

# GREAT CHART AND SINGLETON PLAYGROUP

England & Wales · Charity number 295122

## Details

---

**Other names** GREAT CHART PLAYGROUP, GREAT CHART AND SINGLETON PRE-SCHOOL PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1986-09-02

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

## Contact

---

**Address** Great Chart & Singleton Pre School  
Hoxton Close  
South Ashford  
Ashford  
TN23 5LB

**Phone** 07759 269942

**Email** [greatchartsingletonpreschool@gmail.com](mailto:greatchartsingletonpreschool@gmail.com)

**Website** [www.greatchartandsingletonpreschool.co.uk](http://www.greatchartandsingletonpreschool.co.uk)

## Activities

---

**Objects:** 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

**Activities:** To assist children in pre-school development by (a) providing safe and satisfying group play in which parents have the right to take part (b) encouraging other charitable activities through which parents may help children.

## Classification

---

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

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£166,499	£160,886	-	-
2024-07-31	£161,749	£151,647	-	-
2023-07-31	£149,456	£139,760	-	-
2022-07-31	£129,347	£132,163	-	-
2021-07-31	£147,010	£135,640	-	-

## Trustees

Name	Role	Appointed
ALLISON OVENDEN	Chair	2023-10-13
Dr SIMRAT KAUR RAIT		2019-10-07
ELLIE NASON		2025-10-03
JOANNE RUAUX		2025-10-03
KAMILA MATYSIAK		2025-10-03
LISA GOSS		2025-10-03
MICHELLE BEERENSSON		2019-10-07
REBECCA BIRCH		2025-10-03
SANANUR MERIC GUY		2024-10-11

**GREAT CHART AND SINGLETON PLAYGROUP**

England & Wales - Charity number 295122

---

# Accounts

---

## Great Chart and Singleton Pre-School

### Minutes of the Annual General Meeting held on Friday 3rd October 2025 9.15am

Name of attendee	Name of child at Pre-school
Michelle Beerensson	Staff
Sanunar Guy	Existing Committee
Jess Heasman	Zac Heasman
Lisa Goss	Melody Cornwell
Kezia Martin (Chair)	Existing Committee
Tracy Gorham-Brown	Staff
Joanne Ruaux	Olivia Ruaux
Laura Cooke	Hattie Cooke
Sam Breeds	Lizzie Barham-Breeds
Dan East	Autumn East
Kamila Matysiak	Borys Szulc
Pamela Yarlett	Madison Fasoli
Rebecca Birch	Samuel Birch
Ellie Nason	Freddie Martin
Vladimir Semashkin	Maya and Sofiia Semashkina
Jill Collins	Existing Committee
Charlotte Barham	Elizabeth Barham-Breeds
Lucie Pace	Existing Committee
Mrs Talupula	Kritin Talupula

**Apologies: Simrat Rait, Katarina Hurry, Allison Ovenden, Kim Dear, Gemma Ritchie**

**Welcome and Chair Report:** The Co-Chair, Kezia Newman, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

Thank you for joining us for this year's AGM, as you may be aware, it's imperative that we have enough parents attend this meeting in order to allow us to continue, so Thank you for taking the time out to be here this morning!

This year has flown by. We have had a fantastic fundraising year and are lucky enough to have also had some of our events fund matched by Barclays, meaning the amount raised was dramatically increased. So a big thank you to Natalie who is our Barclays contact, everyone that joined in with our fund raisers and also a huge thank you to our staff and committee as none of it would be possible without them.

It has been a fun year for the committee. We have had two amazing fun days, one held here and one held at the Singleton Barn in the summer holidays. Both were great days that were thoroughly enjoyed by our attending families and the wider community.

We have amended policies and worked on updating our branding and signage. Some of our new signage is still to arrive and be fitted, and we are also due to update our website shortly. So it should all have a fresh new look before too long.

After 5 years, this will be my last committee or AGM meeting. My youngest started at Great chart this September, so it's time to step down as Chair and leave the committee in someone else's capable hands. It has been brilliant fun and I have made some wonderful friends just from being a committee member. You get a say in shaping the beginning of your children's educational life while being part of the Preschool community. I would definitely recommend joining the team.

#### **Staff Report - Read by Michelle Beerensson:**

This past year has certainly been challenging; we had a number of children with SEN and unfortunately the local authority has in the process of changing their level support for children with SEN which meant that the children concerned had very little if any outside support. Jane our SENCO and Deputy worked extremely hard to support both the children their families and staff to enable these children to have a positive experience at our setting. We hope that the new system in place will be more useful and supportive to children, families and settings.

Early this year a member of staff left, and we will be replacing them after half term. The new member of staff will be starting a level 3 qualification in the new year. In our experience we find staff that come to us with an interest for early years and share our passion for high quality care and education work much better in our setting.

Our setting continues to be a member of a large collaboration in Ashford which enables us to access some money for resources. We also have continued to support staff in their professional development encouraging them to access courses that will increase their knowledge of early years.

We are very grateful to our amazing committee who have worked tirelessly to this year to hold fundraising event which raise much needed funds for our setting.

Thank you to our parents who continue to support us.

I pleased to say that this academic has started very well the children have settled in and all seem very happy.

#### **Treasurer's report – read by Tracy Gorham-Brown (paid administrator):**

This report shows any increases or decreases in certain areas from last year to help us assess where we can tweak things in the future to remain sustainable.

**Fees and funding:** The amount of fees received has dramatically reduced from last year due to the expansion in Early Years funding for working parents which now includes children from 9 months old. This means that Early Education funding is the Preschool's main source of income, with the hourly rates determined by the Department of Education and KCC. Hence in the last term of the academic year we had to introduce a voluntary consumable fee for funded hours to try to cover the shortfall as the hourly funding rates do not cover the cost of providing an hour's education for 3- and 4-year-olds.

**Fund Raising and donations:**

Fundraising efforts raised a fantastic £6.2K, our best year without receiving any grants. Boosted enormously by a fabulous Christmas Raffle and Summer Funday which was fundmatched by Barclays Bank. Thank you to the committee for all their hard work this year! We raised a further £666 in uniform sales and received £900 from the Early Years Collaboration.

**Wages:** The wages figure is higher than the previous year due the increase of National Living Wage and associated pay rises and the increased employer NI.

**Rent:** The rent rate has not increased this year and remains roughly the same as last year.

General running costs show an increase from last year, which is not unexpected with the current inflationary pressures, and we have a new photocopier lease which is more expensive. We are hoping this increased cost will be offset by the cancellation of the expensive landline phone contract.

**Gifts:** The staff were given gifts at Christmas and the end of the school year. Leaving gifts were bought for the children leaving us to start primary school and at Christmas. Michelle was given a company gift for 25 years of service and we also had work experience students who received a voucher or gift.

**Professional Memberships:** This includes 2 years of annual insurance premium and membership fee with the Early Years Alliance as they were late processing the direct debit the previous year. It also includes the Ofsted annual fee, Music Licence, Bank charges, Sage accounts package, Accountant verification fees and Information Commission membership. We continue to use a payroll company for processing wages and pensions. We also paid for several DBS checks for new members of the committee.

**Conclusion:** The figures show we made a £5,614.37 surplus this year. We were expecting to see a loss earlier in the year, but the exceptional fundraising means the figures are much better than we expected. Although a £5K surplus does sound positive the annual financial reserve check, where we ensure we have ringfenced funds to ensure statutory redundancy costs, showed we need to increase the protected reserve by £10,000 due to increases in wages and the inclusion of staff who had previously not been included due to a shorter length of service. This means that we actually have £5,000 less available to use than we did the previous year so is something we need to be mindful of particularly as we will need to replace the garden playhouse relatively soon. However, we have sufficient funds above our dedicated reserve that we remain a going concern.

**Question Time:** No questions were asked.

## **New Committee**

**Role of the Committee:** The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

As required, the current committee will now stand down and a new committee will be elected, by nomination & seconding. The committee is needed to ensure the continuation of the preschool, requiring a Chairperson, Treasurer & Secretary, as well as other committee members - so please do consider taking on one of these roles. The existing committee stood down.

The following new Committee members were voted in subject to EY2 / DBS checks:

<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Simrat Rait (existing)	Michelle Beerensson	Kezia Martin
Michelle Beerensson (existing)	Kezia Martin	Jill Collins
Sananur Guy (existing)	Kezia Martin	Michelle Beerensson
Allison Ovenden (existing)	Michelle Beerensson	Kezia Martin
Kamila Matysiak	Michelle Beerensson	Kezia Martin
Pamela Yarlett	Michelle Beerensson	Kezia Martin
Rebecca Birch	Kezia Martin	Jill Collins
Ellie Nason	Jill Collins	Kezia Martin
Charlotte Barham	Kezia Martin	Michelle Beerensson
Laura Cooke	Kezia Martin	Michelle Beerensson
Jess Heasman	Kezia Martin	Michelle Beerensson
Lisa Goss	Kezia Martin	Michelle Beerensson
Joanne Ruaux	Michelle Beerensson	Kezia Martin

<b>Officer Role</b>	<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Chair	Allison Ovenden	Michelle Beerensson	Sananur Guy
Secretary	Joanne Ruaux	Michelle Beerensson	Sananur Guy
Treasurer	Sananur Guy	Michelle Beerensson	Lisa Goss

The Secretary and Treasurer roles will be supported by the paid administrator TGB. Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information. MB to email Ofsted with EY3a information. Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures and hopefully new members will be able to complete on-line at home. The existing committee agreed to help new members through the process and the preschool will pay for coffee if the committee need to meet up to do so.

