



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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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| | | |
| | | |
| | | |

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.

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.

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) | 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 | 149,747 |
| Lunch Club | 8,540 | 3,350 |
| Registration Fees | 656 | 2,198 |
| Fruit/Snack Money | 380 | 260 |
| Fundraising Income (NET) | 921 | 800 |
| Salary Subsidies/tax refunds | 1,829 | 1,203 |
| Interest Received | 575 | - |
| | 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 |
| <u>Net Receipts/(Payments)</u> | 763 | 37,392 |
| Cash funds last year end | 154,570 | 117,178 |
| Cash funds this year end | 155,333 | 154,570 |

Signature: Ewilda Shap FCA
(Independent Examiner)

Signature: Katie Hards
(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) | | | |
| | £154,361.97 | Business Account | Cash | Totals |
| Closing cash balances as at 31/08/2021 | | £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 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

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