



Trustees' Annual Report for the period

Period start date		Period end date	
From	1 Sep 2019	To	31 Aug 2020

Section A Reference and administration details

Charity name

Horley Row Community Pre-school

Other names charity is known by

Registered charity number (if any)

1021426

Charity's principal address

St. Wilfrid's Church Hall

Horley Row

Horley, Surrey

Postcode

RH6 8DF

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	Thuha Wright	Chair		Affiliate membership
2	Adam Jobson	Treasurer		Affiliate membership
3	Matt Wills	Secretary		Affiliate membership
4	Mary Collins			Affiliate membership
5	Jenny Beckett			Parent membership
6	Cathy Mowatt	Secretary		Affiliate membership
7	Tina Riddle			Management Committee
8				
9				
10				
11				
12				
13				
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15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Mrs Tina Riddle - Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

An educational charity run by an elected committee

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected by the Pre-school membership

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.

Overall management and control of the Pre-school rests with the individual members of the Pre-school management committee, who are also the Trustees. The Committee members are elected annually at the Annual General Meeting. Individuals may also be co-opted onto the Committee.

The Pre-school is a body in membership of the Early Years Alliance and is registered with Ofsted.

Section C Objectives and activities

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

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 and by offering appropriate play, education and care facilities.

Provision of pre-school education for children between the ages of 2 and 5 years.

Provision of a stimulating and enjoyable environment for these children with extensive equipment and resources to enable play and learning.

Provision of trips outside of the pre-school setting throughout the year to enhance and extend learning.

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)

Parent volunteers support the Pre-school through helping in the setting, accompanying visits, fundraising for activities and equipment and service on the management committee.

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

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

Summary of the main achievements of the charity during the year

This has been an unusual year for the Pre-school set in a pandemic.

Before the setting closed due to national lockdown in March 2020, the year included seasonal activities such as at Harvest, Halloween, Christmas, Chinese New Year, Valentine's Day. The preschool closed due to national lockdown in March 2020. Keyworker spaces were offered but parents chose to keep their children home.

Due to the pandemic, the charity were unable to do any fundraising for the full year. The church did not charge rent whilst the premises were not used during closure. Website support did not charge for web hosting either.

The Pre-school ended the year with surplus funds with no expected cash-flow issues. There are adequate financial reserves to help cover the Pre-school in the event of unexpected circumstances.

The hard work of our Manager and dedicated team of staff have continued to help to ensure that the children get the very best start in their education. They have also been willing to return to work when schools reopened in June despite the on-going risks of the pandemic.

Clear protocols and covid-19 policies were introduced and adopted by all staff to protect staff, children and parents/carers. Policies were shared with parents/carers.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves policy was agreed by the Committee and states that the aggregated total level of reserves for regular and fundraising activities is:
Minimum: £35k
Maximum: £75k
(as at the year-end)

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.

The principle sources of income are from Government funding for children entitled to free education and parental fees for those not entitled to funded education. Fundraising income has been received through activities including sponsored event and donations.

Our expenditure has achieved the objective of enhancing the development and education of the children, by providing qualified staff and other resources and activities to meet these goals.

There are no investment activities undertaken, other than fixed term deposits with our bank.

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)	Thuha Wright	
Full name(s)	Thuha Wright	
Position (eg Secretary, Chair, etc)	Chair	
Date	24 th April 2021	

**HORLEY ROW COMMUNITY PRE-SCHOOL STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31ST AUGUST 2020**

STATEMENT OF RECEIPTS AND PAYMENTS		£ PAYMENTS	£ RECEIPTS
REGULAR ACTIVITIES			
Child Fees & Funding:		738.18	114,559.00
Government funding regular		-	92,508.04
Government funding FEET		-	7,848.31
Parental session fees		738.18	13,767.45
Parental lunch fees		-	45.20
Admin fees current year		-	270.00
Admin fees next year		-	120.00
Other Income:		-	535.41
Bank interest		-	535.41
Salaries:		96,122.97	163.27
Regular staff		79,704.24	-
Registered helpers		10,305.18	-
HMRC		3,774.60	-
Pension		2,338.95	163.27
Operating Expenses:		11,467.61	6.50
Rent		7,542.84	-
Insurance		1,080.19	-
Ofsted		50.00	-
Information Commission		35.00	-
Accountant		300.00	-
Website charges		101.78	-
Bank charges		99.43	6.50
Training		714.00	-
Printing & Stationery		48.10	-
Non-educational expenses		1,306.27	-
Staff gifts		190.00	-
Child Resources & Activities:		291.78	24.18
Arts & Craft		14.50	-
Toys		11.98	-
Educational resources		42.76	-
Food & snack time		222.54	24.18
TOTAL PAYMENTS AND RECEIPTS		108,620.54	115,288.36
NET OF RECEIPTS LESS PAYMENTS			6,667.82
		£ PAYMENTS	£ RECEIPTS
FUNDRAISING ACTIVITIES			
Income		16.00	1,082.78
Photos		-	60.84
Cake Sale		-	13.71
Raffle		-	280.30
Mufti Day		-	40.57
Scavenger Hunt		-	10.00
Christmas Programmes/Photos		-	160.00
Graduation Photos		16.00	77.00
Annual Donations		-	85.00
Other Donations		-	284.28
Gift Aid		-	71.08
Purchases		733.94	-
Gardening (Donations)		15.00	-
Seasonal activities/gifts (Donations)		518.41	-
Entertainer		175.00	-
Toys & Equip (Fundraising)		25.53	-
TOTAL PAYMENTS AND RECEIPTS		749.94	1,082.78
NET OF RECEIPTS LESS PAYMENTS			332.84

FOR THE YEAR ENDING 31ST AUGUST 2020

STATEMENT OF RECEIPTS AND PAYMENTS	£ PAYMENTS	£ RECEIPTS
TOTAL		
TOTAL PAYMENTS	109,370.48	
TOTAL RECEIPTS		116,371.14
NET OF RECEIPTS LESS PAYMENTS		7,000.66

STATEMENT OF BALANCES	£ TRANSFERS	£ BALANCE
BANK BALANCES		
Regular Account (166206)		28,343.66
Savings Account (7148157)		5,581.24
Deposit Account		40,000.00
Card Account (2896732)		983.75
CASH BALANCES		
Setting Account		42.96
Treasurer Account		876.21
TOTAL		75,827.82
SUMMARY		
REGULAR		72,804.39
FUNDRAISING		3,023.43
TOTAL		75,827.82

RECONCILIATION	£	£
OPENING BALANCE		68,827.16
NET OF RECEIPTS LESS PAYMENTS		7,000.66
CLOSING BALANCE		75,827.82
BANK BALANCES		74,908.65
CASH BALANCES		919.17
TOTAL BANK & CASH BALANCE		75,827.82

Independent Examiner's Report

To the Trustees of Horley Row Community Pre-School (Charity No: 1021426)

I report on the accounts for the year ended 31st August 2020, which are set out in the Financial Statements attached, showing an excess of expenditure over income of £7,000.66 and net assets of £75,827.82.

Respective responsibilities of the Trustees and Independent Examiner

The Charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under Section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners Section 145 (5) of the 2011 Act;
- State whether particular matters have come to my attention.


Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Julia Sired ACMA (Independent Examiner)

28.05.2021

Double Diamond Accountancy Services Ltd, 88 St Johns Road, Redhill, RH1 6DZ