TGB handed out an instruction letter on the EY2/DBS procedure plus hard copies of the Identity Checking Form which MB will need to check and submit to Ofsted.

New members to submit receipt of DBS cost and own bank details to TGB via the preschool email (approximately £8) which will be reimbursed by BACS immediately. DBS and EY2 should be completed as soon as possible and certainly within 2 weeks of this meeting.

**Addendum to meeting post 3<sup>rd</sup> October:** Laura Cooke and Charlotte Barham stood down as do not have suitable ID to fulfil EY2 requirements. Jessica Heasman and Pamela Yarlett stood down due to time constraints.

Approved by the committee of Great Chart and Singleton Preschool on 14<sup>th</sup> October 2025

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2025**

**Charity Number: 295122**

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2025**

---

**TRUSTEES** Michelle Beerensson  
Katerina Hurry  
Dr Simrat Rait  
Jill Collins  
Allison Ovenden  
Gemma Ritchie  
Lucie Pace  
Kezia Newman  
Kimberley Dear  
Sananur Meric Guy

**ACCOUNTANT** Catt Accountancy Limited  
Church Barn, Westwell Court  
Westwell  
Ashford  
Kent  
TN25 4JX

**GREAT CHART AND SINGLETON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2025**

	<u>2024</u>		<u>2024</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	8,412.00		26,219.40	
KCC Funding	146,289.48		121,918.85	
Fund Raising	6,251.98		9,545.37	
Donations	900.00		750.00	
Interest	2,158.70		2,151.29	
Uniform sales	666.00		514.00	
Deposits for September	1,821.00		650.00	
Other income	-		-	
	166,499.16		161,748.91	
<b>EXPENDITURE</b>				
Wages	123,441.43		118,228.72	
Tax and NI	6,899.72		4,881.46	
Pension	8,029.73		7,812.73	
General running costs	1,731.64		2,413.23	
Rent	9,626.25		9,443.50	
Craft and equipment	2,684.57		3,857.03	
Cafe	1,108.56		1,142.08	
Telephone and internet	470.99		731.05	
Training	135.00		450.00	
Gifts	431.66		408.06	
Fund raising	631.14		497.35	
Professional memberships and insurance	3,309.75		756.87	
Uniform	400.94		-	
Waste collection	1,160.40		787.80	
Photocopier	824.01		236.96	
	160,885.79		151,646.84	
<b>Surplus/(Defecit) for the year</b>	<b>5,613.37</b>		<b>10,102.07</b>	
<b><u>General Fund</u></b>				
Opening balance	125,170.14		115,068.07	
<b>Surplus/(Defecit) for the year</b>	<b>5,613.37</b>		<b>10,102.07</b>	
	<b>130,783.51</b>		<b>125,170.14</b>	
<b><u>Represented by:</u></b>				
Reserve account	127,886.20		120,727.50	
Current account	1,852.81		3,418.75	
Cash in hand	1,044.50		1,023.89	
	<b>130,783.51</b>		<b>125,170.14</b>	



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Great Chart and Singleton Playgroup

On accounts for the year ended

31 July 2025

Charity no (if any)

295122

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 / 07 / 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 (other than that disclosed below \*) 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.

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

Signed:

Catt Accountancy

Date:

26/09/2025

Name:

Catt Accountancy Limited

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

Association of Certified Chartered Accountants (ACCA)

Address:

Church Barn, Westwell Court

Ashford, Kent

TN25 4JX

Only complete if the examiner needs to highlight 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.**

**GREAT CHART AND SINGLETON PLAYGROUP**

England & Wales - Charity number 295122

---

# Accounts

---

## Great Chart and Singleton Pre-School

### Minutes of the Annual General Meeting held on Friday 11th October 2024 9.15am

Name of attendee	Name of child at Pre-school
Michelle Beerensson	Staff
Sanunar Guy	Ayla Guy
Angelika Bucior	Amy Bucior
Amy Smith	John Smith
Kezia Newman (Chair)	Lochlan Martin
Tracy Gorham-Brown	Staff
Nindra Thapa-Ale	Shrinika Ale
Simrat Rait	Existing Committee
Stephen Rose	Layla Rose
Samantha Rose	Layla Rose
Joanne Banning	Reigns Webster
Hayley Buckham	Toby Tilley
Emma Kolsteren	Existing Committee
Alisha Chhantyal	Yohan Chhantyal
Phoebe Banyard	Jasper Morgan
Jill Collins	Ania-Marie Woronecki
Amrita Pun	Yarush Chhantyal
Gemma Ritchie	Elliot Ritchie
Sarah Abdelrahim	Fatima Abdelrahim
Mayrab Abdelrahim	Mohamed Abdelarahim
Leanne Mayow	Lily Gathern
Lucie Pace	Existing Committee
Katerina Hurry	Matthias Hurry

**Apologies:** Existing Committee member Amanda Oliver

**Welcome and Chair Report:** The Co-Chair, Kezia Newman, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

**Role of the Committee:** The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

### **Staff Report - Read by Michelle Beerensson:**

We started last year employing two new qualified members of staff Sarah Level 3 and Charlotte Level 2. Mel who had been with us for many years left at the beginning of Dec to take an administrative post with the LA. In February 2024 we had our Ofsted inspection, and we were thrilled to retain our Outstanding grading. It was a huge confidence boost to the less experienced and new staff, as many had not experienced an Ofsted before. It was also Jane's first Ofsted as a Deputy and SENCO which must have been nerve racking but she was fantastic, Marie our senior lead had a through grilling on safeguarding as did our co-chairs Kez and Amanda. The lovely comments that were sent in by parents were really appreciated and were read by the inspector. Lisa and Susanna finished their Level 3 qualification just before the end of the summer term and Tash is due to finish by the end of the year. Which will mean we will be back to all staff qualified. It's increasing difficult to recruit staff and we sincerely hope our current team will be with us for some time.

We continue to ensure all staff are paediatric first aid trained which is a considerable cost to the setting however we feel it is vitally important, current legalisation still is that only one person on duty needs to be qualified. We have also purchased a life vac device to assist if a child chokes.

I have continued to be an active member of the Ashford Collaboration which does mean we can access money to spend on areas, as well as providing support to less experienced managers. This year we will have £900 to spend on enabling environments.

I would like to thank Jane, Marie and all the team for their continued support and Kez and the committee for all the voluntary work they do to support the preschool

### **Treasurer's report – read by Tracy Gorham-Brown (paid administrator):**

This report shows any increases or decreases in certain areas from last year to help us assess where we can tweak things in the future to remain sustainable.

**Fees** The amount of fees is similar to last year's figures at approximately £26K. We saw a reduction in the number of fee-paying families but had increased our fees this year.

**Funding Free** Early Education funding from the KCC is the Preschool's main source of income, with 6 payments received each year and the hourly rate for 3 and 4year old funding increased in April. There was an increase of approximately £12K on last year which will partly be due to the increase in funding rate, and partly because more of our attending families now claim the working parent entitlement and do not pay fees.

**Fund Raising and donations** Fundraising efforts raised a fantastic £9.5K, our best year ever largely due to a grant of £6K received from Great Chart & Singleton Parish Council to be used towards our rent and boosted enormously by a fabulous Funday which was fundmatched with a further £500 by Amwins. Thank you to the committee for all their hard work this year! We raised a further £514 in uniform sales. We received donations of £750 from the Early Years Collaboration.

**Interest** The interest rate has increased significantly in recent years and the dedicated reserve account received over £2k in interest.

**Deposits** £650 is the total of £50 deposits each new family paid to secure the places for September 2024. These deposits will be returned to funded children in September 2024 or £50 will be taken off the invoice for fee paying children.

**Wages** The wages figure is higher than the previous year due the increase of National Living Wage and associated pay rises such as NI and the company pension scheme. This is to be expected as we apply the same pay increase across the whole staff structure to maintain salary boundaries.

**Rent** The rent rate has not increased this year and remains roughly the same as last year.

**General running costs** show an increase from last year, which is not unexpected with the current inflationary pressures, and we have bought a new photocopier/printer.

**Gifts** The staff were given gifts at Christmas and the end of the school year. Leaving gifts were bought for the children leaving us to start primary school. We also had work experience students who received a voucher or gift.

**Professional Memberships** This includes our annual insurance premium and membership fee with the Early Years Alliance, Ofsted annual fee, Music Licence, Bank charges, Sage accounts package, Accountant verification fees and Information Commission membership. We continue to use a payroll company for processing wages and pensions. We also paid for several DBS checks for new members of the committee.

**Conclusion** The figures show we made a £10,102.07 surplus this year. We were expecting to see a loss earlier in the year, but the exceptional fundraising and Parish Council grant means the figures are much better than we expected. This puts us in a good position to navigate the recent changes in funded childcare schemes where will see a reduction in the number of fee-paying children as more parents will be able to access funding earlier. As fees are the only variable within our control, we will need to monitor our outgoings carefully as historical funding increases have not matched the increases in National Living wage and sustainability remains an issue throughout the childcare sector. However, we have sufficient reserves above our dedicated reserve that we remain a going concern.

**Question Time:** No questions were asked.

### **New Committee**

As required, the current committee will now stand down and a new committee will be elected, by nomination & seconding.

The committee is needed to ensure the continuation of the preschool, requiring a Chairperson, Treasurer & Secretary, as well as other committee members - so please do consider taking on one of these roles.

The existing committee, including Amanda Oliver and Emma Kolsteren stood down.

