

WILLOW BANK PRE-SCHOOL

England & Wales · Charity number 293012

Details

Other names	WILLOW BANK PLAYGROUP ASSOCIATION, WILLOW BANK PLAYSCHOOL ASSOCIATION, WILLOW BANK PRE SCHOOL
Status	Registered
Legal form	Other
Registered	1985-11-18
Register	View on the Charity Commission register

Contact

Address
Duffield Road
Woodley
Reading
Berkshire
RG5 4RW

Phone 01189272338

Website www.willowbankpreschool.org.uk

Activities

Objects: TO ENHANCE 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.

Activities: Willow Bank Preschool offers sessional care for 3-5 year olds and provides a safe, stimulating and caring environment that promotes learning through play

Classification

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

Geography

- **Area of benefit:** WOODLEY
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£181,373	£165,949	-	-
2023-08-31	£161,108	£138,028	-	-
2022-08-31	£159,358	£149,080	-	-
2021-08-31	£155,800	£155,037	-	-
2020-08-31	£157,597	£119,717	-	-

Trustees

Name	Role	Appointed
Carly Rice		2025-11-04
Emma Lockwood		2025-11-04
Emma Mylum		2025-11-04
Hanne Deweer		2024-10-24
Jade Smith		2025-11-04
Rebecca Wellings		2024-10-24
Shannon Rosier		2024-10-24
Taylor White		2023-10-18

WILLOW BANK PRE-SCHOOL

England & Wales - Charity number 293012

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2023		31	08	2024

Section A Reference and administration details

Charity name

Willow Bank Pre-school

Other names charity is known by

Registered charity number (if any)

293012

Charity's principal address

Duffield Road
 Woodley
 Berkshire
 Postcode **RG5 4RW**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Shannon Rosier	Chair Person	October 2025	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PLA Pre School Constitution
How the charity is constituted (eg. trust, association, company)	Parent Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by Preschool parents

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To provide early years education to children from 2 1/2 to 5 years to an excellent standard.

Children from all backgrounds are able to access care across 5 days a week with access to lunch club on site, if desired. The environment created is safe, stimulating and caring, promoting learning through play

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide a summary of the charity's main achievements during the year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

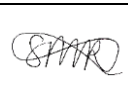
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Shannon Rosier	
Position (eg Secretary, Chair, etc)	Chair	
Date	20/06/2025	

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/23 - 31/08/24

	2023-24	2022-23
	£	£
Receipts		
Session Fees - Funded	163,487	141,821
Session Fees - Additional	5,277	10,385
Lunch Club	7,957	5,100
Registration Fees	690	590
Fruit/Snack Money	950	560
Fundraising Income (NET)	1,098	1,931
Salary Subsidies/tax refunds	-	653
Interest Received	1,915	68
Total Receipts	181,373	161,108
Payments		
Salaries/PAYE	131,004	112,628
Training	562	65
Other Staff Costs	543	406
Professional Fees	1,755	1,647
Cabin Consumables	3,156	2,017
Cabin Equipment	2,154	2,313
Insurance/PLA	3,343	2,409
Electricity	6,379	1,865
Ground Rent	925	1,156
Repairs & Maintenance	9,143	6,399
Registrations/Subscriptions	164	1,008
Safety/inspections/DBS	218	146
Telephone/Broadband/SMS	1,240	1,580
Website/Advertising/Software	3,617	2,839
Printing/postage/photocopying	859	678
Bank Charges	186	426
Miscellaneous expenses	702	444
Total Payments	165,949	138,028
Net Receipts/(Payments)	15,424	23,080
Cash funds last year end	188,702	165,622
Cash funds this year end	204,125	188,702

Signature: _____

E. O. Skape

(Independent Examiner)

Date: 11/06/2025

Signature: _____

[Signature]

(Chairperson)

Date: 19/06/25.

