



# Trustees' Annual Report for the period

Period start date

Period end date

From

01 09 2019

To

31 08 2020

## Section A

## Reference and administration details

Charity name

Yateley Community Pre-school

Other names charity is known by

Registered charity number (if any) 298231

Charity's principal address

Cranford Park Drive

Yateley

Hampshire

Postcode

GU46 6LB

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair	2019/20	Jamie Saunders
		Vice Chair	2019/20	Jennie Hill
3		Treasurer	2019/20	Samantha Cheyney
4		Secretary	2019/20	Sophie Gray
5		Member	2019/20	Jennie Mallin
6		Member	2019/20	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name Jennifer mallin	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution
How the charity is constituted	Trust
Trustee selection methods	Elected by members at Annual General Meeting

**Additional governance issues (Optional information)**

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

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

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## Section C Objectives and activities

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

The aims of the pre-school are to provide high quality care and education for children primarily below statutory school age, work in partnership with parents to help children to learn and develop, add to the life and well-being of its local community and offer children and their parents a service that promotes equality and values diversity

We do this by offering appropriate play, education and care facilities, family learning and community events. Ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.

By encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas

Instigating and adhering to and furthering the aims and objections of the Early Years Alliance.

Outstanding education and care within the Pre-school setting, including art and craft activities, music and movement in the near-by school hall, outdoor play, cooking, water play, messy play, balance and steering equipment , ball games, gardening, informative technology, story time and singing, role-play, acting out stories involving all the children, mark making, treasure hunts, phonics, counting, looking after fish and tadpoles, various topics and themes throughout the year. We also are always taking into account the children's interests.

Our role as a community pre-school is important to us and as such we welcome and support children from all sections of the community, from all backgrounds, embracing their differences and supporting additional needs they may have. We also endeavour to reach out to the wider community through our events such as the Art fair, quiz night and Summer fete. We always attend the local May fayre and the Christmas markets as part of our fundraising.

We accept children from their second birthday and receive 2 year old funding as well as funding for 3 and 4 year olds. We also offer 30 hours funding to our working parents. Parents also pay top up fees for any attendance in excess of funded hours. Potential parents are welcome to come and visit at any time to have a look around. (this year we have carried out zoom meetings and have reached parents through social media and our website due to covid19) We offer a range of drop-off and pick up times to do our best to accommodate working families.

Our staff members attend meetings with other local early years providers, also cluster group meetings with reception teachers and regular special educational needs co-ordinator meetings. ( these have been carried out remotely through zoom and teams meetings this year due to Covid19) We ensure staff members are up to date with all training requirements including health and safety, first aid, safeguarding, FGM, c and others as appropriate.

Parents are always welcome to engage with their child's learning through stay and play sessions and joining the committee as trustees. We operate an open-door policy for parents. (These have been put on hold due to Covid19)

We have various documents on our website detailing the policies we uphold under the Early Years Alliance, and giving information on such issues as language development, sharing songs and stories, special educational needs and choosing early years education. We also send out a weekly email to our parents which includes details about local events and activities. Hard copies are available if parents do not have access to emails.

Our fundraising events such as our quiz night, bingo and gin tasting, summer fete and art fair are open to the public and are usually well attended. We rely on our fundraising to cover core costs and enhance our setting. (Postponed due to covid19)

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

**Additional details of objectives and activities (Optional Information)**

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

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

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The pre-school has over 50 children on its books this year, slightly down from previous years as this again was a low birth year. As a result we have continued to offer the 30 hours funding. We have had a large number of visitors so September 21 should look more promising. We also altered our staff to child ratios so have 5 staff instead of 6 in on some days.

This past year has been very challenging, coping with the corona virus and all the regulations that COVID19 has brought. The preschool continued to stay open throughout, supporting our key-worker families and also supporting our families at home, remotely, offering activities and sessions through Zoom.

It was hard not to be able to carry out our usual leavers concerts and celebrations and say a proper goodbye to all our children moving on to school.

We sent the reception year intake to their respective schools with the knowledge that this year would be completely different than any before, although knowing our children were prepared and ready having the confidence of a good foundation of learning.

We have continued working hard to fundraise to ensure our pre-school remains financially viable despite changes to our income and expenditure for example pensions and the increase to the living wage. Fundraising was also challenging as we could not carry out our usual events throughout the year. We had to think outside the box, using social media as a platform to get to the wider community.

Engagement with other early years settings has happened through Teams and Zoom meetings, and relevant organisations has been productive and staff have continued to add to their skills and training.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Yateley Community Pre-school aims to hold sufficient financial reserves to sustain the Pre-School if income falls below expected levels, or to cover any outgoings such as redundancy payments if the Pre-school had to close.

Although we haven't had to dip into savings this year, it has been very close on occasions. Our saving was having the government agree to honour the funding across the board for all our families having to stay at home.

Budgets are completed annually and updated as necessary to take account of all factors affecting income and expenditure. We hold termly reviews more if needed. The amount held in the reserve account is reviewed regularly to ensure that sufficient funds are available. Reserves are held in a bank account where interest is earned but funds can be accessed.

