

**REGISTERED CHARITY NUMBER: 1023166**

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2023  
for  
Portland Place Pre-School

Mill Accountancy Ltd  
5 Amelia Court  
Retford  
Nottinghamshire  
DN22 7HJ

Portland Place Pre-School

Contents of the Financial Statements  
for the Year Ended 31 August 2023

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## Portland Place Pre-School

### Report of the Trustees for the Year Ended 31 August 2023

The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1023166

### **Principal address**

Portland Place  
Sutton cum Lound  
Retford  
DN22 8PP

### **Trustees**

|             |             |                    |
|-------------|-------------|--------------------|
| Ms L Bland  | Chairperson |                    |
| C Coyle     |             |                    |
| A Staniland |             | Resigned 01/08/23  |
| E Metcalf   | Secretary   |                    |
| E Schuller  | Treasurer   | Appointed 17/11/22 |
| C Gregg     |             | Co-opted 01/08/23  |
| L Palmer    |             | Co-opted 30/08/23  |

The two co-opted Trustees will be formally appointed at the next AGM.

### **Independent examiner**

Gillian Barbara Mill FCCA  
Mill Accountancy Ltd  
5 Amelia Court  
Retford  
Nottinghamshire  
DN22 7HJ

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Charity is controlled by its governing document, a Model Pre-School Constitution 2011 provided by the Pre-School Learning Alliance dated 18th January 2012, and constitutes an unincorporated charity registered with the Charity Commission.

### **Recruitment and appointment of new trustees**

The Charity should have no less than 5 and no more than 12 Trustees on the committee, plus a maximum of 3 co-opted Trustees.

The Trustees are appointed at the AGM for one year and can stand for re-elected each year until they have served a maximum of 10 years. Co-opted Trustees can be appointed at any time during the year but must resign at the AGM and be appointed Trustees in the normal way if there are sufficient vacancies.

All Trustees should hold Family Membership of the Charity. If there are insufficient family members available to act as Trustees Associate Members can be appointed.

The committee are currently working hard to increase the number of serving Trustees.

### **Induction and training of new trustees**

All Trustees are invited to visit the Pre-School and are provided with the relevant Charity Commission information for Trustees.

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## Portland Place Pre-School

### Report of the Trustees for the Year Ended 31 August 2023

#### **Wider network**

The Charity is part of the Pre-School Learning Alliance which provides advice and support

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Risk management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

We as Trustees have considered 3 main risks:

- i) Failing the Ofsted report. We would overcome this by compliance. We pay an annual fee to Adapt Childcare & Training services, who offer support & advice in adherence to Ofsted guidelines.
- ii) Lack of funding. We would overcome this obstacle by promoting the Pre-school around the village & neighbouring areas. We would also promote government funded places & ensure that we applied for all subsidies offered through these places.
- iii) The school no longer allowing us to rent the building used for the Pre-school: We have considered this risk & would look at other options available to us. For example the village halls in Sutton and in the neighbouring village of Lound, or the Hallcroft Community centre. Any of these options would be suitable.

## **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

We are an OFSTED inspected Pre-School and were rated as Good at our last inspection. We provide pre-school learning activities for children from 2 to 4 years of age in order to develop their intellectual, emotional, physical and social skills. This is achieved through offering a range of free play and structured activities. Children are supported in their learning by qualified and supportive staff, who are trained to encourage children to reach their individual learning potential and to express themselves in their own unique way.

The aim of the pre-school is to enhance the development and education of children under statutory school age by offering appropriate play, care and education facilities. The opportunity for learning is available to all children regardless of race, culture, religion, means or ability.

We encourage the study of the needs of pre-school age children and promote public interest in, and recognition of, such needs in the local area. We help support students in both college and university with their studies in this area.

We adhere to, and actively promote, the aims and objects of the Pre-School Learning Alliance.

#### **Significant activities**

At the beginning of the year in September 2022 we had 24 children on our register finishing with 29 in July 2023. Each session is attended by between 15 and 20 children.

The planned extension to the premises was completed in June 2023 which will allow us to accept more children.

#### **Volunteers**

The Pre-school committee is run by a group of volunteers, who work with each other to help run the Pre-school as smoothly as possible. They attend regular meetings, help with fundraising and deal with any issues that may arise.

There are also parent volunteers who help out with the fund raising and events that the Pre-school hosts.

We have hosted some fundraising activities this year, details of which are below. We have received support from parents for some of those activities, which gives us hope that we can recruit more members to the committee.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

We have been chosen continually by a number of parents whose children display a wide variety of complex needs, including physical conditions, behavioural and social delays for their age and possible emerging neural differences, because of which we have achieved a more inclusive environment.