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: 8/11/24

**Great Chart and Singleton Pre-School  
Minutes of the General Meeting held on Friday 11th October 2024 9.30am**

Michelle Beerensson headed the meeting until the new committee members and officers were appointed:

**New Committee**

The following new Committee members were voted in:

<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Simrat Rait (existing)	Michelle Beerensson	Katerina Hurry
Michelle Beerensson (existing)	Katerina Hurry	Kezia Newman
Katerina Hurry (existing)	Kezia Newman	Michelle Beerensson
Allison Ovenden (existing)	Michelle Beerensson	Simrat Rait
Sananur Guy (new)	Gemma Ritchie Gemma Ritchie	Michelle Beerensson
Phoebe Banyard (new)	Michelle Beerensson	Simrat Rait
Gemma Ritchie (existing)	Simrat Rait	Jill Collins
Kezia Newman (existing)	Jill Collins	Simrat Rait
Jill Collins (existing)	Kezia Newman	Michelle Beerensson
Lucie Pace (existing)	Simrat Rait	Michelle Beerensson

We have 10 elected committee members. TGB stayed in the meeting to take minutes.

**Officer Roles:**

<b>Officer Role</b>	<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Chair	Kezia Newman	Michelle Beerensson	Simrat Rait
Vice chair	Allison Ovenden	Kezia Newman	Simrat Rait
Secretary	Jill Collins	Kezia Newman	Simrat Rait
Treasurer	Lucie Pace	Kezia Newman	Simrat Rait

The Secretary and Treasurer roles will be supported by the paid administrator TGB. Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information w/c 14<sup>th</sup> October 2024. TGB to email preschool parents regarding the committee changes. MB to email Ofsted with EY3a information w/c 14<sup>th</sup> October 2024.

Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures w/c 14<sup>th</sup> October 2024 and hopefully new members will be able to complete on-line at home. The existing committee agreed to help new members through the process and the preschool will pay for coffee if the committee need to meet up to do so. TGB handed out an instruction letter on the EY2/DBS procedure plus hard copies of the Identity Checking Form which MB will need to check and submit to Ofsted.

New members to submit receipt of DBS cost and own bank details to TGB via the preschool email (approximately £8) which will be reimbursed by BACS immediately. DBS and EY2 should be completed as soon as possible and certainly within 2 weeks of this meeting.

**Chair Report:** Please remember that everything we discuss is confidential. If you need to be let out, please ask a member of staff. If you need the toilet, please use the disabled toilets. This will be a mini meeting as we will have a proper meeting after the half term. Previous minutes were signed off.

**Staff Report:** Children are settling in but we already know we will have a few challenges this year. We will be getting £900 from the Early Years Collaboration. Susanna and Lisa are now qualified, Tash will finish soon. We have purchased a new camera at a cost of £100. The BT landline costs are going up dramatically so we will be cancelling the contract and using a pay as you go mobile phone (to be purchased) and plug into a speaker. We have had an issue with the free milk we received tasting odd but not off. The dairy has been notified and we are to report if it happens again but we may have to start buying our own. MB asked if we could promote LR to senior practitioner and raise wages from £11.78 to £11.90 and increase MF from £12.39 to £12.50 as she is a senior Lead. Voted in favour and new rate will take effect from 11<sup>th</sup> October.

**Treasurer's report:** During the month of September, we technically made a £9K surplus as we received our first funding payment but as we started the year on a loss, it means we are currently running at a £3K deficit this financial year. As explained before this is to be expected at this stage of the year because we pay staff annual holiday during August when we have no income.

**Newsletter:** SR to compose.

Welcome to new families and returners.

Thank you for coming to the AGM

New committee

Inclement weather procedure and coat always required. Change of shoes if coming in wellies

Name bags etc please

Meet the staff (2 at a time?)

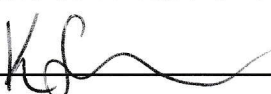
Nativity Date 6<sup>th</sup> December 1.15pm – more details to follow

Uniform available to order via email

AOB: TGB to be the name on the lottery licence as AO has stood down

Next meeting: Week commencing November 4<sup>th</sup> (day to be confirmed) 2024 at 9.15am

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed:  \_\_\_\_\_

Dated: 8/11/24

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2024**

**Charity Number: 295122**

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024**

---

**TRUSTEES** Michelle Beerensson  
Katerina Hurry  
Dr Simrat Rait  
Jill Collins  
Allison Ovenden  
Gemma Ritchie  
Lucie Pace  
Kezia Newman  
Emma Kolsteren  
Amanda Oliver

**ACCOUNTANT** Catt Accountancy Limited  
Church Barn, Westwell Court  
Westwell  
Ashford  
Kent  
TN25 4JX

**GREAT CHART AND SINGLETON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2024**

	<u>2024</u>		<u>2023</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	26,219.40		26,352.90	
KCC Funding	121,918.85		109,777.85	
Fund Raising	9,545.37		4,505.58	
Ashford EY Collaborations	-		850.00	
Donations	750.00		530.00	
Interest	2,151.29		873.34	
Uniform sales	514.00		659.50	
Deposits for September	650.00		750.00	
Other income	-		4,507.20	
	<b>161,748.91</b>		<b>148,806.37</b>	
<b>EXPENDITURE</b>				
Wages	118,228.72		107,049.47	
Tax and NI	4,881.46		3,436.77	
Pension	7,812.73		7,033.78	
General running costs	2,413.23		2,201.91	
Rent	9,443.50		9,537.00	
Craft and equipment	3,857.03		2,448.57	
Cafe	1,142.08		859.22	
Telephone and internet	731.05		685.90	
Training	450.00		417.20	
Gifts	408.06		449.76	
Fund raising	497.35		451.83	
Professional memberships and insurance	756.87		2,629.36	
Uniform	-		1,016.94	
Waste collection	787.80		655.20	
Photocopier	236.96		237.54	
	<b>151,646.84</b>		<b>139,110.45</b>	
<b>Surplus/(Defecit) for the year</b>	<b>10,102.07</b>		<b>9,695.92</b>	
<b><u>General Fund</u></b>				
Opening balance	115,068.07		105,372.15	
<b>Surplus/(Defecit) for the year</b>	<b>10,102.07</b>		<b>9,695.92</b>	
	<b>125,170.14</b>		<b>115,068.07</b>	
<b><u>Represented by:</u></b>				
Reserve account	120,727.50		108,576.21	
Current account	3,418.75		3,708.71	
Cash in hand	1,023.89		2,783.15	
	<b>125,170.14</b>		<b>115,068.07</b>	

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2024**

**Charity Number: 295122**

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024**

---

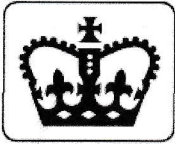
**TRUSTEES** Michelle Beerensson  
Katerina Hurry  
Dr Simrat Rait  
Jill Collins  
Allison Ovenden  
Gemma Ritchie  
Lucie Pace  
Kezia Newman  
Emma Kolsteren  
Amanda Oliver

**ACCOUNTANT** Catt Accountancy Limited  
Church Barn, Westwell Court  
Westwell  
Ashford  
Kent  
TN25 4JX

**GREAT CHART AND SINGLETON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2024**

	<u>2024</u>		<u>2023</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	26,219.40		26,352.90	
KCC Funding	121,918.85		109,777.85	
Fund Raising	9,545.37		4,505.58	
Ashford EY Collaborations	-		850.00	
Donations	750.00		530.00	
Interest	2,151.29		873.34	
Uniform sales	514.00		659.50	
Deposits for September	650.00		750.00	
Other income	-		4,507.20	
	<hr/>		<hr/>	
<b>Net Income</b>	<b>161,748.91</b>		<b>148,806.37</b>	
 <b>EXPENDITURE</b>				
Wages	118,228.72		107,049.47	
Tax and NI	4,881.46		3,436.77	
Pension	7,812.73		7,033.78	
General running costs	2,413.23		2,201.91	
Rent	9,443.50		9,537.00	
Craft and equipment	3,857.03		2,448.57	
Cafe	1,142.08		859.22	
Telephone and internet	731.05		685.90	
Training	450.00		417.20	
Gifts	408.06		449.76	
Fund raising	497.35		451.83	
Professional memberships and insurance	756.87		2,629.36	
Uniform	-		1,016.94	
Waste collection	787.80		655.20	
Photocopier	236.96		237.54	
	<hr/>		<hr/>	
	<b>151,646.84</b>		<b>139,110.45</b>	
 <b>Surplus/(Defecit) for the year</b>	<b>10,102.07</b>		<b>9,695.92</b>	
 <b><u>General Fund</u></b>				
Opening balance	115,068.07		105,372.15	
<b>Surplus/(Defecit) for the year</b>	<b>10,102.07</b>		<b>9,695.92</b>	
	<hr/> <b>125,170.14</b> <hr/>		<hr/> <b>115,068.07</b> <hr/>	
 <b><u>Represented by:</u></b>				
Reserve account	120,727.50		108,576.21	
Current account	3,418.75		3,708.71	
Cash in hand	1,023.89		2,783.15	
	<hr/> <b>125,170.14</b> <hr/>		<hr/> <b>115,068.07</b> <hr/>	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Great Chart and Singleton Playgroup

**On accounts for the year  
ended**

31 July 2024

**Charity no  
(if any)**

295122

**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 / 07 / 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 (other than that disclosed below \*) 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.