Signature: _____

[Signature]

(Treasurer)

Date: 19/06/25

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/23 - 31/08/24

	2023-24	2022-23
	£	£
<u>Cash Funds</u>		
Barclays Business Account	182,758	860
Barclays Community Account	21,341	187,725
Cash in Hand	26	117
	<u>204,125</u>	<u>188,702</u>

Other Monetary Assets

Assets retained for use by Preschool

Pre school cabin
Cabin fixtures and fittings
Cabin furniture and equipment
Games and Toys
Personal Computers

Signature: Er. O. Skape
(Independent Examiner)

Date: 11/06/2025

Signature: [Signature]
(Chairperson)

Date: 19/06/25

Signature: [Signature]
(Treasurer)

Date: 19/06/25

Reconciliation of cash flow with closing bank/cash balances
Registered Charity No. 293012

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2023	£187,724.77	£860.16	£116.84	£188,701.77
Income minus expenditure for Sept 23 - Aug 24				£15,423.71
Closing balance				£204,125.48

	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
Closing cash balances as at 31/08/2024	£21,341.45	£182,757.86	£26.17	£ 204,125.48

Note 1		Note 2	
Opening bank account balance Community A/c 01/09/23	£228,813.33	Closing bank account balance Community A/c 31/08/24	£74,251.74
Late deposit (unbanked receipts)			
Less late payments:		Less late payments:	
Total late payments	£0.00	Total late payments	£0.00
Deduct advance fee payment	£41,088.56	Deduct advance fee payment	£52,910.29
	£187,724.77		£21,341.45

Signature: E. O. Skape

(Independent Examiner)

Date: 11/06/2025

Signature: [Signature]

(Chairperson)

Date: 19/06/25

Signature: [Signature]

(Treasurer)

Date: 19/06/25



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Willow Bank Pre School

**On accounts for the year
ended**

31 August 2024

**Charity no
(if any)**

293012

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

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

**Responsibilities and
basis of report**

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

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

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Gisela Sharpe

Date:

11/06/2025

Name:

Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address:

16 Lincoln Gardens

Twyford

Reading RG10 9HU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WILLOW BANK PRE-SCHOOL

England & Wales - Charity number 293012

Accounts

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/22 - 31/08/23

	2022-23	2021-22
	£	£
<u>Cash Funds</u>		
Barclays Business Account	860	857
Barclays Community Account	187,725	164,743
Cash in Hand	117	22
	<u>188,702</u>	<u>165,622</u>

Other Monetary Assets

Assets retained for use by Preschool

Pre school cabin
Cabin fixtures and fittings
Cabin furniture and equipment
Games and Toys
Personal Computers

Signature: E. O. Skape

(Independent Examiner)

Date: 20/06/2024

Signature: M. Williamson

(Chairperson)

Date: 25/06/2024

Signature: I. J. Barry

(Treasurer)

Date: 24/06/2024

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/22 - 31/08/23

	2022-23	2021-22
	£	£
<u>Receipts</u>		
Session Fees - Funded	141,821	139,944
Session Fees - Additional	10,385	16,809
Lunch Club	5,100	341
Registration Fees	590	359
Fruit/Snack Money	560	599
Fundraising Income (NET)	1,931	1,258
Salary Subsidies/tax refunds	653	-
Interest Received	68	49
Total Receipts	161,108	159,358
<u>Payments</u>		
Salaries/PAYE	112,628	113,967
Training	65	1,232
Other Staff Costs	406	-
Professional Fees	1,647	1,628
Cabin Consumables	2,017	3,106
Cabin Equipment	2,313	8,905
Insurance/PLA	2,409	4,896
Electricity	1,865	1,689
Ground Rent	1,156	694
Repairs & Maintenance	6,399	9,792
Registrations/Subscriptions	1,008	152
Safety/inspections/DBS	146	132
Telephone/Broadband/SMS	1,580	947
Website/Advertising/Software	2,839	731
Printing/postage/photocopying	678	324
Bank Charges	426	342
Miscellaneous expenses	444	544
Total Payments	138,028	149,080
 Net Receipts/(Payments)	 23,080	 10,278
 Cash funds last year end	 165,622	 155,344
 Cash funds this year end	 188,702	 165,622

Signature: E. O. Skape
(Independent Examiner)

Date: 20/06/2024

Signature: M. Williamson
(Chairperson)

Date: 25/06/2024

Signature: Ily Bann
(Treasurer)

Date: 24/6/2024

Reconciliation of cash flow with closing bank/cash balances
Registered Charity No. 293012

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2022	£164,743.03	£956.57	£22.47	£165,622.07
Income minus expenditure for Sept 22 - Aug 23				£23,079.69
Closing balance				£188,701.76

	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
Closing cash balances as at 31/08/2023	£187,724.77	£860.16	£116.84	£188,701.77

