



Trustees' Annual Report for the period

Period start date			Period end date		
1	Sept	2016	31	August	2017

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Katherine Saunders	Committee Chair	1/9/16-30/9/16	Pre-school membership
2	Olivia Maulle-ffinch	Committee Secretary	1/9/16-30/9/16	Pre-school membership
3	Sharon Colley	Committee Chair		Pre-school membership
4	Adam Jobson	Committee Treasurer		Pre-school membership
5	Matt Wills	Committee Secretary		Pre-school membership
6	Natalie Rose	Committee Member	30/9/16-31/8/17	Pre-school membership
7	Tina Riddle	Manager		Management Committee
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9				
10				
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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 members are elected annually at the Annual General Meeting.

The pre-school is a body in membership of the Pre-school Learning Alliance.

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.

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)

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.

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.

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

Summary of the main achievements of the charity during the year

The pre-school continued to build on its stronger financial position in 16/17 and through a sustained number of registered children ended the year with a surplus of £4,353 this has enabled us to continue to build up our reserves to a position which provides a secure future for the setting.

We were able to make use of funds raised from a very successful Spring Fair, plus other activities to purchase a variety of new equipment including replenishing arts and craft materials, books, toddler toys, mark-making boards, containers, balls and hoops, new cooking utensils and ingredients/seasonal purchases. We were also able to subsidise a trip to a working farm and theatre trip which all the children really benefited from and enhanced community events such as teddy bears picnic, sports day and garden party.

We appointed 2 new practitioners to the setting and this has been pivotal in ensuring sufficient staff are available in supporting the Pre-school. The core members of the committee have remained unchanged, and this consistency has been helpful in continuing to make improvements to the setting.

The year ended with fun week including activities such as under the sea, pirates, camps, a graduation ceremony for all leaving children and party. The feedback from parents following these events was extremely positive and a great reflection of the hard work our Manager and dedicated Team of staff have put in over the year to ensure that the children get the very best start in their education.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves policy was agreed by the Committee on 6th April 2017 and states that the aggregated total level of reserves for regular and fundraising activities is:
Minimum: £33k
Maximum: £53k
(as at 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 is from Government funding for children entitled to free education and parental fees for those not entitled to free education. Fundraising income has also been received through an annual fair and donations.

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

There are no investment activities undertaken.

Section F

Other optional information

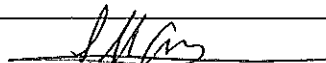
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Sharon Colley

Position (eg Secretary, Chair, etc)

Chair

Date

22nd June 2018

**HORLEY ROW COMMUNITY PRE-SCHOOL STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31ST AUGUST 2017**

STATEMENT OF RECEIPTS AND PAYMENTS		£ PAYMENTS	£ RECEIPTS
REGULAR ACTIVITIES			
Child Fees & Funding:			74,819.93
Government funding regular			54,072.92
Government funding FEET			5,898.90
Parental session fees			11,212.30
Parental lunch fees			2,164.25
Admin fees current year			360.00
Admin fees next year			450.00
Pupil Premium Funding			661.56
Other Income:			272.14
Uniform			64.78
Bank interest			207.36
Salaries:		60,663.74	
Regular staff		60,271.55	
Registered helpers		215.33	
Pension		176.86	
Operating Expenses:		9,846.08	
Rent		5,709.86	
Insurance		1,027.74	
Ofsted		50.00	
Information Commission		35.00	
Accountant		300.00	
Website charges		43.06	
Bank charges		132.92	
Training		591.50	
Printing & Stationery		750.00	
Non-educational expenses		1,011.31	
Mobile phone charges		10.00	
Refreshments		7.28	
Staff gifts		161.70	
Petty cash adjustment		(3.29)	
Other		19.00	
Child Resources & Activities:		113.70	27.90
Snack bar		113.70	27.90
TOTAL PAYMENTS AND RECEIPTS		70,623.52	75,119.97
NET OF RECEIPTS LESS PAYMENTS			4,496.45

**HORLEY ROW COMMUNITY PRE-SCHOOL STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31ST AUGUST 2017**

	£ PAYMENTS	£ RECEIPTS
FUNDRAISING ACTIVITIES		
Income	679.13	2,948.95
Photos	358.77	441.90
Cake Sale		32.34
Raffle		104.10
Mufti Day		28.75
Sponsor Money		137.50
Christmas Programmes/Photos	65.99	89.00
Graduation Photos	24.00	76.00
Annual Donations		210.00
Other Donations		20.00
Fairs	230.37	1,683.09
Other Fundraising		20.00
Gift Aid		106.27
Purchases	3,172.12	758.80
Fundraising purchases	301.74	
Cooking (Donations)	104.63	
Gardening (Donations)	41.49	
Seasonal activities/gifts (Donations)	690.09	
Entertainer	150.00	
Theatre trip	510.00	320.00
Farm (Fundraising)	579.00	438.80
Toys & Equip (Fundraising)	271.35	
Arts & Craft (Fundraising)	523.82	
TOTAL PAYMENTS AND RECEIPTS	3,851.25	3,707.75
NET OF RECEIPTS LESS PAYMENTS		(143.50)

STATEMENT OF RECEIPTS AND PAYMENTS	£ PAYMENTS	£ RECEIPTS
TOTAL		
TOTAL PAYMENTS	74,474.77	
TOTAL RECEIPTS		78,827.72
NET OF RECEIPTS LESS PAYMENTS		4,352.95

**HORLEY ROW COMMUNITY PRE-SCHOOL STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING 31ST AUGUST 2017**

STATEMENT OF BALANCES		£ TRANSFERS	£ BALANCE
BANK BALANCES			
REGULAR ACTIVITIES - Regular Acc (166206)			5,100.51
REGULAR ACTIVITIES - Savings Acc (7148157)			21,056.31
REGULAR ACTIVITIES - Deposit Acc			20,000.00
REGULAR ACTIVITIES - Fundraising Acc (2896732)		200.00	-
FUNDRAISING ACTIVITIES - Fundraising Acc (2896732)		(200.00)	1,125.56
CASH BALANCES			
REGULAR ACTIVITIES - Held by Setting			0.18
REGULAR ACTIVITIES - Held by Treasurer			505.23
FUNDRAISING ACTIVITIES - Held by Treasurer			185.69
TOTAL			47,973.48
SUMMARY			
REGULAR			46,662.23
FUNDRAISING			1,311.25
TOTAL			47,973.48

RECONCILIATION		£
OPENING BALANCE		43,620.53
NET OF RECEIPTS LESS PAYMENTS		4,352.95
CLOSING BALANCE		47,973.48
BANK BALANCES		47,282.38
CASH BALANCES		691.10
TOTAL BANK & CASH BALANCE		47,973.48

Independent Examiner's Report to the Trustees of Horley Row Community Pre-School

I report on the attached accounts for Horley Row Community Pre-School for the year ended 31st August 2017, which show an excess of income over expenditure of £4352.95 and net assets of £47973.48.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

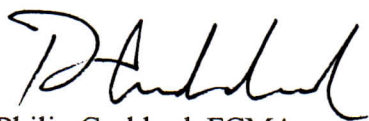
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; and

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Philip Goddard, FCMA
Chartered Management Accountant

14th June 2018