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

**Signed:** *Catt Accountancy Limited*

**Date:** 05/09/2024

**Name:** Catt Accountancy Limited

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

Association of Certified Chartered Accountants (ACCA)

**Address:** Church Barn, Westwell Court

Ashford, Kent

TN25 4JX

Only complete if the examiner needs to highlight 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.**

**GREAT CHART AND SINGLETON PLAYGROUP**

England & Wales - Charity number 295122

---

# Accounts

---

## Great Chart and Singleton Pre-School

### Minutes of the Annual General Meeting held on Friday 13th October 2023 9.15am

<b>Name of attendee</b>	<b>Name of child at Pre-school</b>
Gemma Crompton	Georgina Crompton
Michelle Beerensson	Staff
Morgan Jones	Austin Stew
Lucy Page	Bonnie Morgan
Lauren Haseltine	Oliver Haseltine
Kezia Newman	Lochlan Martin
Tracy Gorham-Brown	Staff
Samantha Read	Bobby Fuggle
Simrat Rait	Kavan Rait
Sian Suddes	Aleia Field
Amanda Oliver	Committee
Trudy Ottaway	Molly Dorsett
Hayley Buckham	Delilah Tilley
Emma Kolsteren	Erin Kolsteren
Hayley Chamberlain	Lilly Chamberlain
Marcus Woronecki	Ania-Marie Woronecki
Jill Collins	Ania-Marie Woronecki
Sheraleigh Yakut	Leyla Yakut
Jessica Heasman	Harry Heasman
Amy French	Jenson French
Gemma Ritchie	Elliot Ritchie
Naomi Cheese	Iris Gregory
Keir Gregory	Iris Gregory
Leanne Mayow	Georgia Gathern
Lucie Pace	Ellie Pace
Katerina Hurry	Matthias Hurry

**Welcome:** The Co-Chair, Amanda Oliver, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

**Role of the Committee:** The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

**Chair Report: Read by Co-Chair Amanda Oliver:**

Thank you to everyone for attending this morning.

Please can we remind everyone that everything discussed here this morning is confidential. If anyone needs the toilet, please use the disabled toilet. If you need to leave, then a member of staff will need to let you out.

I would like to introduce you to our current committee. I'm Amanda and Co-Chair, we also have Kezia who is co-chair, Emma is our secretary, Lucie our Treasurer, Simrat our PR guru. This year we also had Charlotte, Shahid and Jane on the committee, who are all stepping down so not here today.

So, the role of the Committee. The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

Our first year as co-chairs have actually been quite settled. We have had an amazing fundraising year. We have managed to raise £4505!! This has been via our Christmas Raffle, Easter Raffle and our Funday. Which made a welcome return since Covid. Obviously, these events wouldn't have raised the funds the preschool need if it wasn't for the generous support from our parents/carers and families.

This year we have had to increase staff wages due to increase of the National Living Wage. This has meant we have had to increase the fees. This was done in April 2022 and then again in September 2022, we hoped by splitting the increase this would be more manageable for our families.

The past week myself and Kezia have been sitting in with Michelle and Jane on interviews. After losing a member of staff towards the end of the last school year, we needed to replace that member of staff. Interviews have gone well. Earlier on in the year, we took on Rachel, who was a committee member, as a flexi member of staff, and she has settled in like she has always been here!

As you will hear we made a £9695.92 surplus this year, which is such good news as last year we made a loss of £2815.66.

This is why we need a committee! A committee to help with fundraising can make a huge difference to the preschool and your children who are attending. Unfortunately, the Pre-school cannot run without a committee.

If you're interested in joining, then please do stay to the committee meeting, which is straight after the AGM. We really don't bite and believe it or not, we are quite a friendly bunch.

## **Staff Report - Read by Michelle Beerensson:**

The past year has been a challenging one mainly due to the amount of children we had with additional needs and the extra support given to our newer members of staff to support them with their qualifications. It does feel that we have turned a corner and this year things seem much calmer. Lisa, Susanna and Tash are all powering ahead and all should have completed their qualifications next year. Settings in the area have found it increasingly difficult to recruiting quality early years staff so we are fortunate to have such committed and dedicated staff.

I have continued to be an active member of the Ashford collaboration which is a group of Managers and senior staff who meet half termly to support each other, organise training and generally share ideas. As part of the collaboration we are able to obtain money from the local authority. This term we will receive £750 and as a collaboration have decided to spend this supporting Cultural capital.

We have purchased a range of new resources and staff have completing various training throughout the year including safeguarding, first aid, FGM and early years development.

Unfortunately we had to let a member of staff go in July, however we were lucky enough to employ Rachel as a relief member of staff which has been a huge success. Rachel has a degree in Early years and has been a great asset to the setting. We have interviewing for two new members of staff this week.

I'd like to thank the committee, staff parents and carers for their continued support and a huge thank you to the committee for organising an amazing funday the first since covid which raised a huge amount of money to support our setting.

## **Treasurer's report – read by Tracy Gorham-Brown:**

This report shows any increases or decreases in certain areas from last year to help us assess where we can tweak things in the future to remain sustainable.

### **Fees**

The amount of fees paid increased significantly (£10K) from last year's figures as we enrolled more children this year and stopped taking new children under the Free for 2 Funding Scheme. We also tried to accommodate some ad hoc requests for sessions where we had availability which boosted the fees this year.

### **Funding**

Free Early Education funding from the KCC is the Preschool's main source of income, with 6 payments received each year and the hourly rate for 3 and 4year old funding increased in April by the largest percentage for years. Again, we increased numbers wherever possible compared to last year as the new staff have now settled in and this is reflected in the income.

### **Fund Raising and donations**

Fundraising efforts raised a fantastic £4505, our best ever year, boosted enormously by a fabulous Funday which was fundmatched by Barclays bank. Thank you to the committee for all their hard work this year! We raised a further £660 in uniform sales but had to buy new stock.

### **Donations**

We received donations of £850 from the Ashford Early Years Collaboration, £500 from the Ashford Junior Football league and £30 from a parent.

### **Interest**

The interest rate has increased significantly in the last financial year and the savings account monthly interest payment now shows a huge increase on last year.

### **Other income**

We received a payment of £4500 for having 3 apprentices. £750 is the total of £50 deposits each new family paid to secure the places for September 2023. These deposits will be returned to funded children in September or £50 will be taken off the invoice for fee paying children.

### **Wages**

The wages figure is higher than the previous year due the increase of National Living Wage and associated pay rises such as NI and the company pension scheme. This is to be expected as we apply the same pay increase across the whole staff structure to maintain salary boundaries.

### **Rent**

The rent rate has not increased this year and remains roughly the same as last year.

General running costs show an increase from last year, which is not unexpected with the current inflationary pressures and we have bought a new fridge freezer and washing machine.

#### Gifts

The staff were given gifts at Christmas and the end of the school year. Leaving gifts were bought for the children leaving us to start primary school. We also had 3 ex preschoolers who came as work experience students who received a voucher.

#### Professional Memberships

This includes our Ofsted annual fee, Music Licence, Bank charges, Sage accounts package, Accountant verification fees and Information Commission membership. We continue to use a payroll company for processing wages and pensions. We also paid for several DBS checks for new members of staff and the committee. Due to delays within the Early Years Alliance, our annual insurance premium and membership fee was not taken in July 2022, but in September 2022 so we paid 2 lots of insurance within the same year.

#### Conclusion

The figures show we made a £9695.92 surplus this year compared to a £2815.66 loss last year. The loss last year was expected as we had to run at lower numbers of children due to the staffing issues. As the new members of staff have become more experienced, we have increased numbers of attending children, generating more income. We were looking at a £10K loss earlier in the year but the donations received, the exceptional fundraising and the prompt payment of the apprenticeship incentive scheme means the figures are better than we expected. It does however show that we need to look carefully at attending numbers, particularly funded children as the funding rate increases are not keeping up with the increases in National Living Wage. As 90% of our income is usually from funding and staff wages is by far our largest cost, it is a squeeze we are feeling in line with many small businesses but are confident that we will be able to adjust attendance figures and fee prices to remain financially sustainable.

**Question Time:** No questions were asked.

#### **New Committee**

As required, the current committee will now stand down and a new committee will be elected, by nomination & seconding.

The committee is needed to ensure the continuation of the preschool, requiring a Chairperson, Treasurer & Secretary, as well as other committee members - so please do consider taking on one of these roles.

The existing committee stood down.

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Great Chart and Singleton Pre-School  
Minutes of the General Meeting held on Friday 13th October 2023 9.30am**

Michelle Beerensson headed the meeting until the new committee members and officers were appointed:

**New Committee**

The following new Committee members were voted in:

<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Simrat Rait	Michelle Beerensson	Amanda Oliver
Michelle Beerensson	Amanda Oliver	Kezia Newman
Katerina Hurry	Kezia Newman	Michelle Beerensson
Allison Ovenden	Michelle Beerensson	Simrat Rait
Emma Kolsteren	Amanda Oliver	Michelle Beerensson
Amanda Oliver	Michelle Beerensson	Simrat Rait
Gemma Ritchie	Emma Kolsteren	Amanda Oliver
Kezia Newman	Emma Kolsteren	Amanda Oliver
Jill Collins	Kezia Newman	Amanda Oliver
Lucie Pace	Amanda Oliver	Michelle Beerensson

We have 10 elected committee members. TGB stayed in the meeting to take minutes.

**Officer Roles:**

<b>Officer Role</b>	<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Co-chair	Kezia Newman	Michelle Beerensson	Amanda Oliver
Co-chair	Amanda Oliver	Kezia Newman	Simrat Rait
Secretary	Emma Kolsteren	Kezia Newman	Rachel Clark
Treasurer	Lucie Pace	Amanda Oliver	Emma Kolsteren

The Secretary and Treasurer roles will be supported by the paid administrator TGB.

Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information w/c 16<sup>th</sup> October 2023.

TGB to email preschool parents regarding the committee changes.

MB to email Ofsted with EY3a information w/c 16<sup>th</sup> October 2023.

Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures w/c 16<sup>th</sup> October 2023 and hopefully new members will be able to complete on-line at home. The existing committee agreed to help new members through the process and the preschool will pay for coffee if the committee need to meet up to do so.