	Note 1	Note 2	Totals
Opening bank account balance Community A/c 01/09/22	£206,382.56	Closing bank account balance Community A/c 31/08/23	£228,813.33
Late deposit	(unbanked receipts)		
Less late payments:		Less late payments:	
Total late payments	£0.00	Total late payments	£0.00
Deduct advance fee payment	£41,639.53	Deduct advance fee payment	£41,088.56
	£164,743.03		£187,724.77

Signature: E. O. Slope
(Independent Examiner)
Date: ___/___/2024

Signature: Williamson
(Chairperson)
Date: 25 Feb 2024

Signature: Ily Barn
(Treasurer)
Date: 24/6/2024

WILLOW BANK PRE-SCHOOL

England & Wales - Charity number 293012

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2021		31	Aug	2022

Section A Reference and administration details

Charity name

Willow Bank Preschool

Other names charity is known by

Registered charity number (if any)

293012

Charity's principal address

Duffield Road
 Woodley
 Berkshire
 Postcode RG5 4RW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Matthew Williamson	Chair	October 2022	
2	Ho Ka Barnes	Treasurer	October 2022	
3	Alice Williamson	Secretary	October 2022	
4				
5				
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15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	PLA Pre School Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Parent Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected at AGM by Preschool parents

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

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

To provide early years education to children from 2 1/2 to 5 years to an excellent standard.

--

Children from all backgrounds are able to access care across 5 days a week with access to lunch club on site, if desired. The environment created is safe, stimulating and caring, promoting learning through play.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

See attached AGM minutes (October 2022).

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

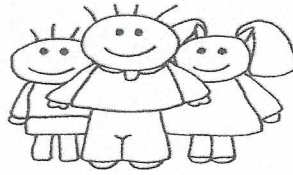
Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Idy Barnes</i>	
Full name(s)	<i>Ho Ica Barnes</i>	
Position (eg Secretary, Chair, etc)	<i>Treasurer</i>	
Date	<i>29/6/2023</i>	

Willow Bank Pre-School Annual General Meeting Minutes



Tuesday 18th October 2022
At Willow Bank Pre-School, 8pm

1. Welcome

The Manager of the Pre-School, Ketaki, welcomed all those in attendance, and offered apologies on behalf of staff members Helen and Bianca who were unable to attend.

2. Managers Annual Update

Ketaki spoke about 'in the moment planning'. This has been implemented so the staff can ensure that the child's interests are taken into consideration, and the focus is on what they enjoy rather than constraining them to learn something they're not interested in.

Ketaki also spoke about the Family app which is interactive, a great way to keep parents and carers updated, and the message feature makes it easy for parents and carers to get in touch.

Ketaki advised all in attendance that all pre-school staff undergo termly supervision, and all staff are pediatric first aid trained. All staff will soon be doing autism awareness training. Ketaki advised that the children enjoy learning outdoors, and Emma is currently working on an outdoor learning qualification.

Ketaki thanked all staff, and all the committee members who were standing down - Katie Lank, Sophie Bungey, Emma Starling, Elaine Propert-Lewis, Carissa Trice, and Charlotte Shone.

3. Committee Annual Update

Chairperson, Katie Lank, spoke about the role of the committee within the pre-school - including meeting every 6 weeks, advising on staff pay, policies and procedures, and fundraising. She talked about how the committee and staff all worked together through ever changing Covid rules to keep everyone safe. She spoke about the different fundraising events that had been held, and thanked all staff and committee members for their hard work.

4. End of Year Accounts

Treasurer, Elaine Propert-Lewis, took the attendees through the pre-school accounts and reported that despite Covid and the impact that had on fundraising etc, the accounts are all looking very healthy. Going forward, a new bank account should be opened soon. There is new software which the accountant is using and has made the process easier and quicker. Elaine will work with the new treasurer to ensure the transition goes smoothly.

5. Ketaki's Departure

Katie announced to all those in attendance that Ketaki will be leaving her position as manager of the pre-school at the end of term in December. The staff and committee had been told before the meeting. Everyone in attendance expressed their sadness at the news, as Ketaki is so fantastic at her job, but all wished her the very best of luck for her future endeavors.

6. New Committee Election

For the first time in many years, every single member of the committee was stepping down. None in the committee had children attending pre-school, and it's imperative that at least 60% of committee members have children attending pre-school.

The new Willow Bank Pre-School Committee are as follows -

Chair - Matthew Williamson

Treasurer - Idy Cheung

Secretary - Alice Williamson

Designated Safety Lead - Becky Wells

Committee members - Luke Kinder and Vicky Hall.