Staff have attended training in several areas to continue to develop their skills. Our apprentice is due to finish her level 2 course. Our pre-school manager has started her NPQ in early years leadership. Staff have begun DFE child development CPD training.

We had an Ofsted visit in the summer 2023 term and received a Good rating in all areas.

### **Fundraising activities**

This year money was raised by a variety of events including a soft play centre event, commission from school photographer, sports relief & children in need days. We held an Easter disco, a sweepstake and raffles.

## **FINANCIAL REVIEW**

### **Reserves policy**

The charity aims to maintain a reserve of one term's expenditure on deposit. When we reviewed the figure 2 years ago we found that the amount held on deposit was insufficient to meet these criteria, and we had the expected expense of the extension.

With the extension now completed and stocked we are working to increase our reserves over the next 2 years to meet the criteria.

### **Principal funding sources**

A principal funding source is the funding for Pre-School places provided by the government. We rely on their commitment to early years education in order to maintain our services.

## **FUTURE DEVELOPMENTS**

The Trustees will continue to support the work of the pre-school and maintain the standard of facilities while raising the profile of the pre-school and involving more parents.

We are working towards building up the reserve account after completing the extension to pre-school. This will slightly increase numbers & create a much-needed office space, as well as updating the aesthetics of the room.

Approved by order of the board of trustees on 16 November 2023 and signed on its behalf by:



**Lindsay Bland - Chairperson**

Independent Examiner's Report to the Trustees of  
Portland Place Pre-School

I report on the accounts for the year ended 31 August 2023, which are set out on pages five to ten.

**Responsibilities and basis of report**

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

**Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Gillian Barbara Mill FCCA  
Mill Accountancy Ltd  
5 Amelia Court  
Retford  
Nottinghamshire  
DN22 7HJ

16 November 2023

Portland Place Pre-School

Statement of Financial Activities  
for the Year Ended 31 August 2023

|  |       | 31.8.23<br>Unrestricted<br>fund<br>£ | 31.8.22<br>Total funds<br>£ |
|--|-------|--------------------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                            | Notes |                                      |                             |
| <b>Incoming resources from generated funds</b>       |       |                                      |                             |
| Activities for generating funds                      | 2     | 899                                  | 747                         |
| Investment income                                    | 3     | -                                    |                             |
| <b>Incoming resources from charitable activities</b> |       |                                      |                             |
| Pre School   |       | <u>87,065</u>                        | <u>100,184</u>              |
| <b>Total incoming resources</b>                      |       | 87,964                               | 100,931                     |
| <br><b>RESOURCES EXPENDED</b>                        |       |                                      |                             |
| <b>Charitable activities</b>                         |       |                                      |                             |
| Pre School   |       | 89,771                               | 96,607                      |
| <b>Governance costs</b>                              |       | <u>2,149</u>                         | <u>2,091</u>                |
| <b>Total resources expended</b>                      |       | <u>91,920</u>                        | <u>98,698</u>               |
| <br><b>NET INCOMING/(OUTGOING)<br/>RESOURCES</b>     |       | (3,956)                              | 2,233                       |
| <br><b>RECONCILIATION OF FUNDS</b>                   |       |                                      |                             |
| <b>Total funds brought forward</b>                   |       | <u>44,099</u>                        | <u>41,866</u>               |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b>               |       | <u><u>40,143</u></u>                 | <u><u>44,099</u></u>        |

The notes form part of these financial statements

Portland Place Pre-School

Balance Sheet

At 31 August 2023

|  |       | 31.8.23<br>Unrestricted<br>fund<br>£ | 31.8.22<br>Total funds<br>£ |
|--|-------|--------------------------------------|-----------------------------|
|  | Notes |                                      |                             |
| <b>FIXED ASSETS</b>                          |       |                                      |                             |
| Tangible assets                              | 6     | 20,364                               | 3,422                       |
| <b>CURRENT ASSETS</b>                        |       |                                      |                             |
| Debtors                                      | 7     | 4,170                                | 5,108                       |
| Cash at bank and in hand                     |       | <u>15,955</u>                        | <u>38,999</u>               |
|  |       | 20,125                               | 44,107                      |
| <b>CREDITORS</b>                             |       |                                      |                             |
| Amounts falling due within one year          | 8     | (346)                                | (3,430)                     |
|  |       | <u>19,779</u>                        | <u>40,677</u>               |
| <b>NET CURRENT ASSETS</b>                    |       |                                      |                             |
|  |       |                                      |                             |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | 40,143                               | 44,099                      |
|  |       | <u>40,143</u>                        | <u>44,099</u>               |
| <b>NET ASSETS</b>                            |       |                                      |                             |
|  |       |                                      |                             |
| <b>FUNDS</b>                                 | 9     |                                      |                             |
| Unrestricted funds                           |       | <u>40,143</u>                        | <u>44,099</u>               |
| <b>TOTAL FUNDS</b>                           |       | <u>40,143</u>                        | <u>44,099</u>               |