TGB handed out an instruction letter on the EY2/DBS procedure plus hard copies of the Identity Checking Form which MB will need to check and submit to Ofsted.

New members to submit receipt of DBS cost and own bank details to TGB via the preschool email (approximately £8) which will be reimbursed by BACS immediately. DBS and EY2 should be completed as soon as possible and certainly within 2 weeks of this meeting.

SR to take new committee photos after the next committee meeting.

Committee members should do some online Safeguarding training and TGB to forward a link via email.

**Chair Report:** Please remember that everything we discuss is confidential.

If you need to be let out, please ask a member of staff.

If you need the toilet, please use the disabled toilets.

Welcome to our first committee meeting.

We had an amazing first years at co chairs. I just hope this year we can do just as good, if not better.

Myself and Kezia have been sitting on interviews with Michelle and Jane. I will let Michelle update you on any progress.

Thank you for joining our committee. We will take you mobile numbers and add you to 2 whatsapp groups. This is just a way of discussing stuff etc in between meetings.

I think meetings will stay on Fridays at 9.15am. If you have a child at the setting then providing staff and numbers allow, then they can go in and play while the meeting takes place. However, if you leave the building, you must take your child with you.

We require all members to be DBS checked, obviously we will all help you. Or we can meet up next door and do a group session. It's about £9 but we will reimburse you. We would like these done ASAP! So if you could get them done by Monday 30th October, that would be fantastic.

We also would like all members to have some safeguarding training. This is done online, in your own time. They usually take a max of 20 minutes each. Tracy will advise you of the site and which ones to complete. If we could aim to get this done by the 13th November, again this would be great.

We also received £33.61 from Kellyann Clover Photography. Thank you

**Staff Report:** Preparation for Xmas show has started and song sheets will soon go out. We will be going to Askes Court Young at Heart Club after half term and may do a preliminary Xmas show for both care homes. We will receive £750 from the Ashford Early Years collaboration. At a recent AETC meeting the parents of Oliver Steeper came in to discuss the "Life Vac" device, which is something they are fundraising for with the aim to provide one for all early years setting in Kent. It was decided that at £85 we were in a position to buy one rather than wait. We have been interviewing recently and have offered position to 2 people, Charlotte and Sarah, as MV will be leaving to take a full time position.

**Treasurer's report:** During the month of September we technically made a £9K surplus as we received our first funding payment but as we started the year on a loss, it means we are currently running at a £1.5K deficit this financial year. As explained before this is to be expected at

this stage of the year. We have yet to receive any FF2 or EYPP funding and the second instalments of fee invoices are due this week.

September was a low wages month due to the summer holidays. We sold £210 of uniform and the fundraising receipts include stall bookings for the nearly new sale and the commission for the photo shoot. Training costs are for RC first aid course. We have returned nearly all the deposits for funded children and should have paid them all by next month (awaiting replies as to whether the family would prefer cash or BACS). A very straightforward month!

**AOB:** Committee photos to be taken after next meeting.

**Newsletter:** Donations of tissues and wet wipes, Thank you for coming to the AGM, NNS, new committee, Children in Need, Inclement weather, name bags please.

**Nearly new sale:** SR to produce a new Craft Sale poster. Need to check supplies of tea and coffee. TGB to send another email to parents. Helpers from 9 please, stall form 9.30, doors open at 10am. Will be holding 2 minute silence at 11am. Ask parents for donations of toys for a stall.

**Christmas show:** Hampers for raffle prizes. Bake off / Cake Sale.

**Table and Chairs:** To sell on Marketplace

**Children in Need:** Friday 17<sup>th</sup> Nov PJs all week for a donation.

**Photos:** Rose Clapton may be available! Looking at end of May.

Next meeting: Friday 17th November 2023 at 9.15am

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2023**

**Charity Number: 295122**

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023**

---

**TRUSTEES** Michelle Beerensson  
Lucie Pace  
Dr Simrat Rait  
Jane Kirby  
Charlotte Swallow  
Emma Kolsteren  
Syed Shahid  
Kezia Newman (Chair)  
Amanda Oliver

**ACCOUNTANT** Catt Accountancy Limited  
Church Barn, Westwell Court  
Westwell  
Ashford  
Kent  
TN25 4JX

**GREAT CHART AND SINGLETON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023**

	<u>2023</u>		<u>2022</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	26,352.90		16,700.00	
KCC Funding	109,777.85		97,810.03	
Fund Raising	4,505.58		2,217.32	
Ashford EY Collaboration	850.00		-	
Donations	530.00		3,355.80	
KCC payment	-		3,187.92	
Outings	-		1,300.00	
Parties	-		175.00	
Interest	873.34		21.17	
Uniform sales	659.50		-	
Deposits for September	750.00		-	
Other income	4,507.20		4,580.00	
<b>Net Income</b>	<b>148,806.37</b>		<b>129,347.24</b>	
<b>EXPENDITURE</b>				
Wages	107,049.47		103,926.80	
Tax and NI	3,436.77		4,140.11	
Pension	7,033.78		-	
General running costs	2,201.91		1,277.75	
Rent	9,537.00		9,821.75	
Craft and equipment	2,448.57		5,659.86	
Cafe	859.22		1,180.95	
Telephone and internet	685.90		651.18	
Entertainment	-		135.00	
Advertising	-		272.00	
Training	417.20		1,140.00	
Gifts	449.76		368.84	
Outings	-		400.00	
Fund raising	451.83		13.50	
Professional memberships and insurance	2,629.36		2,012.19	
Gardening	-		100.00	
Uniform	1,016.94		-	
Parties	-		254.00	
Waste collection	655.20		589.80	
Photocopier	237.54		219.17	
	<b>139,110.45</b>		<b>132,162.90</b>	
<b>Surplus/(Defecit) for the year</b>	<b>9,695.92</b>		<b>(2,815.66)</b>	
<b><u>General Fund</u></b>				
Opening balance	105,372.15		108,187.81	
<b>Surplus/(Defecit) for the year</b>	<b>9,695.92</b>		<b>(2,815.66)</b>	
	<b>115,068.07</b>		<b>105,372.15</b>	
<b><u>Represented by:</u></b>				
Reserve account	108,576.21		86,202.87	
Current account	3,708.71		16,996.43	
Cash in hand	2,783.15		2,172.85	
	<b>115,068.07</b>		<b>105,372.15</b>	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Great Chart and Singleton Playgroup

**On accounts for the year  
ended**

31 July 2023

**Charity no  
(if any)**

295122

**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 / 07 / 2023**.

**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 (other than that disclosed below \*) 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.

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

**Signed:**

[Signature box]

**Date:**

09/08/2023

**Name:**

Catt Accountancy Limited

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

Association of Certified Chartered Accountants (ACCA)

**Address:**

Church Barn, Westwell Court

Ashford, Kent

TN25 4JX

Only complete if the examiner needs to highlight 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.**

**GREAT CHART AND SINGLETON PLAYGROUP**

England & Wales - Charity number 295122

---

# Accounts

---

## Great Chart and Singleton Pre-School Minutes of the Annual General Meeting held on Friday 7th October 2021 9.15am

<b>Name of attendee</b>	<b>Name of child at Pre-school</b>
Gemma Crompton	Georgina Crompton
Michelle Beerensson	Staff
Cally Andrews	Caleb Andrews
Caroline Brookshaw-Robinson	Committee
Syed Shehid	Rayyan Ahmed
Kezia Newman	Committee
Tracy Gorham-Brown	Staff
Jasmine Hawkes	Frankie Tanner
Simrat Rait	Kavan Rait
Hayley Petts	Committee
Amanda Oliver	Committee
Charlotte Swallow	Louie Brough
Jeanice Hymers	Millie Hymers
Emma Kolsteren	Erin Kolsteren
Ellie Axon	Ruben Fell
Phoebe Banyard	Sienna Morgan
Tasneem Chaudry-Azam	Ikhlas Azam
Rachel Clark	Committee
Jessica Heasman	Harry Heasman
Megan Head	Harrison Head

**Welcome:** The Co-Chair, Caroline Brookshaw-Robinson, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

**Role of the Committee:** The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

### **Chair Report: Read by Co-Chair Hayley Petts:**

Overall, our 2nd year as co-chairs for the preschool has been more settled than the first year. We have continued to support the management team and staff. We have participated in all of the staff appraisals and held informal well-being talks with staff individually, which allowed us to

get to know them better and gain a better understanding of their roles within the preschool. A staff-committee communication box has also been introduced so that staff members can contact us in confidence. We were actively involved in the recruitment of 3 new members of staff, who under the guidance of their mentors, have settled really well. As a committee, we gave all staff a pay rise that was in line with the National Living Wage increase.

The committee are required to undertake Safeguarding training, which has been completed by all committee members. Committee presence at registration has also been re-introduced which has enabled staff to focus more on the children when they arrive in the morning. It has also given us the opportunity to engage with the families of the preschool every day.

This year it was decided to update the preschool website as it was felt it wasn't very user friendly. This is still currently under construction, and we hope to have it finished soon.

Although, as you will hear, we have ended the financial year at a loss, we have still held successful fundraising events, such as clothes recycling, a Christmas raffle and an enjoyable quiz night, and with thanks to Natalie at Barclays Bank for their fund matching, we have raised an overall total of £2203.82, after expenses were deducted.

### **Staff Report - Read by Michelle Beerensson:**

We've had another busy year with lots of new children and staff. We employed three new staff last November Lorraine, Susanna and Lisa. They have started their level three qualifications earlier this year and from September have taken on key children. Our qualified staff are here to support them every step of the way to ensure they attain the high standards we expect. Tash returned from maternity leave just a few weeks ago and has settled back in well. Tash hopes to start her qualification in the new year.