All new roles were proposed by Katie Lank and all seconded by Elaine Propert-Lewis.

7. The date of the next committee meeting

Will be decided by the new committee in the next week.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Willow Bank Pre School

On accounts for the year
ended

31 August 2022

Charity no
(if any) 293012

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2022**.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Gisela Sharpe

Date: 23/06/2023

Name:

Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address:

16 Lincoln Gardens

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/21 - 31/08/22

	2021-22	2020-21
	£	£
<u>Receipts</u>		
Session Fees - Funded	139,944	142,856
Session Fees - Additional	16,809	8,540
Lunch Club	341	656
Registration Fees	359	380
Fruit/Snack Money	599	921
Fundraising Income (NET)	1,258	1,829
Salary Subsidies/tax refunds	-	575
Interest Received	49	43
<u>Total Receipts</u>	<u>159,358</u>	<u>155,800</u>
<u>Payments</u>		
Salaries/PAYE	113,967	112,964
Training	1,232	561
Professional Fees	1,628	624
Cabin Consumables	3,106	1,170
Cabin Equipment	8,905	23,774
Water Rates		163
Insurance/PLA	4,896	-
Electricity	1,689	1,560
Ground Rent	694	694
Repairs & Maintenance	9,792	6,681
Registrations/Subscriptions	152	135
Safety/inspections/DBS	132	109
Telephone/Broadband/SMS	947	818
Website/Advertising/Software	731	2,382
Printing/postage/photocopying	324	825
Bank Charges	342	284
Miscellaneous expenses	544	2,771
<u>Total Payments</u>	<u>149,080</u>	<u>155,514</u>
 Net Receipts/(Payments)	 10,278	 285
Cash funds last year end	<u>155,344</u>	<u>155,059</u>
Cash funds this year end	<u><u>165,622.06</u></u>	<u><u>155,344</u></u>

Signature: *Dr. O. Sheye*
(Independent Examiner)

Signature: *El Poole*
(Chairperson)
Date: _____

Signature: *Jilly Barnes*
(Treasurer)
Date: 29/10/2023

Reconciliation of cash flow with closing bank/cash balances

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2021	£154,361.97	£856.45	£125.75	£155,344.17
Income minus expenditure for Sept. 21 - Aug 22				£10,277.89
Closing balance				£165,622.06

	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
Closing cash balances as at 31/08/2022	£164,743.02	£856.57	£22.47	£165,622.06

	Note 1	Note 2	Totals
Opening bank account balance Community A/c 01/09/21	£190,372.49	Closing bank account balance Community A/c 31/08/22	£206,382.56
Late deposit (unbanked receipts)	£4,979.50		
Less late payments: Cheque No 102875	£10.08	Less late payments:	
		Rounding	£0.01
Total late payments	£0.00	Total late payments	£0.01
Deduct advance fee payment	£40,990.02	Deduct advance fee payment	£41,639.53
	£154,361.97		£164,743.02

Signature: G.O. Shop
(Independent Examiner)

Signature: Elisbella
(Chairperson)

Signature: Jilly Barns
(Treasurer)
Date: 29/6/2023

WILLOW BANK PRE-SCHOOL

England & Wales - Charity number 293012

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2020		31	August	2021

Section A Reference and administration details

Charity name	Willow Bank Preschool		
Other names charity is known by			
Registered charity number (if any)	293012		
Charity's principal address	Duffield Road		
	Woodley		
	Berkshire		
	Postcode	RG5 4RW	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Katie Lark	Chair Person	October 2021	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

--	--	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	PLA Pre School Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Parent Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected at AGM by Preschool parents

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

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

To provide early years education to children from 2 1/2 to 5 years to an excellent standard.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Children from all backgrounds are able to access care across 5 days a week with access to lunch club on site, if desired. The environment created is safe, stimulating and caring, promoting learning through play.

Additional details of objectives and activities (Optional information)

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See attached AGM minutes (October 2021).

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Empty box for optional information.


