and from £4.50/hr to £5.00/hr for unfunded 3–4-year-olds.

Evaluation of the accounts

When looking at the reasons behind the drop in profits this year, if we account for the £20,600 of additional investments, plus the wage increase prompted by the increase in the National Minimum Wage, along with the additional staff hours for training etc, all mentioned above, we are showing a very similar financial performance to last year, which is wholly positive. To clarify, if we had not made those investments, we would have reported a circa £26k profit, comparable to £27k in the previous period.

The £95k turnover is consistent with the previous year and we have had full sessions for almost the whole academic year, showing that demand for preschool places remains high, and the success of what we offer here is still strong, as parents are choosing to come to us. We have also noticed more families coming from outside of the immediate catchment area and this continues into this academic year.

The accounts show that we are achieving some financial consistency, which is important for a good business and suggests that we are in a period of increasing stability with regards to our internal management and in meeting the demand and expectations within our community. It is therefore justified to forecast that the preschool should be able to remain on a positive financial footing in the



immediate term, providing we continue to closely manage our cost base and make sensible investments in staffing and resources alongside close monitoring of our projected income based on the admissions list.

Challenges to stability

In terms of challenges to the financial stability of the preschool, there remain a number;

- Demand could drop as the nature of education means this is dependent on low and high birth rates each year
- Additional needs of future cohorts could push staffing ratios beyond viability
- Cost of living increases could see staff seek alternative employment
- Changes at Dorset Council could produce changes to charities relief for rent under the new lease

Birth Rates

The first point is not a variable we have any control over, but we will know if potential drop in the number of children needing preschool places is coming as that information is available in the public domain. We will monitor this in conjunction with Broadmayne First School, which we have good relationships with as the primary feeder setting for this school.

Post-Pandemic Cohort

The challenges of the post-pandemic cohort continue with more children demonstrating additional developmental, emotional, and social needs, which many of us probably recognise as parents. This combined with the continued popularity of places for 2-year-old children, who have more demanding needs than those of the traditional preschool age group of the 3–4-year-olds, does mean the preschool is a challenging setting for the staff to manage. The additional member of staff approved for the last year and paid for out of profits has helped us alleviate this pressure in the last academic year, but we are finding for some sessions this year we need even more staff to be able to comfortably manage this, whilst still being able to develop the essential pre-school skills to suitably equip the rising 5s for starting school.

Moving into the new academic year starting September 2022, we have agreed to continue the additional member of staff to mirror last year's staffing ratios, but the addition of yet another staff member for every session would push finances to breaking point and therefore this is a priority for both management and Committee to find a viable solution. There are three options to address this:

- 1) Increase income
- 2) Reduce non-staff costs
- 3) Simplify the room

To **increase income**, we would need to consider increases to fees and resources charges, which are seen to be common in settings in the local area. We are still a very reasonably priced setting by local standards, based on cost comparisons we have done in the last three months. Some settings also charge a supplement for 3–4-year-olds as a specific reflection of the fact that local government funding falls short of the identified cost of providing the place to a preschool child. Fundraising can always be leveraged but it would be naïve to think that the business could balance its books by relying on fundraising efforts as this would be at high risk of failure.

Staff costs account for £76k of the £89k operating costs this year so options to **reduce non-staff costs** would have limited impact as there is only £13k to target. We know from financial analysis in the past two years, that our fixed non-staff costs are circa £11k when you look at utilities, phone/broadband, insurances, banking costs etc.



In the past year the utility costs have increased by £1,000, which represents a 50% increase to the cost we paid last year. As we are on dual supplies with the school for two out of three of our utilities, we are not able to go out to the market to search for a better deal. You will probably all know from personal experience that suppliers are closing their doors to new customers as well, so we will be in the hands of fate on these costs in the immediate term and therefore should expect a further sizeable increase in spend on utilities to come this year.

In the past three years we have implemented significant spending cuts and controls. Paul has made some significant savings on licensing of software in the office and reducing our telephone bills by over £1,000 each year, so we believe we are running as lean as possible for the size of the setting.

Staffing costs may change in consultation with management if we can find a better way to structure the rota and still comply with Ofsted requirements and that is something under discussion this term in the wake of Karla's departure. Although not part of the current reporting period I would like to thank Karla for her commitment to the preschool and support to Committee and me personally as Treasurer over the last three years.