We have lost two members of staff during the last academic year Nicola who was our deputy left in January to take up a full-time position and Lindsey an EYP retired in May. Jane who was one of our senior practitioners took over Nicola's role as deputy and has been a great success.

I have contributed to be an active member of the largest early years collaboration in Ashford which provides support both in person and financially, training and an useful networking system to settings within Ashford.

Our staff to attended many online course to update with developments within safeguarding and early years in general and we continue to ensure all staff are paediatric first aid trained. The team are looking forward to the coming year and are always available to answer any questions you have. I would like to take this opportunity to thank our co-chairs and the rest of the committee for all the work they do to support the setting.

### **Treasurer's report - read by Amanda Oliver:**

**Income Fees:** The amount of fees paid decreased significantly (£2,877) from last year's figures! We were unable to maximise the number of children in each sitting as we felt we needed to train the 4 new employees first so there is a marked reduction in both fees and funding received. The low fee figure was not helped by the higher than usual amount of children receiving Free for 2 funding that we did not charge fees for and claimed funding instead.

**Funding:** Free Early Education funding from the KCC is the Preschool's main source of income, with 6 payments received each year and the hourly rate for 3 and 4year old funding increased in April. Due to the lower number of children, we received £12, 614 less in funding this year. Unlike previous years, we did not receive any SENIF or DAF this year despite having children who did need additional support although we did receive Early Years Pupil Premium for quite a few children, particularly in the summer term.

**KCC payments:** We received an additional £3187 as a Covid support payment which was used to buy resources.

**Parties:** We only held one party at Christmas this year as we held a leaver's show in July which was free for parents to attend. We sold £175 worth of Christmas party entrance tickets but overall, the party ran at a loss due to the hiring of a children's entertainer and money spent on books to give as a Christmas gift. However, it is felt this is always a nice thing to do for the children at Christmas.

**Fund Raising and donations:** Fundraising efforts raised a fantastic £2217 and we only spent £13.50 on fundraising expenses as uniform stock was purchased in the previous financial year. This income has been raised by holding a Christmas show, uniform sales, sponsored letter find, textile recycling and a quiz night. Thank you to the committee for their fundraising and Barclays for Fund Matching the fundraising totals.

**Donations:** We received donations of £2905 from Little Acorns Preschool in High Halden following its closure in May. We also received £450 for enrichment projects from the Ashford Early Years Collaboration.

**Interest:** The interest rate has increased in the last few months of this financial year and the savings account monthly interest payment now shows an increase on last year.

**Other income:** We received a payment of £4500 for having 3 apprentices. £1300 is the total of £50 deposits each new family paid to secure the places for September 2022. These deposits will be returned to funded children in September or £50 will be taken off the invoice for fee paying children. We also received £80 from the Ashford Early Years Collaboration for First Aid training.

**Expenses Wages:** The wages figure is higher than the previous year by £3929 due the increase of National Living Wage and associated pay rises such as NI and the company pension scheme. This is to be expected as we apply the same pay increase across the whole staff structure to maintain salary boundaries.

**Rent:** The rent rate has not increased this year and there is a small increase in annual spend as we returned to holding fundraising events in the hall after Covid.

**Craft & Equipment / Café / Phone/ Gardening/ Waste collection/ Photocopying:** General running costs show a huge reduction from last year but that is because we purchased artificial grass last year however, we have saved a lot on gardening costs this year! We have spent £1794 more on equipment this year as we had grants and KCC payments which we had to show receipts for! We have saved a lot on gardening costs this year. We have purchased a new laptop and an Ipad to use in the setting. Café costs has also decreased by £300 possibly because the Tassimo is now rarely used!

**Gifts:** The staff were given gifts at Christmas and the end of the school year. Leaving gifts were purchased for members of staff who left our employ and we bought books for the children leaving us to start primary school.

**Entertainment:** Portion of chips were bought as a treat for the staff at a meeting and a few coffees when more private meetings between staff members and committee members have been held away from the setting.

**Professional Memberships:** This includes our Ofsted annual fee, Music Licence, Bank charges, Sage accounts package, Accountant verification fees and Information Commission membership. We continue to use a payroll company for processing wages and pensions. We also paid for several DBS checks for new members of staff and the committee. Due to delays within the Early Years Alliance, our annual insurance premium and membership fee was not taken in July 2022 and will be taken in the next financial year so the total of this category is lower than last year.

**Staff Training:** A significant increase on the previous year as we paid the Level 3 training costs for the 3 new apprentices.

**Outings:** Not really outings! This report was compiled on an old accounts program which would allow a new category so an old one was used! This relates to the deposits paid for September 2022. The new accounts package will have a category for deposits!

## **Conclusion**

The figures show we made a £2815.66 loss this year. This is the first loss we have made for a few years but not really a surprise as we knew we had to run at low numbers of children due to the staffing issues. As the new members of staff become qualified, we will not have the worries over ratios in the same way so we predict this is a temporary issue. We were looking at a £10K

loss earlier in the year but the donations received from a closing preschool and the prompt payment of the apprenticeship incentive scheme means the figures are better than we expected. Fortunately, we made an £11K surplus last year so this loss will not cause any financial difficulty at this time and we knew that some of the surplus from previous years would be spent over this last year and next year to train the new staff before we can operate "as normal". It does however show that we need to look carefully at attending numbers, particularly funded children as the funding rate increases are not keeping up with the increases in National Living Wage. As 90% of our income is usually from funding and staff wages is by far our largest cost, it is a squeeze we are feeling in line with many small businesses but are confident that we will be able to adjust attendance figures and fee prices to remain financially sustainable.

**Question Time:** No questions were asked.

**New Committee (CBR)**

As required, the current committee will now stand down and a new committee will be elected, by nomination & seconding.

Hayley & I have both been a part of the committee for 3 years, 2 of those as co-chairs and we now feel that the time is right for someone else to chair the committee. It has been a challenging, enjoyable and rewarding experience. We would like to thank the committee members for their support over the last year, and of course the management team and staff members for their continued hard work within the preschool.

For those considering joining the committee, what's involved? You need to be available one morning every month to attend a committee meeting and be prepared to give some extra time to help with organising & executing fundraising events, and ideally supporting morning registration so the staff can concentrate on welcoming the children into the setting. It's a chance to put your ideas forward and be a part of the preschool that is at the centre of the community, helping towards its success for many years to come.

The committee is needed to ensure the continuation of the preschool, requiring a Chairperson, Treasurer & Secretary, as well as other committee members - so please do consider taking on one of these roles.

The existing committee stood down.

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Great Chart and Singleton Pre-School  
Minutes of the General Meeting held on Friday 7th October 2022 9.30am**

Michelle Beerensson headed the meeting until the new committee members and officers were appointed:

**New Committee**

The following new Committee members were voted in:

<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Simrat Rait	Michelle Beerensson	Amanda Oliver
Michelle Beerensson	Amanda Oliver	Kezia Newman
Rachel Clark	Kezia Newman	Michelle Beerensson
Phoebe Banyard	Michelle Beerensson	Simrat Rait
Emma Kolsteren	Rachel Clark	Michelle Beerensson
Amanda Oliver	Rachel Clark	Simrat Rait
Syed Shahid	Emma Kolsteren	Amanda Oliver
Kezia Newman	Emma Kolsteren	Amanda Oliver
Jeanice Hymers	Rachel Clark	Amanda Oliver
Charlotte Swallow	Phoebe Banyard	Emma Kolsteren

We have 10 elected committee members. TGB stayed in the meeting to take minutes.

**Officer Roles:**

<b>Officer Role</b>	<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
---------------------	---------------------------------	----------------------	---------------------

Co-chair	Kezia Newman	Michelle Beerensson	Rachel Clark
Co-chair	Amanda Oliver	Kezia Newman	Simrat Rait
Secretary	Emma Kolsteren	Kezia Newman	Rachel Clark
Treasurer	Rachel Clark	Amanda Oliver	Emma Kolsteren

The Secretary and Treasurer roles will be supported by the paid administrator TGB.

Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information w/c 10<sup>th</sup> October 2022.

TGB to email preschool parents regarding the committee changes.

The previous co-chairs left a handover envelope for the new co-chairs which included the key to the staff suggestion box. New co-chairs KN and AO to message HP and CBR for any additional information and will change the password on the committee email account.

MB to email Ofsted with EY3a information w/c 10<sup>th</sup> October 2021.

Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures w/c 10<sup>th</sup> October 2021 and hopefully new members will be able to complete on-line at home. The existing committee agreed to help new members through the process and the preschool will pay for coffee if the committee need to meet up to do so.

TGB handed out an instruction letter on the EY2/DBS procedure plus hard copies of the Identity Checking Form which MB will need to check and submit to Ofsted.

New members to submit receipt of DBS cost and own bank details to TGB via the preschool email (approximately £8) which will be reimbursed by BACS immediately. DBS and EY2 should be completed as soon as possible and certainly within 2 weeks of this meeting.

SR to take new committee photos after the next committee meeting.

HP still has a table which was donated as a raffle prize and she would like it to be returned to us now she has stood down from the committee. Estimated value was £300 and we will investigate trying to sell it.

Committee members should do some online Safeguarding training and TGB to forward a link via email.

**The minutes from September 2021** were adopted and signed off with the following issues raised:

Staff contract for EXISTING staff regarding holiday pay currently states that staff will receive payment for the standard bank holidays. We will add a line to say that any additional BH (such as state funerals/coronations etc) will be paid at the preschool's discretion. TGB to draw up a draft before the next meeting.