The financial statements were approved by the Board of Trustees on 16 November 2023 and were signed on its behalf by:



**Emma Schuller -Treasurer**



## **1. ACCOUNTING POLICIES**

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## **2. ACTIVITIES FOR GENERATING FUNDS**

|                    |            |            |
|--------------------|------------|------------|
|                    | 31.8.23    | 31.8.22    |
|                    | £          | £          |
| Fundraising events | <u>899</u> | <u>747</u> |

## **3. INVESTMENT INCOME**

|                          |          |          |
|--------------------------|----------|----------|
|                          | 31.8.23  | 31.8.22  |
|                          | £        | £        |
| Deposit account interest | <u>-</u> | <u>-</u> |

#### 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2023 nor for the year ended 31 August 2022.

#### 5. STAFF COSTS

|                     | 31.8.23       | 31.8.22       |
|---------------------|---------------|---------------|
|                     | £             | £             |
| Wages and salaries  | 73,281        | 76,958        |
| Other pension costs | <u>1,712</u>  | <u>1,683</u>  |
|                     | <u>74,993</u> | <u>78,641</u> |

The average monthly number of employees during the year was as follows:

|                  | 31.8.23  | 31.8.22  |
|------------------|----------|----------|
|                  |          |          |
| Pre-School staff | <u>6</u> | <u>7</u> |

No employees received emoluments in excess of £60,000.

#### 6. TANGIBLE FIXED ASSETS

|                       | Improvements<br>to property<br>£ | Computer<br>equipment<br>£ | Totals<br>£   |
|-----------------------|----------------------------------|----------------------------|---------------|
| <b>COST</b>           |                                  |                            |               |
| At 1 September 2022   | 3,040                            | 622                        | 3,662         |
| Additions in year     | <u>17,000</u>                    | <u>      </u>              | <u>17,000</u> |
| At 31 August 2023     | <u>20,040</u>                    | <u>622</u>                 | <u>20,662</u> |
|                       | <u>      </u>                    | <u>      </u>              | <u>      </u> |
| <b>DEPRECIATION</b>   |                                  |                            |               |
| At 1 September 2022   | -                                | 240                        | 240           |
| Charge for year       | <u>-</u>                         | <u>57</u>                  | <u>57</u>     |
| At 31 August 2023     | <u>-</u>                         | <u>297</u>                 | <u>297</u>    |
|                       | <u>      </u>                    | <u>      </u>              | <u>      </u> |
| <b>NET BOOK VALUE</b> |                                  |                            |               |
| At 31 August 2023     | <u>20,040</u>                    | <u>324</u>                 | <u>20,364</u> |
| At 31 August 2022     | <u>3,040</u>                     | <u>382</u>                 | <u>3,422</u>  |

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2023

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 31.8.23      | 31.8.22      |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Trade debtors                | 752          | 5,108        |
| Taxation and social security | 3,417        |              |
|                              | <u>4,170</u> | <u>5,108</u> |

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                              | 31.8.23    | 31.8.22      |
|------------------------------|------------|--------------|
|                              | £          | £            |
| Taxation and social security | 346        | 348          |
| Accruals                     |            | 3,082        |
|                              | <u>346</u> | <u>3,430</u> |

**9. MOVEMENT IN FUNDS**

|                           | At 1/9/22     | Net movement<br>in funds | At 31/8/23    |
|---------------------------|---------------|--------------------------|---------------|
|                           | £             | £                        | £             |
| <b>Unrestricted funds</b> |               |                          |               |
| General fund              | 44,099        | (3,956)                  | 40,143        |
|                           | <u>44,099</u> | <u>(3,956)</u>           | <u>40,143</u> |
| <b>TOTAL FUNDS</b>        |               |                          |               |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement in<br>funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 87,964                     | (91,920)                   | (3,956)                   |
|                           | <u>87,964</u>              | <u>(91,920)</u>            | <u>(3,956)</u>            |
| <b>TOTAL FUNDS</b>        |                            |                            |                           |