Section F Other optional information

Large empty box for Section F.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katie Lark	
Position (eg Secretary, Chair, etc)	Chair	
Date	27.06.22	

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/20 - 31/08/21

	2020-21	2019-20
	£	£
<u>Receipts</u>		
Session Fees - Funded		
Session Fees - Additional	142,856	
Lunch Club	8,540	149,747
Registration Fees	656	3,350
Fruit/Snack Money	380	2,198
Fundraising Income (NET)	921	260
Salary Subsidies/tax refunds	1,829	800
Interest Received	575	1,203
	43	-
	43	39
<u>Total Receipts</u>	155,800	157,597
<u>Payments</u>		
Salaries/PAYE		
Training	112,964	100,269
Professional Fees	561	820
Cabin Consumables	624	983
Cabin Equipment	1,170	1,171
Water Rates	23,954	4,889
Insurance/PLA	163	370
Electricity	-	1,583
Ground Rent	1,560	1,560
Repairs & Maintenance	694	694
Registrations/Subscriptions	6,865	4,176
Safety/inspections/DBS	135	781
Telephone/Broadband/SMS	109	135
Website/Advertising/Software	818	779
Printing/postage/photocopying	2,382	778
Bank Charges	896	471
Miscellaneous expenses	284	215
	1,859	532
<u>Total Payments</u>	155,037	120,205
Net Receipts/(Payments)	763	
Cash funds last year end		37,392
	154,570	
Cash funds this year end		117,178
	155,333	154,570

Signature: *Euisla Shap FCA*
(Independent Examiner)

Signature: *Katie Parks*
(Chairperson)
Date: 27/08/22

Signature: *Max Probert*
(Treasurer)
Date: 27/6/22

Reconciliation of cash flow with closing bank/cash balances

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2020	£153,689.64	£856.27	£24.72	£154,570.63
Income minus expenditure for Sept 20 - Aug 21				
Closing balance				£285.49
				£154,856.12

	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
Closing cash balances as at 31/08/2021	£154,361.97	£856.45	£125.75	£ 155,344.17

Note 1		Note 2	
Opening bank account balance Community A/c 01/09/20	£199,232.98	Closing bank account balance Community A/c 31/08/21	£190,372.49
Late deposit (unbanked receipts)	£2,337.63	Late deposit (unbanked receipts)	£4,979.50
Less late payments:		Less late payments:	
WBC	£231.25	Cheque No 102875	£10.98
Iris	£256.80		
Total late payments	£488.05	Total late payments	£0.00
Deduct advance fee payment	£47,392.92	Deduct advance fee payment	£40,990.02
	£153,689.64		£154,361.97



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Willow Bank Pre School

On accounts for the year ended

31 August 2021

Charity no (if any)

293012

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed: Gisela Sharpe

Date: 24/06/2022

Name: Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address: 16 Lincoln Gardens

Twyford

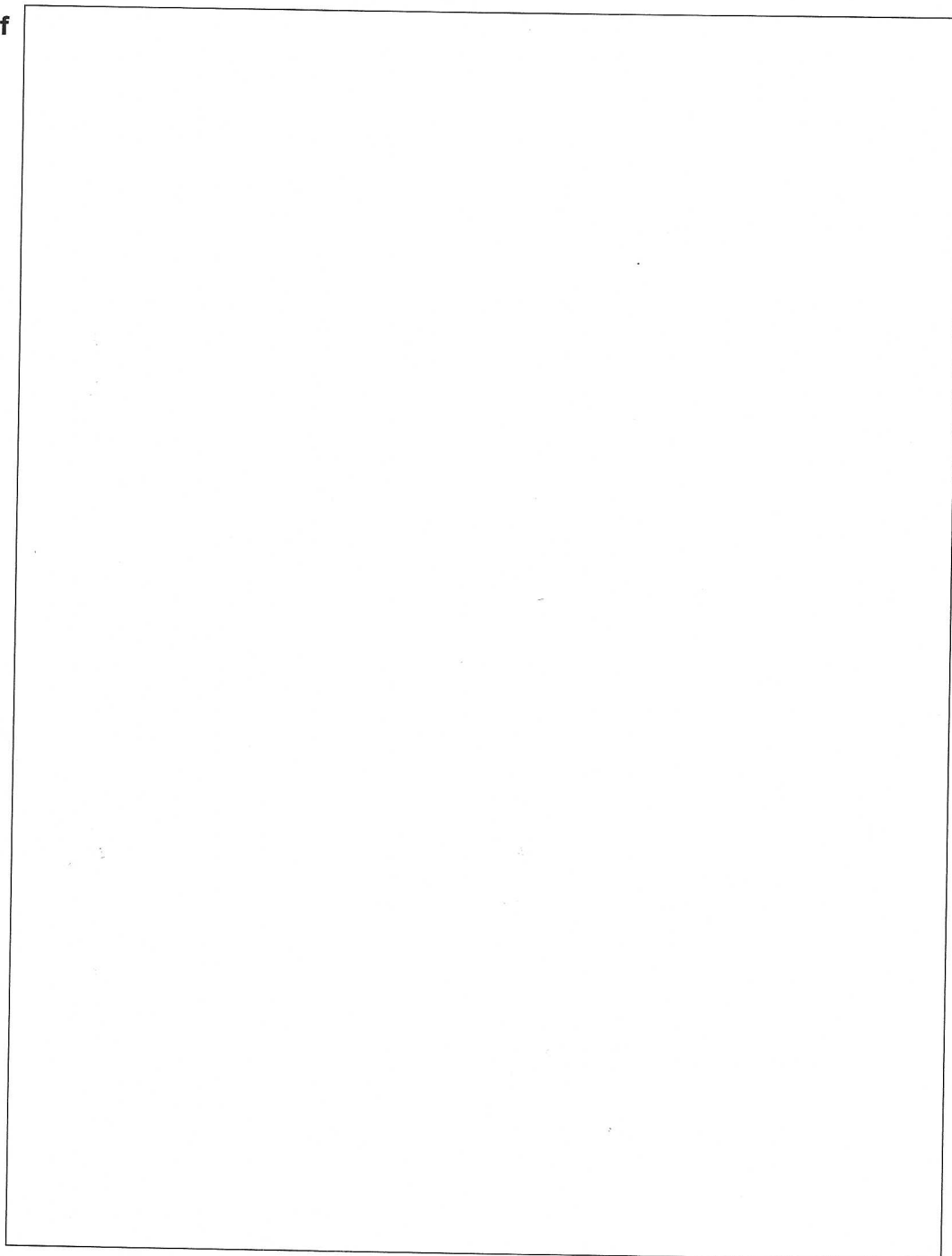
Reading RG10 9HU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/20 - 31/08/21