**Chair Report:**

An interim schedule for committee attendance at registration was agreed but will be reviewed at the next meeting.

Although Natalie Haynes has now stepped down from the committee, she would like to remain involved in fundraising so that we can benefit from the Barclays Fund Matching Scheme.

**Staff Report:**

MB wished to thank the outgoing and new committee members for their hard work and their support of our preschool. We are approaching the Preschool's 40<sup>th</sup> Anniversary and the committee function is very much appreciated.

The 3 newer members of staff are working well but 1 is struggling with the time commitments of the Level 3 course. This member of staff is a great practitioner so MB is providing support where possible and the staff member has a day off on Monday to get some coursework done.

MB wanted to discuss the Xmas party as we usually run at a loss. Due to the loss last year, and the increasing squeeze between the money received in funding and the increasing wages, it was decided by the committee that we would not hold a Xmas party this year but sessions during the last week will be "party based" and the children will still receive a small gift from the preschool.

MB attended the last Village Hall Committee meeting and persuaded them to keep our rent at the same rate as last year.

The preschool Nativity will be held on Friday 16<sup>th</sup> December.

**Treasurer's report:** TGB read some details from the Profit and Loss report for September (+£6K) but Year To Date is running at -£2K. This is normal at this time of year as the financial year starts in August when we have no income at all but pay the staff most of their holiday entitlement. We usually start to break even on the year during the Spring. The annual redundancy calculation was a lot less this year as we have lost 2 long term employees and the 4 newest members of the team would not yet qualify for Statutory Redundancy. We have ample money in our reserve account to cover 3 months running costs and redundancy pay so remain in a good position despite the challenges we face regarding funding vs wage increases.

**Newsletter:** Items to always include: Committee email address, term dates and a request that all items are to be named. October newsletter to include: welcome to the new committee, Amazon Smile, Wet weather advice, Nativity 16<sup>th</sup> December and asking for donations to the raffle.

**AOB:** No news on the website – TGB to chase.

The Lottery Licence is up for renewal. AO is the current contact so will action and remain the contact for another year.

Next meeting: Friday 4<sup>th</sup> November 2022 at 9.15am

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2022**

**Charity Number: 295122**

**GREAT CHART AND SINGLETON PLAYGROUP**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022**

---

**TRUSTEES** Michelle Beerensson  
Rachel Clark  
Dr Simrat Rait  
Joanne Garrett  
Hayley Petts  
Natalie Haynes  
Christina Saunders  
Kezia Newman  
Caroline Brookshaw-Robinson (Chair)  
Amanda Oliver

**ACCOUNTANT** Catt Accountancy Limited  
Church Barn, Westwell Court  
Westwell  
Ashford  
Kent  
TN25 4JX

**GREAT CHART AND SINGLETON PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2022**

	<u>2020</u>		<u>2021</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	16,700.00		19,577.41	
KCC Funding	97,810.03		110,424.54	
Fund Raising	2,217.32		10,716.26	
Donations	3,355.80		200.00	
KCC payment	3,187.92		3,734.10	
Outings	1,300.00		650.00	
Parties	175.00		-	
Interest	21.17		7.65	
Other income	4,580.00		1,700.51	
<b>Net Income</b>	<b>129,347.24</b>		<b>147,010.47</b>	
 <b>EXPENDITURE</b>				
Wages	103,926.80		99,997.36	
Tax and NI	4,140.11		3,482.30	
General running costs	1,277.75		1,481.34	
Rent	9,821.75		9,579.50	
Craft and equipment	5,659.86		3,865.89	
Cafe	1,180.95		1,481.71	
Telephone and internet	651.18		569.66	
Entertainment	135.00		43.80	
Advertising	272.00		288.00	
Training	1,140.00		235.50	
Gifts	368.84		535.09	
Outings	400.00		1,126.50	
Fund raising	13.50		1,337.63	
Professional memberships and insurance	2,012.19		2,337.65	
Gardening	100.00		8,149.20	
Donations	-		-	
Parties	254.00		-	
Waste collection	589.80		972.00	
Photocopier	219.17		156.38	
	<b>132,162.90</b>		<b>135,639.51</b>	
<b>Surplus/(Defecit) for the year</b>	<b>(2,815.66)</b>		<b>11,370.96</b>	
 <b><u>General Fund</u></b>				
Opening balance	108,187.81		96,816.85	
<b>Surplus/(Defecit) for the year</b>	<b>(2,815.66)</b>		<b>11,370.96</b>	
	<b>105,372.15</b>		<b>108,187.81</b>	
 <b><u>Represented by:</u></b>				
Reserve account	86,202.87		86,181.70	
Current account	16,996.43		21,529.85	
Cash in hand	2,172.85		476.26	
	<b>105,372.15</b>		<b>108,187.81</b>	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Great Chart and Singleton Playgroup

**On accounts for the year  
ended**

31 July 2022

**Charity no  
(if any)**

295122

**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 / 07 / 2022**.

**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 (other than that disclosed below \*) 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.

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

**Signed:**

[Signature box]

**Date:**

24/08/2022

**Name:**

Catt Accountancy Limited

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

Association of Certified Chartered Accountants (ACCA)

**Address:**

Church Barn, Westwell Court

Ashford, Kent

TN25 4JX

Only complete if the examiner needs to highlight 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.**

**GREAT CHART AND SINGLETON PLAYGROUP**

England & Wales - Charity number 295122

---

# Accounts

---

## Great Chart and Singleton Pre-School Minutes of the Annual General Meeting held on Friday 15th October 2021 9.15am

Name of attendee	Name of child at Pre-school
Ellie Axon	Ruben Fell
Michelle Beerensson	Staff
Hui Cheng	Mia Hoh
Caroline Brookshaw-Robinson	Committee
Jo Garrett	Samuel Garrett
Kezia Newman	Sullivan Martin
Tracy Gorham-Brown	Staff
Richard Maijidadi	Danielle and Daniella Majidadi
Simrat Rait	Committee
Hayley Petts	Oliver Petts
Amanda Oliver	Committee
Karolina Ruseva	Siana Baharova
Martine Rukengwa	Akinbolade Akintunde

**Welcome:** The Co-Chair, Caroline Brookshaw-Robinson, welcomed everyone, reminded everyone of the need for confidentiality, introduced existing members of the committee and briefly described the role of the committee:

**Role of the Committee:** The preschool requires a committee to act as the Charity Trustees and is generally made up of parents of attending children. The committee is responsible for the overall management and smooth running of the setting. This includes recruiting, training & development of staff, as well as improving the preschool resources through fundraising activities.

**Chair Report: Read by Co-Chair Hayley Petts:** Being our first year as Co-Chairs, we have found the role challenging due to the restrictions of Covid-19. We started the year really positively with a full committee, but unfortunately, we have seen some members leave for personal reasons. However, we have continued to support the management team and staff, to add to the outstanding status of the Preschool.

So, how have we done this? Although it has been difficult to hold any in-person events, we have still achieved various fundraising throughout the year. For example, an online Christmas raffle, a sponsored letter find, clothing collections, and our biggest event which was a sponsored walk, in which both the committee and staff participated.

Along with a grant from GC & Singleton Parish Council, which went towards the artificial grass in the garden, and the fund matching from Barclays Bank for two of our events, we raised just over £10,700 for the preschool. We would like to take this opportunity to thank our committee members David & Amanda for their work in organising the grant, and Natalie who is our link to Barclays Bank.

We have also worked with local businesses, including Sandersons, who kindly created a Virtual Tour video of the preschool and B&H Construction who completed much needed repairs on the playhouse free of charge.

Throughout the year we have held monthly committee meetings, even during lockdown via Zoom. We have played an active role in recruitment and more recently staff appraisals. We have also been able to give all staff a pay rise this year. We would like to thank the staff for their continued hard work and dedication to the preschool and the children that attend too.

**Manager's Report - Read by Michelle Beerensson:** Since last October things did start to return to normal for Early Years settings. In January primary/secondary schools closed to all but essential workers children but this did not extend to Early Years so it was business as normal for us and we continued to have almost a 'full house' we are pleased that our parents had confidence in our setting. It was great that we could offer a leaver's show this year although with limited parents. We also encouraged visits from all the schools our leavers were attending and most did visit or speak to us via a phone call.

We had two staff leave at the end of July to take full time roles and we employed a new member of staff from Sept, Tash has fitted in well with staff and children. Tash is expecting and will be on maternity leave sometime in the new year. We have interviewed this week and hopefully will have employed at least two new members of staff, which we intend to train and once their probation is completed they will study for a level 2/3 qualification.

We hope that this year we can be back to normal with transition opportunities for next year's leavers and get support when appropriate for children with additional needs which sadly lacking last year.

We would like to thank you and the preschool committee for their continued support.

Please remember that you can email/ phone to arrange a time to speak to a member of staff

### **Treasurer's report - read by Amanda Oliver:**

This report breaks down our income and expenditure into categories so that I can show where expenditure in certain areas have increased or decreased from last year.

#### **Income**

##### **Fees**

The amount of fees paid increased significantly from last year as the previous year included a term we had no fee paying children due to Covid lockdown. This year we were able to remain open to all children including fee paying and the figures reflect this.

##### **Funding**

Free Early Education funding from the KCC is the Preschool's main source of income, with 6 payments received each year and the amount received for 3 and 4 year old funding, FF2 funding and EY pupil premium remained the same as last year. In addition to the funding, we received approx. £3.5K from KCC as a one-off payment to match the income we should have received the year before but didn't because of the lockdown restrictions.

