



making a difference to little lives

Woodlands Under 5's Pre-School

Vinters Park Community Centre
Aldon Close, Vinters Park, Maidstone, Kent, ME14 5QF
Telephone: 01622 671131
e-mail: woodlandsunder5@hotmail.co.uk
Registered Charity No: 801864

Trustees' Annual Report For year 01/01/2023 to 31/12/2023

Section A

Reference and Administration Details

Charity Name: Woodlands Under 5's Pre-School
Charity No: 801864

Charity's Principal Address: Vinters Park Community Centre, Aldon Close,
Vinters Park, Maidstone, Kent, ME14 5QF

Name of Trustees

Mrs. J Newland (Chairperson – resigned 11/05/23)
Mrs. J Ball (Chairperson from 11/05/23)
Mrs. R Downs, Secretary (resigned 09/10/23)
Mrs. K Macey (Treasurer – resigned 11/05/23)
Miss A Carter (Treasurer from 11/05/23)
Miss A Burns, Committee Member (elected 30/3/22; Secretary from 9/10/23)
Mrs. V Vidler, Committee Member (elected 11/05/23)
Mrs. A Smith, Committee Member (resigned 11/05/23)

All trustees are active as detailed above at the time of submission of this report.

Professional Advisors

Pre-School Learning Alliance
Ofsted
KCC

Section B

Governing document

The Pre-School continues to adopt the Pre-School Learning Alliance 'Model Pre-School Constitution 2011'.

Trustee Selection Method

Trustees are elected on to the committee at the Annual General Meeting and are parents of children who attend or have attended the Pre-School.

Section C

Objectives of the Charity

To continue to provide children from the age of 2 to school age with an early years education, regardless of race, culture, religion, means or ability.

Section D

Activities and Achievements

The setting has embarked on developing their practice in relation to promoting children's development in Language and Communication. The setting is working towards an Accreditation Award which is an evidence-based project, and collating evidence on the impact for the children. The submission date of this accreditation is 26th June 2024, and the setting will receive confirmation in September if they have been successful.

Finance

The Pre-School returned a profit of £7,832 for the year ending 31.12.23.

The uptake of sessions in September 2023 was good and the Pre-School is currently operating at full session capacity.

The significant increase in minimum wage rates remains the biggest challenge to the Pre-School finances.

Hall hire costs increased by 5.5% in April 2023.

Looking ahead, intake numbers for September 2024 are currently in line with the previous year, and the Pre-School is currently on a break even forecast.

The Pre-School resumed fundraising activities in 2023, in particular the Easter and Christmas events. The Pre-School has been mindful of making too many monetary demands from parents during the current financial climate.

Collaboration

The Pre-School remains part of a collaboration with 6 other Pre-Schools in the area with the Pre-School Manager attending regular meetings to share ideas, good practice and training. The collaboration receives an annual fund from KCC which is used to cover training costs and resource boxes which are rotated between the collaboration settings.

Staff and Training

The Pre-School continues to ensure that all mandatory training is completed. In addition, staff regularly attend training to keep up to date in all areas of their work including the Early Years Foundation Stage (EYFS), Safeguarding and Special Educational Needs.

Section E

Policies

Pre-School policies have been reviewed and amended as necessary.

The Pre-School continues to reserve money for statutory redundancy pay, in the event the Pre-School ceases to operate. The redundancy calculation stands at £21,209.40, as at 31.12.23.

An amount of £2,100 has been transferred into the Redundancy/Reserves account in February 2023 to ensure there are enough funds to meet this requirement. The provision of funds held in the account is £22,376.31.

Any balance in the restricted funds account is held as reserves as advised by the Pre-School Learning Alliance to act as 'emergency funds' should the Pre-School fall into financial hardship.

Section G

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

Signed on behalf of the charity's trustees

Signature(s)





Full Name(s)
Position

Jessica Ball
Chairperson

Annece Burns
Secretary

Date

05/08/2024

05/08/2024

(original signed copy retained by trustees)

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2023

RECEIPTS & PAYMENTS ACCOUNTS

Section A - Unrestricted Funds

Note: Breakdown using our own analysis

	<u>Last Year</u> <u>to nearest £</u>	<u>This Year</u> <u>to nearest £</u>
Receipts		
Fees Received for current year	70,587	87,219
Fees Received in advance	9,150	9,622
Fundraising (net of expenses)	454	645
Grants	7,000	2,158
Total Receipts	87,191	99,644
Payments		
Wages & Salaries	60,920	73,603
Employer's pension costs	485	739
Hall Hire & Storage	7,422	8,993
Toys & Activities supplies	1,160	2,704
Consumables	779	1,122
Protective clothing & cleaning	523	554
PP&S & Telephone	915	1,150
Insurance	1,112	1,144
Accountancy	360	360
Sundry Expenses	857	639
Bank charges	182	197
Repairs & Maintenance	764	134
Equipment for Staff	24	473
Transfer to restricted Funds		2100
Total Payments	75,503	93,912
Net of Receipts/(Payments)	11,688	5,732
Cash Funds Last Year End	15,077	26,765
Cash Funds This Year End	26,765	32,497

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2023

Section B - Restricted Income Funds

Note: Breakdown using our own analysis

	<u>Last Year</u> <u>to nearest £</u>	<u>This Year</u> <u>to nearest £</u>
Receipts		
Interest	34	332
Transfer from Unrestricted Funds	-	2,100
Total Receipts	34	2,432
Net of Receipts/(Payments)	34	2,432
Cash Funds Last Year End	19,911	19,945
Cash Funds This Year End	19,945	22,377

The Charity has no endowment funds.

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2023

Section B Statement of Assets and Liabilities at the end of the period

		<u>Unrestricted Funds</u> <u>to nearest £</u>	<u>Restricted Funds</u> <u>to nearest £</u>
B1 Cash Funds	Bank - Current Account	32,497	-
	Bank - Savings Account	-	22,377
	Total Cash Funds	32,497	22,377

		<u>Unrestricted Funds</u> <u>to nearest £</u>	<u>Restricted Funds</u> <u>to nearest £</u>
B2 Other Monetary Assets	Stock of fundraising items	210	-

	Fund to which asset belongs
B4 Assets retained for the charity's own use	Toys and equipment
	Unrestricted funds

	Fund to which liability relates	Amount Due (optional)
B5 Liabilities	Suppliers to be paid	Unrestricted funds
	Fees received for next term	Unrestricted funds
		9,622

Signed by one or two Trustees:

Name:	Jessica Ball	Annece Burns
Position:	Chairperson	Secretary
Date:	08/08/2024	05/8/2024

Woodlands Under 5's Pre-School
Financial Year Ended 31/12/2023

Independent Examiners Report on the Accounts

Signed: 

Date: 12/9/2024

Name: WENDY DRAPER

Relevant professional qualification of body (if any):

FCA(ICAEW)

Address:

JAD ASSOCIATES LTD

4 BLOODS LANE, RAINHAM, GILLINGHAM, KENT
ME8 7EG

(Only complete if the examiner needs to highlight material problems)
Give here brief details of any items that the examiner wishes to disclose