	2020-21	2019-20
	£	£
<u>Receipts</u>		
Session Fees - Funded		
Session Fees - Additional	142,856	
Lunch Club	8,540	149,747
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	43	-
	43	39
<u>Total Receipts</u>	155,800	157,597
<u>Payments</u>		
Salaries/PAYE		
Training	112,964	100,269
Professional Fees	561	820
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Bank Charges	896	471
Miscellaneous expenses	284	215
	1,859	532
<u>Total Payments</u>	155,037	120,205
Net Receipts/(Payments)	763	
Cash funds last year end	154,570	37,392
Cash funds this year end	155,333	117,178
	155,333	154,570

Signature: Euisla Shap FCA
(Independent Examiner)

Signature: Katie Parks
(Chairperson)
Date: 27/08/22

Signature: Max Probertas
(Treasurer)
Date: 27/6/22

Reconciliation of cash flow with closing bank/cash balances

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2020	£153,689.64	£856.27	£24.72	£154,570.63
Income minus expenditure for Sept 20 - Aug 21				
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	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
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Deduct advance fee payment	£47,392.92	Deduct advance fee payment	£40,990.02
	£153,689.64		£154,361.97



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Willow Bank Pre School

On accounts for the year ended

31 August 2021

Charity no (if any)

293012

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed: Gisela Sharpe

Date: 24/06/2022

Name: Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address: 16 Lincoln Gardens