We calculate the appropriate reserves level to be three months' running costs. We have taken into account our staff members long years of service to allow enough reserves if we needed to pay redundancy.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

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

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

**We have relied on social media to promote our fundraising this past year, as not being able to hold social events of any description. We needed to think differently about how we can raise much needed funds. Working closely with the community to get as many people involved as possible. Holding pancake flips and raffles – Asking the wider community for help where needed.**

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>J Hill</i>	<i>S Cheyney</i>
Full name(s)	JENNIE HILL	SAMANTHA CHEYNEY
Position (eg Secretary, Chair, etc)	VICE CHAIR	TREASURER
Date	29.06.21	

**YATELEY COMMUNITY PRE-SCHOOL**

**Receipts and Payments Account for year ending 31st August 2020**

<b><u>Receipts</u></b>	<b><u>2019-2020</u></b>	<b><u>2018-2019</u></b>
Fees (IF,)	£13,614.10	£16,035.61
Childcare Vouchers (IA)	£5,273.04	£5,830.92
HCC Grant Funding (IG)	£119,055.57	£111,424.10
Committee Fundraising (IB,IE,IK,IO,IP,IQ,IS,IT,IU,IW,IX,IZ,)	£5,567.39	£7,549.16
Other Income(OC,OD,OF,OS,OY)	£3,359.43	£3,875.11
Donations & commission (IC,ID)	£5,011.89	£5,284.21
Furlough Claims (OS)	£2,236.70	-
Proceeds from insurance claim (OF)	£999.94	-
Interest received	£101.28	£206.65
<b>Total receipts</b>	<b>£155,219.34</b>	<b>£150,205.76</b>
<b><u>Payments</u></b>		
Salaries (OS)	£124,300.59	£129,782.23
Rent and Rates (OR)	£10,866.99	£13,037.07
Promises Expenses (OD,OH,OM)	£3,507.92	£3,423.99
Insurance (OI)	£2,112.13	£2,100.43
Committee Fundraising Costs (IM,IK,IQ,IW,IY)	£566.77	£2,276.37
Learning Resources & photoprinting (OP,OY)	£297.93	£799.49
Office Costs (OO,OZ)	£112.39	£1,321.98
Donations & fundraising specified expenditure (ID,OF)	£182.80	£1,444.31
Garden Costs (OG)	£30.22	£323.98
Repairs/Renewals (ON)	£0.00	£255.90
Lease renewal (ON)	£0.00	£500.00
Training and Subscriptions (OT)	£452.17	£576.69
Sundry Expenses (IF,OU,OX,)	£553.82	£2,536.86
Other Income Expenditure (OC,IL,IP,IS,IT,IU)	£4,033.02	£3,051.10
<b>Total Payments</b>	<b>£147,016.75</b>	<b>£161,430.40</b>
<b>Surplus / (Deficit) for the year</b>	<b><u>£8,202.59</u></b>	<b><u>-£11,224.64</u></b>

**Statement of Assets and Liabilities as at 31st August 2020**

<b>Fixed Assets</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Current Assets</b>		
Debtors	£0.00	£0.00
Lloyds Banking Group Current Account	£25,752.89	£10,767.63
Lloyds Banking Group Savings Account	£20,780.68	£20,685.47
Lloyds Banking Group Call Account	£12,178.35	£12,172.33
Cash in Hand	£40.00	£40.00
	<b>£58,751.92</b>	<b>£43,665.43</b>
<b>Less: Current Liabilities (Income received in advance)</b>	<b>£6,883.90</b>	<b>£0.00</b>
<b>Net Current Assets</b>	<b>£51,868.02</b>	<b>£43,665.43</b>
	<b><u>£51,868.02</u></b>	<b><u>£43,665.43</u></b>
<b>Capital</b>		
Bank Funds Opening Balance	£10,767.63	£4,265.32
Petty Cash Opening Balance	£40.00	£40.00
Savings Account Opening Balance	£20,685.47	£40,498.08
Call Account Opening Balance	£12,172.33	£10,086.67
Interest on savings accounts		
Surplus / (Deficit) for the year	<b><u>£8,202.59</u></b>	<b><u>-£11,224.64</u></b>
	<b><u>£51,868.02</u></b>	<b><u>£43,665.43</u></b>

Signed:



Print Name:

J M Hill

Date:

28/6/2021





**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Independent examiner's report on the accounts**

### **Section A**

### **Independent Examiner's Report**

**Report to the trustees/  
members of**

Yateley Community Pre-School

**On accounts for the year  
ended**

31<sup>st</sup> August 2020

**Charity no** 298231  
**(if any)**

**Set out on page 1**

**Responsibilities and  
basis of report**

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

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

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

**Independent examiner's statement** ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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

the accounting records were not kept in accordance with section 130 of the Charities Act; or

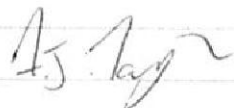
the accounts did not accord with the accounting records; or

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

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

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

Signed:



Date:

28/6/21

Name:

Andrew Taylor

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

Address:

16 Beechbrook Avenue

Yateley

Hampshire GU46 6LE

## Section B

### Disclosure

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

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