



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	09	2023	To	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**

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
	£	£
<u>Receipts</u>		
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
<u>Total Receipts</u>	<u>181,373</u>	<u>161,108</u>
<u>Payments</u>		
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
<u>Total Payments</u>	<u>165,949</u>	<u>138,028</u>
 <u>Net Receipts/(Payments)</u>	 <u>15,424</u>	 <u>23,080</u>
 <u>Cash funds last year end</u>	 <u>188,702</u>	 <u>165,622</u>
 <u>Cash funds this year end</u>	 <u>204,125</u>	 <u>188,702</u>

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: E. O. Shape
(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.