Twyford

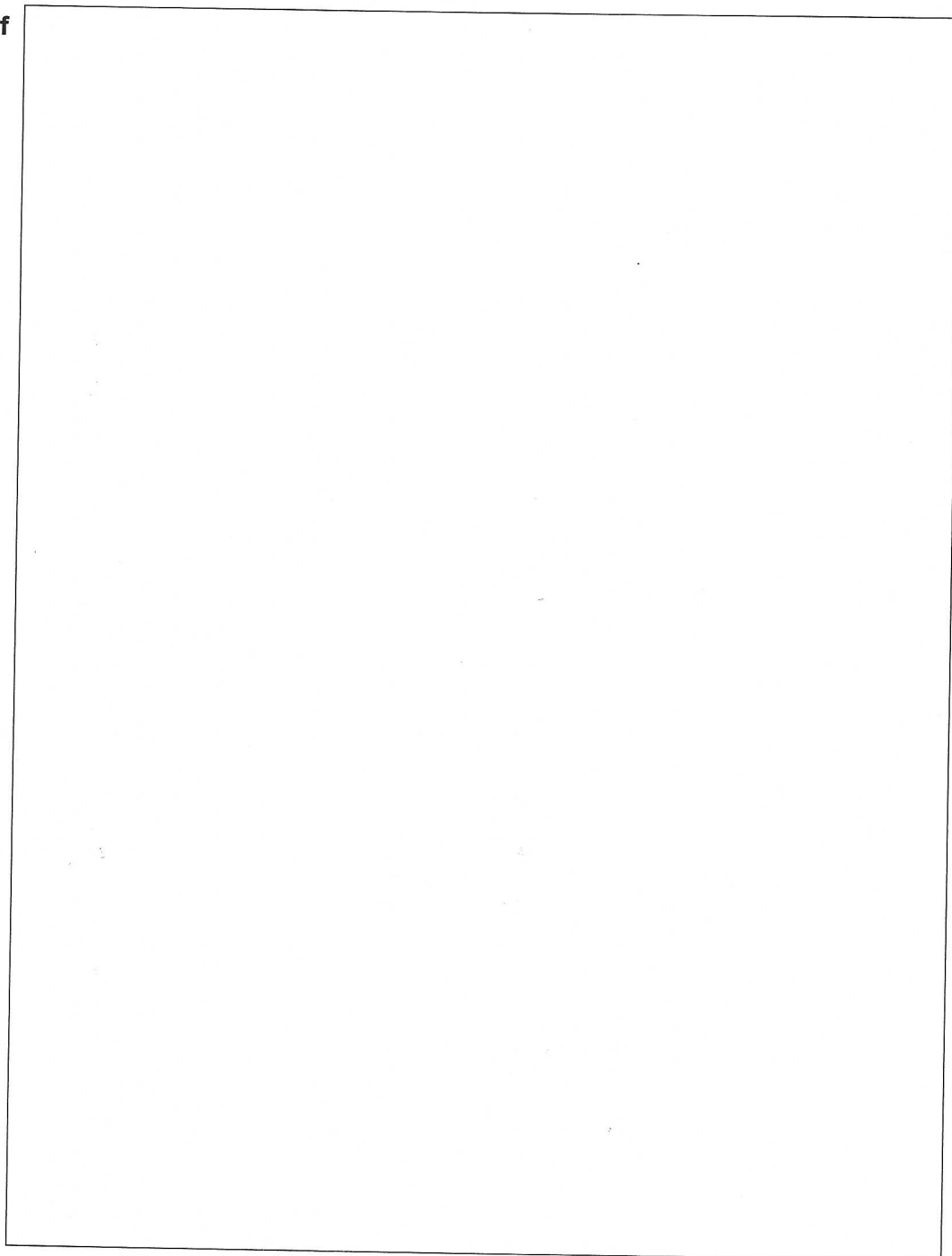
Reading RG10 9HU

Section B

Disclosure

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Give here brief details of any items that the examiner wishes to disclose.



WILLOW BANK PRE-SCHOOL

England & Wales - Charity number 293012

Accounts



Trustees' Annual Report for the period

From 01/09/2019
31/08/2021

Period start date To
Period end date

Charity name: Willow Bank Preschool

Charity registration number: 293012

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To Provide early years education to children 2 1/2 to 5 years to an excellent standard
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Children from all backgrounds are able to access care across 5 days a week with access to lunch club on site, if desired. The environment created is safe, stimulating and caring, promoting learning through play.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees regard the provision as a public benefit in line with guidance issued by the charity chair

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	See attached minutes

Additional information (optional)

You may choose to include further statements where relevant about:

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

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial position at the end of the period is very health
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities
Amount of reserves held	Para 1.22	£155,059
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PLA Pre School Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Parent Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected at AGM by Preschool parents

Additional information (optional)

You may choose to include further statements where relevant about:

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

Reference and Administrative details

Charity name	Willow Bank Preschool
Other name the charity uses	
Registered charity number	293012

Charity's principal address	Duffield Road Woodley Berkshire RG5 4RW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jennifer Fox	Chairperson	October 2020	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Elaine Probert-Lewis</i>	
Full name(s)	<i>Treasurer</i>	
Position (eg Secretary, Chair, etc)	ELAINE PROBERT-LEWIS	
Date	14/09/2021	



Tuesday 6th October 2020

Via Zoom @ 8.00pm

1. Welcome

Attendees were:

Staff: Ketaki, Kay, Emma, Bianca, Diane

Committee: Jennifer, Elaine, Andy, Sophie, Emma, Hannalize, Wesley

Parents: Charlotte Shone, Gilli, Robyn Anderson, Nick Ledge, Anna,
Louise White, Robert Tait, Emma Hamilton

2. Committee Annual Update

Andy briefly outlined that the preschool is run as a registered charity, and responsibility for its overall management rests with the committee. As per our signed constitution, the committee must consist of a minimum of 5 people, up to a maximum of 12 and 3 of these must be elected officers, Chair, Treasurer and Secretary. A minimum of 60% of the members must have children in attendance at the preschool.