In terms of **simplifying the room**, we could consider changing the admissions policy and returning to being a preschool only setting. The decision to expand to offer 2-year-old places in 2019 was made as it provided a much-needed source of additional income to help support the preschool, so any decision to reverse this is one we would take extremely seriously as neither Committee nor management want to close our doors to any parts of the community that we are supporting. This is therefore regarded as the very last resort, and we are confident we can find a solution by looking at income and expenditure, so we don't have to consider this option at all.

Addressing this challenge is the focus for Committee and management of the first term of the new academic year i.e., now.

Loss of staff

The cost of living increases and the impact on staff is largely also beyond our control, but we will maintain an open line of communication with staff and attempt to ease this if finances allow. I would add that we highly value the staff team that we have had this year, and release many of them have been a very long time and are committed to the setting and working with the Committee to keep preschool going, so thank you to them for their support.

Lease

With regards to the preschool lease, through one of our parents we have been offered free of charge legal advice on the renegotiation of the preschool lease, so thank you to Matthew and Becca Rimmer and Pengillys solicitors for taking this on for us. Sadly, that does not mean there has been a tremendous amount of progress since the last AGM in March 2022. Further changes at the Council have meant that work on the matter has stalled, but we have found new Holding Trustees to hold the lease at the Land Registry, thanks to Paul & Sophia for offering themselves up for this along with me to enable us to release the Holding Trustees from 2010. As things stand, we are not expected to pay any rent for the lease due to the policy the Council has to offer otherwise unused buildings to charities rent-free. There is no suggestion that this will change but it is a risk that we are aware of and are working with Pengillys to ensure the terms of the lease adequately protect us from this risk over the life of the lease.

Grants & Fundraising

In the 2021-2022 year we achieved £400 of grant funding from the Rotary Club, that was spent on storage units for the garden area to protect our new toys. We also generated £1,522 of fundraising from events including the following:



- Sale of donated books
- Halloween disco
- Christmas fayre teddy tombola
- Christmas raffle
- Teatowels
- Easter hunt picture trail and party
- Jubilee staff event
- Tigger bounce staff event
- D-Day & sports day staff event

To support these events, we approached supermarkets for donations of raffle prizes and Easter eggs to help encourage parents to participate in the events. Thanks to the other members of the Committee that have arranged and supported with events we have run, and we hope parents and families have enjoyed attending the events knowing they are supporting such a worthy cause. I would like to acknowledge that the willingness of the staff to create their own and support committee fundraising events has generated a lot of extra funds that we otherwise wouldn't have had from purely committee organised events, so thank you to the staff for their efforts and to all the families that have contributed to these funds and all the resources we ask for across the year.

Cash reserve

The preschool continues to hold a moderate cash reserve from profits in the last two years. As a charity we do not run to generate profits and only aim to produce profits to protect us from potential increases in costs, like is expected in utilities this year, or a drop in income due to attendance numbers or other unforeseen events. We are also required to hold a reasonable reserve to cover costs of winding up should the worst happen. This is currently in a healthy position to offer us support to make other financial decisions based on external variables.

Concluding Points

In consideration of all the above, it is felt that the 2021-2022 accounts are probably the most accurate reflection of the genuine annual operating cost of the preschool in terms of staffing. This is based on the footprint of the building that determines how we can staff the rooms and the garden, the needs produced by the mix of 2- and 3-4-year-olds, the management staffing levels needed to meet Ofsted requirements. The last two years also show consistency in the income potential when we have full sessions. Based on these numbers, the preschool continues to be very much viable. The investments made this year were justified, affordable and most of them have contributed directly to the experience that our children have at preschool. This is what profits should be used for and therefore the drop in overall profit this year should not be viewed negatively or as indicative of decline.

During my time as Treasurer, my objective has been to keep the preschool in a viable position by making sure our running costs do not outweigh our fee income and not relying on cash reserves or fundraising to cover our day-to-day operating costs. The Committee has been very supportive of that strategy and so this remains the direction we plan to continue, working with staff to ensure that at the same time we can still fulfil the needs of the curriculum, meet the expectations of our families, and support staff to do the really important work that the school need them to do in preparing our children for school.

This report will be appended to the minutes of the meeting for reference.