Portland Place Pre-School

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2023

|  | 31.8.23<br>£   | 31.8.22<br>£   |
|--|----------------|----------------|
| <b>INCOMING RESOURCES</b>                            |                |                |
| <b>Activities for generating funds</b>               |                |                |
| Fundraising events                                   | 899            | 747            |
| <b>Investment income</b>                             |                |                |
| Deposit account interest                             | -              |                |
| <b>Incoming resources from charitable activities</b> |                |                |
| Pre school fees                                      | 29,026         | 27,440         |
| Assisted places fees                                 | 57,516         | 70,476         |
| Outings, trips and activities                        | 523            | 1,768          |
| Grants   |                | 500            |
|  | <u>87,065</u>  | <u>100,184</u> |
| <b>Total incoming resources</b>                      | 87,964         | 100,931        |
| <b>RESOURCES EXPENDED</b>                            |                |                |
| <b>Charitable activities</b>                         |                |                |
| Wages  | 73,281         | 76,958         |
| Pensions   | 1,712          | 1,683          |
| Rent   | 4,790          | 5,200          |
| Premises costs                                       | 813            | 692            |
| Insurance  | 642            | 623            |
| Admin expenses                                       | 1,391          | 589            |
| Advertising  | 60             | 50             |
| Telephone  | 154            |                |
| Resources  | 1,642          | 2,180          |
| Ofsted   | 35             | 35             |
| Meals & snacks                                       | 2,468          | 4,919          |
| Training & uniforms                                  | 99             | 1,282          |
| Outings, trips and activities                        | <u>2,626</u>   | <u>2,328</u>   |
|  | 89,714         | 96,540         |
| <b>Governance costs</b>                              |                |                |
| Accountancy  | <u>2,149</u>   | <u>2,091</u>   |
|  | 2,149          | 2,091          |
| <b>Support costs</b>                                 |                |                |
| <b>Other</b>   |                |                |
| Computer equipment depreciation                      | <u>57</u>      | <u>67</u>      |
| <b>Total resources expended</b>                      | 91,920         | 98,698         |
|  | <u></u>        | <u></u>        |
| <b>Net income/(expenditure)</b>                      | <u>(3,956)</u> | <u>2,233</u>   |

This page does not form part of the statutory financial statements



|                      |                                  |
|----------------------|----------------------------------|
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## Parties involved with this document

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| Mon, 27th Nov 2023 21:37:53 UTC | Ms Lindsay Anne Bland - Signer (a44f96e9a5de6b59c2a8ba867d165bb0) |
| Tue, 28th Nov 2023 8:35:09 UTC  | Ms Emma Schuller - Signer (700a4fed01cc963ea2aa2bab199fedc9)      |

## Audit history log

| Date                            | Action  |
|---------------------------------|---|
| Tue, 28th Nov 2023 8:35:09 UTC  | Ms Emma Schuller viewed the envelope (147.161.153.7)                                      |
| Tue, 28th Nov 2023 8:35:09 UTC  | This envelope has been signed by all parties (147.161.153.7)                              |
| Tue, 28th Nov 2023 8:35:09 UTC  | Ms Emma Schuller signed the envelope (147.161.153.7)                                      |
| Tue, 28th Nov 2023 8:32:51 UTC  | Ms Emma Schuller viewed the envelope (147.161.153.7)                                      |
| Mon, 27th Nov 2023 21:37:53 UTC | Ms Lindsay Anne Bland viewed the envelope (46.69.89.104)                                  |
| Mon, 27th Nov 2023 21:37:53 UTC | Document emailed to party email (3.8.235.229)   |
| Mon, 27th Nov 2023 21:37:53 UTC | Sent the envelope to Ms Emma Schuller for signing (46.69.89.104)                          |
| Mon, 27th Nov 2023 21:37:53 UTC | Ms Lindsay Anne Bland signed the envelope (46.69.89.104)                                  |
| Mon, 27th Nov 2023 21:33:07 UTC | Ms Lindsay Anne Bland viewed the envelope (46.69.89.104)                                  |
| Mon, 27th Nov 2023 19:38:20 UTC | Document emailed to party email (3.9.178.220)   |
| Mon, 27th Nov 2023 19:38:12 UTC | Sent the envelope to Ms Lindsay Anne Bland for signing. (18.130.238.185)                  |
| Mon, 27th Nov 2023 19:38:12 UTC | Ms Emma Schuller has been assigned to this envelope. (18.130.238.185)                     |
| Mon, 27th Nov 2023 19:38:12 UTC | Ms Lindsay Anne Bland has been assigned to this envelope.<br>(18.130.238.185)             |
| Mon, 27th Nov 2023 19:38:12 UTC | Envelope generated. (18.130.238.185)  |
| Mon, 27th Nov 2023 19:38:12 UTC | Document generated with fingerprint<br>df9eb729197513bd6dd88d16375e2765. (18.130.238.185) |
| Mon, 27th Nov 2023 19:38:11 UTC | Envelope generated with fingerprint 1ca4c4745a45df4e8062e90c4133fedf<br>(35.176.231.177)  |