The committee is responsible for the smooth running of the Pre-School, dealing with issues, such as legislation, OFSTED, child protection, policies and procedures, staffing, wages, maintenance of the building and public relations to name but a few, along with, of course, the ever-important fundraising.

Andy thanked all staff who have led preschool and worked hard during this very difficult time during Covid. Andy announced this was last year he will be chairman.

Andy updated the meeting attendees with a few highlights from the year 2019/2020.

November and December 2019 were busy preparing for the fair after Christmas Nativity. This is always one of our main fundraising events of the year. Just over £800 was raised from the various stalls and raffle.

The committee had several events planned for Easter but before that could be done Covid hit. A huge thank you was given to Ketaki and her team for adapting very quickly and enabling the Pre-School to stay open for Key Worker children. Over the next few months guidance kept changing and the Pre-School kept adapting so we could welcome more children back. We were very pleased to welcome all new and returning children from September.

3. Managers Annual Update

Ketaki presented her report -

In the Moment Planning was explained to the meeting attendees. It was a new concept, and staff attended training in January 2020, and they are now practicing In the Moment Planning.

In the Moment Planning is child led, with staff picking up learning opportunities when they see it.

Letter is sent home for parents to input what child is doing at home

Meeting is then set up between preschool and parents to discuss whether learning is in line with what parent expects.

New EYFS coming from September 2021, changes made sits well with In the Moment Planning

Ketaki praised her loyal staff. Welcomed Vanessa and Bianca back from maternity leave. Praised current committee and said she felt supported by them.

Committee members standing down are Andy and Hannalize. Emma, Elaine, Sophie & Jennifer all staying on committee for another year.

There was investment moving to more natural toys, ie. Wooden, but due to cleaning ease they have had to return to plastic toys for now.

4. End of Year Accounts

Elaine took the attendees through the pre-school accounts spreadsheet and read out the report given by the pre-school's accountant. The report from the accountant read as follows:

- Session fees up from previous year
- Fundraising down due to Covid-19
- Salaries have remained constant
- Increase in cabin equipment partly due to investment in new coat racks etc in Sept but also additional spend on COVID compliance
- Repairs & Maintenance increased for same reasons
- Safety/Inspections/DBS less than last year but may be some items that need recoding when all queries resolved.

Cash funds includes a separate line for the cheques and cash received during lockdown that could not be banked. They are included in revenue for this year but having a separate line will give some clarity for next year.

This is an exceptional year and as funding for the children continued but opportunities to spend were limited, the profit is exceptionally high for the year. It is hoped that some of the planned spending will be soon able to go ahead, for example, replacing some of the very old play equipment and tables.

However, with the Preschool maintaining a good bank balance, there is no uncertainty in our future ability to run the preschool and provide all we need to for the wellbeing, engagement and development of the children.

5. Committee Election

Andy took the attendees through how the committee works and what the committee meetings consist of. New committee members are welcomed at any time.

Committee meets 5-6 times a year for 1-1.5 hours. Committee 's role is to look at fundraising opportunities, sourcing of prizes for the raffle and organisation of events.

It was approved by members of the meeting for the following people to take on the following committee roles -

- Treasurer - Elaine Propert-Lewis
- Secretary - Robyn Anderson
- Chair - Jennifer Fox
- Safeguarder - Emma Starling
- Committee Members - Charlotte Shone
Louise White
Emma Hamilton
Sophie Bungey

6. AOB

Next Committee meeting will be arranged by new committee soon.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Willow Bank Pre-School

On accounts for the year
ended

31 August 2020

Charity no
(if any)

293012

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report/

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08 / 2020.

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

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
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- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Gisela Sharpe

Date:

06/09/2021

Name:

Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address:	16 Lincoln Gardens
	Twyford
	Reading RG10 9HU

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.