Receipts and payments accounts

For the period from	Period start date 01 August 2021	To	Period end date 31 July 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	76,863	-	-	76,863	79,721
Other fees	16,595	-	-	16,595	11,887
Trips, lunches and clothes	-	-	-	-	28
Fundraising receipts	1,522	-	-	1,522	1,517
Bank interest	4	-	-	4	1
Grants	400	-	-	400	2,000
Coronavirus Job Retention Scheme	135	-	-	135	621
Sundry receipts and donations	101	-	-	101	139
Sub total (Gross income for AR)	95,620	-	-	95,620	95,915
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	95,620	-	-	95,620	95,915
A3 Payments					
Staff wages	74,510	-	-	74,510	58,021
Staff pensions	1,548	-	-	1,548	946
Staff training and checks	671	-	-	671	516
Uniform	-	-	-	-	32
Milk & Groceries	613	-	-	613	509
Classroom supplies & equipment	2,049	-	-	2,049	752
Sundry expenses	376	-	-	376	685
Repairs and maintenance	1,795	-	-	1,795	606
Utilities	2,915	-	-	2,915	1,924
Insurance	741	-	-	741	738
Telephone	423	-	-	423	1,602
Professional fees	1,236	-	-	1,236	1,248
Bank charges	37	-	-	37	-
Advertising	-	-	-	-	126
Independent examiner fee	215	-	-	215	420
Fundraising costs	745	-	-	745	1
Subscriptions & registrations	158	-	-	158	117
Sub total	88,032	-	-	88,032	68,243
A4 Asset and investment purchases, (see table)					
Purchases of assets	1,874	-	-	1,874	671
Sub total	1,874	-	-	1,874	671
Total payments	89,905	-	-	89,905	68,914
Net of receipts/(payments)	5,714	-	-	5,714	27,001
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,341	-	-	50,341	23,340
Cash funds this year end	56,055	-	-	56,055	50,341

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC current account	43,393	-	-
	HSBC savings account	12,659	-	-
	Cash	3	-	-
	Total cash funds	56,055	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
	Prepayments	670	-	-
	Other debtor	12	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	20,014	1,600
	Indoor furniture and equipment	Unrestricted	10,169	2,191
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	215	
	Sundry creditors	Unrestricted	1,230	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

BROADMAYNE AND WEST KNIGHTON PRE-SCHOOL

England & Wales - Charity number 292766

Accounts



Broadmayne & West Knighton Preschool

Management Committee Annual General Meeting

Report of the Chair for Financial Year August 2020 – July 2021

Author: Paul Molyneux, Chair

Date: Thursday 24th March 2022

We must apologise for the delay yet again, this has been due to waiting on the accountant completing the accounts for the 2nd year in a row. This is something we will aim to change and hope to have the AGM by December 2022.

I will do a quick refresher as this report focuses on Summer 2020 onwards.

The summer of 2020 was during the easing of some covid restrictions but during the height of the pandemic. Preschool had a big garden tidy with staff and committee members and their families and children.

September 2020 was when the preschool reopened with Covid measures in place after being closed since the first lockdown.

This was a large task for the staff with many Risk assessments to complete. This also included new routes around the building and new routines for drop off and collection. The staff did an amazing job over the summer completing this, and making sure we could open and everyone felt as safe possible.

The old ramp and decking outside had reached the end of its useable life and we finally got agreement from Dorset Council to have this replaced. This was agreed but not installed during this reporting period.

We have been awaiting a new lease from Dorset Council and this is still on going.

Fund raising

Serco Foundation donated a total of £2000, which we put towards a fence in the garden to separate the lawn from the play area.

Preschool was donated a lovely boat which came from a local family whose children went to the preschool.

The staff organised a Tigger bounce which raised over £700, don't forget your forms for this April's bounce.

There was a Christmas Raffle and children's party organised by the staff, which had to take place following the covid rules of 2020.

In Easter we ran a colouring competition with help from the village shop. Easter Eggs were donated by parents and local businesses. We are hoping to do a similar event this year, more details to follow.

Staff

Hannah Ogden resigned as manager due to family commitments.
Sam Mannion stepped up and became the Deputy Manager
Karla Joy took on the role of Preschool Manager
Jess stepped up to become Room Lead
Helen Da Souza returned.