##### **Fund Raising and donations**

Despite restrictions we have had another successful fundraising year raising a fantastic £10,716.26 which is a much much higher figure to previous years. This has been raised by applying to the council for a £7K grant to pay towards the artificial turf, online raffles, textile recycling, ice cream van commission, uniform sales, and 2 sponsored events. We have had 2 lots of fundraising matched by Barclays Bank this year

**Donations** We received a donation of £200 from parents at the end of the school year as a thank you.

**Interest** Although any surplus funds are moved from the current account into the savings account to maximise the amount of interest received, the interest rate is so low at the moment we have seen a marked decrease this year.

**Deposits (Outings)** Although listed as outing income, this amount is the deposits received by the new families of September 2021 to secure their place and will be refunded or taken off invoices throughout the year.

### **Other income**

We received payments of approx. £1000 and £500 for project funding from the Ashford Early Years Collaboration. The AEYC have also refunded the cost of several members of staff to do mindfulness training. Included in other income were some overpayments on a payment plan which had to be refunded.

## **Expenditure**

### **Wages**

The wages figure has remained the same despite the increase of National Living Wage and associated pay rises as we have yet to replace members of staff who have left. Numbers of attending children were not increased throughout the year as we normally do due to this staff shortage.

### **Craft & Equipment / Café / Phone/ Gardening/ Waste collection**

Craft and equipment were higher as we were given resources from the collaboration to spend on equipment. Café, telephone, postage costs remained the same but a new laptop was bought for the administrator which increased the office supplies expenditure this year. The photocopier has been used more this year with the release of the new EYFS. The garden expenditure was extremely high due to the installation of the artificial lawn but most of this most covered by a council grant and we have not had to pay a gardener since. Waste collection was extremely high this year as we feel the effects of increased hand washing and paper towel disposal because of Covid.

**Gifts** The staff were given morale boosting gifts during the year and both staff and child leavers were given leaving presents.

### **Professional Memberships**

We have upgraded our PLA insurance package to include the artificial lawn and continue to use a payroll company for processing wages and pensions. We also have to pay an annual fee for the lottery licence, music licence, Information Commissioners Office, Ofsted, accountancy fees and the accounts software package. DBS checks for staff and committee members are also included in this figure.

**Staff Training** Most staff training has been paid for by the Ashford Early Years Collaboration this year.

### **Conclusion**

The figures show we made a £11,370.96 surplus this year. This was very welcome after concerns over numbers and staff availability and the expenditure of the garden revamp. We are now in a comfortable financial position and plan to continue to reinvest whilst being mindful of ongoing funding challenges. We will also continue to look at ways of increasing income without having a negative impact on the quality of the teaching provision of which we are so proud.

**Question Time:** No questions were asked.

The existing committee stood down.

**New committee expectations: Read by Caroline Brookshaw-Robinson:** As per our constitution, a new committee will be re-elected by nomination and seconding. As a committee member, you'll need to be able to attend one meeting a month as well as dedicate some of your private time to administration and fund-raising activities. Help with registration would be appreciated.

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Great Chart and Singleton Pre-School  
Minutes of the General Meeting held on Friday 15th October 2020 9.30am**

Michelle Beerensson headed the meeting until the new committee members and officers were appointed:

**New Committee**

The following new Committee members were voted in:

<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Simrat Rait	Michelle Beerensson	Hayley Petts
Michelle Beerensson	Caroline Brookshaw-Robinson	Hayley Petts
Caroline Brookshaw-Robinson	Simrat Rait	Michelle Beerensson
Hayley Petts	Caroline Brookshaw-Robinson	Amanda Oliver
Amanda Oliver	Caroline Brookshaw-Robinson	Michelle Beerensson
Martine Rukengwa	Caroline Brookshaw-Robinson	Hayley Petts
Kezia Newman	Hayley Petts	Caroline Brookshaw-Robinson
Joanne Garrett	Caroline Brookshaw-Robinson	Simrat Rait
Natalie Haynes	Caroline Brookshaw-Robinson	Hayley Petts

We have 9 elected committee members. TGB stayed in the meeting to take minutes.

**Officer Roles:**

<b>Officer Role</b>	<b>Name of Committee Member</b>	<b>Nominated by:</b>	<b>Seconded by:</b>
Co-chair	Caroline Brookshaw-Robinson	Hayley Petts	Michelle Beerensson

Co-chair	Hayley Petts	Caroline Brookshaw-Robinson	Michelle Beerensson
Secretary	Kezia Newman	Simrat Rait	Michelle Beerensson
Treasurer	Amanda Oliver	Caroline Brookshaw-Robinson	Hayley Petts

It was decided that Co-Chair Hayley Petts and Treasurer Amanda Oliver would remain as the signatories for the HSBC accounts alongside the Administrator, Tracy Gorham-Brown. It was also decided that as no new mandate was required, we would request a current account debit card with only one signatory from the HSBC as soon as possible.

The Secretary and Treasurer roles will be supported by the paid administrator.

Committee member information sheets and data consent forms were handed out for immediate completion. TGB to change Charity Commission information.

MB to email Ofsted with EY3a information w/c 18<sup>th</sup> October 2021.

Whatsapp group to be set up with new committee to assist new committee members through the EY2 and DBS check procedures w/c 18<sup>th</sup> October 2021 and hopefully new members will be able to complete on-line at home. New members to submit receipt of DBS cost to TGB via the preschool email (approximately £8) which will be reimbursed immediately. DBS and EY2 should be completed as soon as possible and certainly within 1 month of this meeting. MR to forward details of current DBS as on the DBS update system.

The minutes from September 2021 were adopted with the following issues raised: The staining of the playhouse - MB has the stain but not the time to apply. We also need some weeds removed from the borders of the garden. The decision was made to approach the Village Hall Committee or the Parish Council to get the weeds removed, or if unsuccessful, we will pay someone to tidy the garden. HP reported on her attendance at the last staff meeting where the anonymous committee suggestion box was raised. Staff also agreed that they felt the exit interview procedure was too late in the process so we will not be holding them in future unless one is specifically asked for.

**Chair Report:** A schedule for committee attendance at registration was agreed:

Monday - HP (TGB)  
 Tuesday - CBR / AO / JG  
 Wednesday - HP / KN  
 Thursday - CBR / NH / MR if available / JG  
 Friday - HP / KN / JG

The virtual tour is to be sent to all parents via Email.

**Staff Report:** Limited report but MB asked if Committee would approve a payrise for MV as she is doing so well as our new SENCO. She suggested paying MV the same rate as the Senior Lead Practitioners from 1<sup>st</sup> November and committee unanimously agreed.

**Treasurer's report:** AO detailed the most recent Profit and Loss report which shows we are currently at a loss for this financial year but this is normal at this point and we are expecting to break even over the next few months.

**Newsletter:** SR to do October 2021 newsletter but will be shared amongst committee members in future. Items to always include: Committee email address, term dates and a request that all items are to be named. October newsletter to include: welcome to the new committee, children are settling well and dates for nativity and Xmas party.

Next meeting: Friday 5<sup>th</sup> November 2021 at 9.15am

Approved by the committee of Great Chart and Singleton Preschool on: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2021**

	<u>2020</u>		<u>2020</u>	
	£	£	£	£
<b>INCOME</b>				
Fees	19,577.41		11,325.50	
KCC Funding	110,424.54		110,037.92	
Fund Raising	10,716.26		2,517.47	
Donations	200.00		57.47	
KCC payment	3,734.10		1,749.00	
Outings	650.00		-	
Parties	-		100.00	
Interest	7.65		133.86	
Other income	1,700.51		1,960.00	
	<b>147,010.47</b>		<b>127,926.22</b>	
<b>EXPENDITURE</b>				
Wages	99,997.36		99,998.00	
Tax and NI	3,482.30		4,175.46	
General running costs	1,481.34		944.16	
Rent	9,579.50		9,419.50	
Craft and equipment	3,865.89		2,632.99	
Cafe	1,481.71		1,379.75	
Telephone and internet	569.66		535.22	
Entertainment	43.80		37.60	
Advertising	288.00		288.00	
Training	235.50		33.60	
Gifts	535.09		345.35	
Outings	1,126.50		696.50	
Fund raising	1,337.63		461.54	
Professional memberships and insurance	2,337.65		2,247.68	
Gardening	8,149.20		60.00	
Donations	-		324.55	
Parties	-		165.47	
Waste collection	972.00		612.00	
Photocopier	156.38		104.46	
	<b>135,639.51</b>		<b>124,461.83</b>	
<b>Surplus/(Defecit) for the year</b>	<b>11,370.96</b>		<b>3,464.39</b>	
<b>General Fund</b>				
Opening balance	96,816.85		93,352.46	
<b>Surplus/(Defecit) for the year</b>	<b>11,370.96</b>		<b>3,464.39</b>	
	<b>108,187.81</b>		<b>96,816.85</b>	
<b>Represented by:</b>				
Reserve account	86,181.70		76,174.05	
Current account	21,529.85		20,145.49	
Cash in hand	476.26		497.31	
	<b>108,187.81</b>		<b>96,816.85</b>	



Section A

Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name Great Chart and Singleton Playgroup		
<b>On accounts for the year ended</b>	31 July 2021	<b>Charity no (if any)</b>	295122
<b>Set out on pages</b>	1-2 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 07 / 2021**.

**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 (other than that disclosed below \*) 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.

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

**Signed:** Catt Accountancy Limited **Date:** 13/08/2021

**Name:** Catt Accountancy Limited

**Relevant professional qualification(s) or body (if any):** Association of Certified Chartered Accountants (ACCA)

**Address:** Church Barn, Westwell Court  
Ashford, Kent  
TN25 4JX