



Hyde Heath Pre-school	1020591	CC16a
Receipts and payments accounts		
For the period from	01/09/15	To 31/8/16

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fee income	67,061	-	-	67,061	72,375
Interest earned	250	-	-	250	758
Donations and other	2,355	-	-	2,355	2,675
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	69,666	-	-	69,666	75,808
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	69,666	-	-	69,666	75,808
A3 Payments					
Staff costs	67,796	-	-	67,796	62,352
Computer costs	815	-	-	815	1,255
Telephone & internet	811	-	-	811	575
Course fees & training	438	-	-	438	1,599
Rent & insurance	7,264	-	-	7,264	6,186
Learning resources	4,581	-	-	4,581	2,590
Uniform	130	-	-	130	225
Toddler group	800	-	-	800	-
Advertising	294	-	-	294	-
Sundries, archives & data protection	1,492	-	-	1,492	1,266
Snacks & small resources	1,577	-	-	1,577	1,250
Sub total	85,998	-	-	85,998	77,298
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	85,998	-	-	85,998	77,298
Net of receipts/(payments)	- 16,332	-	-	- 16,332	- 1,490
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,048	-	-	48,048	-
Cash funds this year end	31,716	-	-	31,716	- 1,490

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC	10,120	-	-
	Virgin	21,596	-	-
	Legal & General Acc Fund	-	-	-
	Total cash funds	31,716	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Schroder UK Ops	6677	-	-
	AXA Fram UK Growth	6478	-	-
	Legal & General Acc Fund	5451	-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

2015/16

Income

Autumn '15	13,076
Spring '16	19,523
Summer '16	34,461

67,060

67060

Expenditure

Rent & insurance	7,264
Salary	67,796
Computer costs	815
Telephone & internet	811
Resources (incl p'copy)	4,581
Advertising	293
Toddler Group (net of income)	801
Uniforms	130
Course fees - training	438
Petty cash	1,577
Sundry (including repairs & renewals)	1,492

Total operating cost

85,998

85998

Total surplus/(deficit)

-18,938 ✓

Non-sales income - donations, fund raising, trip & uniform sales

2,355 ✓

16,583 ✓

memo:

HSBC @ 31/8/16

10,120 ✓

Cash in hand

-

Virgin - deposit a/c (old Northern Rock) @ 31/5/16

21,596 ✓

Share save - 31/8/16

18,606 ✓

50,322

.1

WAB
28/5/17



Trustees' Annual Report for the period

		Period start date			Period end date		
	01	Sept	2015		31	August	2016
From				To			

Section A

Reference and administration details

Charity name	Hyde Heath Pre-school		
Other names charity is known by			
Registered charity number (if any)	1020591		
Charity's principal address	Hyde Heath Infant School, Weedon Hill		
	Hyde Heath		
	Amersham		
Postcode	HP6 5RW		

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	Alison Cordiner	Chair		
2	Jolene Upshall	Treasurer		
3	Helen Wallace	Secretary		
4	Sarah Ross			
5	Jaime Frow			
6	Claire Bates			
7	Carrie Swallow			
8	Vickie Mc Swiggan		To November 2015	
9	Maria Edwards		To April 2016	
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	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)

--

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)	By way of an Association
Trustee selection methods (eg. appointed by, elected by)	Annual Election by Members

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.

--

Section C Objectives and activities

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

The Charity's objects are:
 To provide and enhance the development and education of children under statutory school age in a safe, secure and stimulating environment which ensures equality of opportunity for all children and their families.
 To encourage the professional development and education of those providing the childcare and recreation, and maintaining links with the community

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)

The main objectives of the Charity continue to be provision of educational facilities for children aged 2.5 to rising 5 years old. It is the Charity's aim to include children from the surrounding communities and to provide 15 hours per week of pre-school education. The Charity also takes all reasonable steps to promote special facilities available for certain 2 year old children.

The Charity encourages the professional development and education of those providing childcare and recreation by providing training opportunities for staff as part of a continual professional development programme and improvement plan. Providing opportunities for members of the local community to become involved in volunteering in the pre-school setting, to begin or enhance their professional development in childcare.

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.

Summary of the main achievements of the charity during the year

In November 2016 the Pre-school's new Manager, Mrs Claire Rutherford started.

We revamped our Logo to reflect that our younger children are known as caterpillars whilst the older ones are butterflies.

To raise awareness of the pre-school and try to get more children on role we undertook some local magazine advertising and putting leaflets into local coffee shops, libraries etc. We also increased our presence on social media.

We revamped our welcome pack and began work on a prospectus.

Our manager introduced a waiting list and designed more effective systems for storing and organising data.

We used some of our reserves to purchase new resources and we re-arranged and painted the pre-school room to make it look brighter and more spacious.

The children enjoyed a day out with staff and parents to Tiggywinkles.

The Baby & Toddler Group in the Village Hall on Monday mornings continued to flourish with increased numbers attending.

Fundraising – Cake sales, tea towels, sponsored bounce.

Staff benefited from training courses in Food Hygiene and Safeguarding. Manager completed Prevent Duty Training.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to maintain the equivalent of 4 months operating reserves.

Cash balances are still well in excess of this amount.

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.

Principal funding from Buckinghamshire County Council but fundraising increasingly important as lower numbers mean we do not receive funding to cover operating costs.

Section F

Other optional information

Loss shown is greater than actual loss for the year. This is due to 13 months' salary being paid in the year due to a pay date change.

Also a late payment of Summer Term 2015 rent was paid in the financial year 2015-16 instead of in the previous financial year.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Alison Cordiner

Position (eg Secretary, Chair, etc)

Chair

Date

26/6/17



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Hyde Heath Pre-School

On accounts for the year
ended

31st August 2016

Charity no
(if any)

1020591

Set out on pages

1 & 2

1 and 2

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

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

Signed:

N. D. Baker

Date:

28 MAY 2017

Name:

HERBERT DANIEL BAKER

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

FELLOW - INSTITUTE OF CHARTERED ACCOUNTANTS
IN ENGLAND & WALES; AND INSTITUTE OF
INTERNAL AUDITORS

Address:

17 WALNUT WAY

HYDE HEATH. AMERSHAM

BUCKS. HP6 5SB

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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