Committee Changes:

New Members:

Lottie De Courcy
Rebecca Mustoe
Madi Gardener
Sarah Broadbridge
Paul Molyneux and Claire Willitts stayed on as Chair and Treasurer

Next AGM before Christmas 2022.



Broadmayne & West Knighton Preschool

Management Committee Annual General Meeting

Report of the Treasurer for Financial Year August 2020 – July 2021

Author: Claire Willitts, Treasurer

Date: Thursday 24th March 2022

As mentioned in the Chair's report, we find ourselves holding the AGM for 2020-2021 financial year some months later than planned. We felt it important to wait until the accounts were fully audited because of the financial difficulties facing the Preschool at the time of the last AGM and the unpredictable nature of the pandemic.

We are now pleased to report a much-improved financial position last year than in both 2018-2019 and 2019-2020.

The accounts for year ending July 2021 show a profit of £27,001.00 against an annual turnover of £95,915.00. As a proportion of turnover, the profit demonstrates the Preschool has had a financially efficient year.

To contextualise this, the table below shows the financial progression of the Preschool over the past five years.

YEAR	INCOME	OUTGOINGS	PROFIT
2017	£79,300	£71,900	£7,400
2018	£69,200	£75,200	-£6,000
2019	£78,780	£100,808	-£21,938
2020	£58,504	£54,226	£4,238
2021	£95,915	£68,914	£27,001

The positive operating profit is an indicator that the spending restrictions implemented in 2019-2020 have been effective in bringing stability to the finances without negatively impacting the ability of the Preschool to deliver the experiences needed by the children.

We are confident that the changes made to staffing ratios to ensure expenditure does not surpass income have also been effective having now been in place for a full academic year 2020-2021. There remains some concerns over the practicalities of managing numbers across the extensive footprint of the Preschool building, which has always been challenging, but whilst attendance numbers and therefore staffing remains high, this is not causing problems.

To attempt to resolve this situation long-term and to avoid a repeat situation of staff costs exceeding income levels, investigation was made into the potential to increase the capacity cap placed on the Preschool by Ofsted. This cap is currently 20 children per session. If this cap could be increased and places filled this would require a greater number of staff for each session, which would elevate staffing levels above the minimum required to effectively manage the footprint of the building whilst still retaining operation within the Ofsted ratios, which in turn would ensure the balance of costs versus income remains viable.

Following discussion with the Early Years Advisor, this increase was found to be unrealistic without significant and costly changes to the layout of the building, particularly relating to the shared bathroom between the two rooms. As such, this was not pursued and the risk of needing to staff above income levels remains if attendance numbers fall in the future.

Profit aside, the accounts also show a sizeable increase in turnover. This is indicative of growing demand in our area for Preschool spaces and a positive return to Preschool settings following the pandemic. The nature of the sector means that we see peaks and troughs in attendance numbers dependent on external factors such as high and low birth rate years, geographical migration of families and availability of places at other settings, meaning that turnover will always vary year-on-year. Currently this trend for high attendance continues into the next financial year.

Discussions with Dorset Council continue around the tenancy of the building and a new long-term lease will be signed to reflect the change in occupation of the building, where this was previously shared with the Children's Centre. I can confirm there is currently no rental charge attached to this lease, but that the Council are expecting Preschool to accept responsibility for all operating and non-structural maintenance costs. This makes it more crucial for us to be able to rely on parents to help with maintenance and upkeep of the building. We are yet to receive detailed lease terms and will be looking to limit our liability for repair and maintenance particularly given the building is a prefabricated unit with a limited life.

As part of the process of lease renewal we will be seeking new Holding Trustees to sign the lease on behalf of Preschool. These Trustees have no management responsibility, but as an unincorporated charity the Preschool cannot hold a Title Deed for a leased property in its own name and rely on members of the community to hold it on its behalf. This may sound onerous, but it is a common practise and is a very limited role in signing the deed. Our current Holding Trustees have been in place for almost 10-years and now wish to pass this over when we sign the new lease, so if anyone is willing to act as a Holding Trustee please contact me.

Whilst the accounts paint a positive picture of financial progress, there remain risks to the operation as outlined above. Taking account of these risks and learning lessons from misplaced spending of profits pre-2019, it is recommended that a Reserves Policy is drafted for the Preschool to establish a reasonable financial reserve of funds to protect the Preschool finances. This reserve would be available to supplement income if staffing costs needed to exceed income to effectively manage the Preschool setting with low numbers, or if the building required significant investment that would not be borne by the Council.

As a charity, the Preschool cannot hold reserves without this policy and appropriate justification to the Charities Commission as to why reserves are required. The practicalities of the building and the variable nature of the sector are deemed to be acceptable reasons for needing a reserve. The policy will be drafted by the Treasurer in the next financial year for Committee approval.

Discussions have been held between Committee and Preschool Management to agree on an appropriate level of investment in new resources that can be funded from the operating profit generated without compromising our financial stability. This is a satisfying outcome for all the hard work put in by the staff managing through with limited spending and investment in the previous year.

We would particularly like the children of the families who were with us during the 2020-2021 period to benefit from the investments before they leave to start school.

Fundraising remained quite limited during this period due to social distancing restrictions in the latter part of the pandemic. The staff did a fantastic job of fundraising for the Preschool as they were able to hold parties and undertake activities with the children whilst families had to remain distanced from the setting. Between staff and Committee, a Preschool fundraising What's App group was set up and Sarah, our Committee Secretary agreed regular slots in the school bake sale calendar for us in the summer term 2021. In total, this and the initiatives mentioned by Paul raised £1,500 in this period, in addition to the £2,000 of Serco grant funding that Paul secured.

Moving into the next financial year and the hopeful recruitment of new Committee members, we wish to return the focus of the Committee to fundraising initiatives, especially as our numbers are high and we have a captive audience!

Now half-way through the new financial year, the Preschool is again almost at full capacity, so we forecast a positive year for the 2022 accounts. As a charity-run Preschool we have no desire to turn large profits, only sufficient to ensure we are stable and can survive unforeseen events. We therefore intend to make some reasonable investments of anticipated profits into resources and projects that will benefit the children and enable us to retain our position as a well-resourced, well-managed and desirable village Preschool.

This report will be appended to the minutes of the meeting for reference.



Receipts and payments accounts

For the period from	Period start date 01 August 2020	To	Period end date 31 July 2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DCC funded fees	79,721	-	-	79,721	46,204
Other fees	11,887	-	-	11,887	10,458
Trips, lunches and clothes	28	-	-	28	60
Fundraising receipts	1,517	-	-	1,517	1,366
Bank interest	1	-	-	1	21
Grants	2,000	-	-	2,000	
Coronavirus Job Retention Scheme	621	-	-	621	
Sundry receipts and donations	139	-	-	139	394
Sub total (Gross income for AR)	95,915	-	-	95,915	58,504
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	95,915	-	-	95,915	58,504
A3 Payments					
Staff wages	58,021	-	-	58,021	41,961
Staff pensions	946	-	-	946	514
Staff training and checks	516	-	-	516	341
Sub-contractor	-	-	-	-	3,165
Uniform	32	-	-	32	94
Milk & Groceries	509	-	-	509	303
Classroom supplies & equipment	752	-	-	752	573
Sundry expenses	685	-	-	685	273
Repairs and maintenance	606	-	-	606	400
Utilities	1,924	-	-	1,924	2,522
Insurance	738	-	-	738	726
Telephone	1,602	-	-	1,602	1,073
Professional fees	1,248	-	-	1,248	1,607
Advertising	126	-	-	126	437
Independent examiner fee	420	-	-	420	-
Fundraising costs	1	-	-	1	-
Subscriptions & registrations	117	-	-	117	237
Sub total	68,243	-	-	68,243	54,226
A4 Asset and investment purchases, (see table)					
Purchases of assets	671	-	-	671	-
Sub total	671	-	-	671	-
Total payments	68,914	-	-	68,914	54,226
Net of receipts/(payments)	27,001	-	-	27,001	4,278
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	23,340	-	-	23,340	23,340
Cash funds this year end	50,341	-	-	50,341	27,618

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC current account	37,683	-	-
	HSBC savings account	12,655	-	-
	Cash	3	-	-
	Total cash funds	50,341	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Prepayments	667	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Outdoor equipment, sheds, bench etc	Unrestricted	19,253	1,007
	Indoor furniture and equipment	Unrestricted	9,057	2,375
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Examiner's fee	Unrestricted	215	
	Sundry creditors	Unrestricted	1,398	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval