



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sept	Year 2017		Day 31	Month August	Year 2018

## 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 PRE-SCHOOL, 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 & Acting Treasurer	Acting Treasurer from 1/9/17 – 20/2/18 and from 4/7/18 – 31/8/18	
2	Ann Meadows	Treasurer	From 20/2/18 – 4/7/18	
3	Helen Wallace	Secretary	To 4/7/18	
4	Claire Bates		To 4/7/18	
5	Elizabeth Lang		To 4/7/18	
6	Helen O'Neill	Secretary	From 4/7/18	
7	Elizabeth Johnson		From 16/11/17 – 4/7/18	
8	Kirsty Beale		From 9/4/18	
9	Carrie Swallow		From 14/6/18	
10				
11				
12				
13				
14				
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)**

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## 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 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.

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## 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 are provision of educational facilities for children aged 2 to rising 5 years old. It is the Charity's aim to include children from the surrounding communities and to provide up to 30 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**

We started the year with just 17 children at 44% capacity. This was low so we knew we had to focus on fundraising and increasing numbers of children on role. We distributed leaflets stating that we now offered the 30 hours funding introduced by the Government to local businesses eg coffee shops in the surrounding towns and libraries etc. We ended the year with 29 children on role at 75% capacity.

Open Day took place in October 2017 in conjunction with the Infant school which was attended by 40 – 50 families. We continued to advertise the pre-school through our toddler group. Consistent with previous years we had a pre-school stall at our village fete.

We started a lunch club whereby children attending in the morning could bring a packed lunch and stay for an extra hour and eat lunch in pre-school before going home at 1pm. £5 charge.

Also asked parents for a voluntary contribution of £20 per term or to help with the provision of resources.

Extensive work undertaken to prepare for General Data Protection Register (GDPR) which came into force in May 2018.

The children enjoyed a day out with staff and parents to Mares Farm, Old Amersham.

The Baby & Toddler Group in the Village Hall on Monday mornings continued.

In February 2018 Ofsted inspected the setting resulting in 'Good' assessment in all categories.

Staff benefited from training courses in First Aid and Data Protection.



## 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 – approximately £24,000.

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 still important as lower numbers mean we do not receive funding to cover operating costs. Privately paid for sessions also important source of income but providing about £6000 income this year. This was less than the previous year somewhat due to operating 30 hours childcare scheme.

Fundraising – The Autumn Raffle and Old Time Music Hall – again raised over £2000 between them. The Easter Egg Hunt on Hyde Heath Common raised another £775. These 3 fundraisers accounted for 71% of funds raised. Smaller fundraisers including cake sales, tea towels, easyfundraising and other small fundraisers were undertaken eg. Sponsored slide, milkshake bar, jam jar lucky dip at school winter fayre and xmas photos. In total we raised £4005 through fundraising this year.

We examined our costs and reduced those which were unnecessary. Cancelled contract with Connect as software not used, saving £600 per year. Renegotiated our telephone and internet costs with BT resulting in half the previous year's cost.

Also recouped £1700 of outstanding private fees and introduced better monitoring of fee payments throughout the year to prevent arrears.

Increased capacity combined with cost savings resulted in a profit for the year of £6800.

Investments in shares has continued along with Virgin Money Savings account.

## 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)	A.D. Cordner	
Full name(s)	ALISON CORDNER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	25/6/19	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hyde Heath Pre-school

1020591

## Receipts and payments accounts

CC16a

For the period  
from

1st Sept 2017

To

31st August 2018

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fee income	69,074	-	-	69,074	47,375
Interest Earned	58	-	-	58	107
Donations and other	6,414	-	-	6,414	4,860
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>75,546</b>	<b>-</b>	<b>-</b>	<b>75,546</b>	<b>52,342</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>75,546</b>	<b>-</b>	<b>-</b>	<b>75,546</b>	<b>52,342</b>
<b>A3 Payments</b>					
Staff costs	56,205	-	-	56,205	54,602
Computer costs	209	-	-	209	1,082
Telephone & internet	609	-	-	609	1,003
Course fees and training	423	-	-	423	670
Rent & insurance	6,230	-	-	6,230	8,311
Learning resources	1,657	-	-	1,657	311
Uniform	204	-	-	204	385
Toddler Group	736	-	-	736	311
Advertising	-	-	-	-	70
Sundries, archives & data protection	1,516	-	-	1,516	1,887
Snacks & small resources	885	-	-	885	821
<b>Sub total</b>	<b>68,674</b>	<b>-</b>	<b>-</b>	<b>68,674</b>	<b>69,453</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>68,674</b>	<b>-</b>	<b>-</b>	<b>68,674</b>	<b>69,453</b>
<b>Net of receipts/(payments)</b>	<b>6,872</b>	<b>-</b>	<b>-</b>	<b>6,872</b>	<b>- 17,111</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>14,605</b>	<b>-</b>	<b>-</b>	<b>14,605</b>	<b>31,716</b>
<b>Cash funds this year end</b>	<b>21,477</b>	<b>-</b>	<b>-</b>	<b>21,477</b>	<b>14,605</b>

## 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 £
<b>B1 Cash funds</b>	HSBC	9,715	-	-
	Virgin Money	11,762	-	-
		-	-	-
	<b>Total cash funds</b>	<b>21,477</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Schroder UK Ops	8489.48	-	-
	Axa Fram UK Growth	8205.86	-	-
	Legal & General Acc Fund	6563.99	-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	A D Cordner	ALISON CORDNER	17/6/19	





# CHARITY COMMISSION FOR ENGLAND AND WALES

## 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

**31 AUGUST 2018**

Charity no  
(if any)

**1020591**

Set out on pages

(insertable to note the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2018**

Responsibilities and  
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention ~~(other than that disclosed below)~~ in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

**H. D. Baker**

Date:

**3 JUNE 2019**

Name:

**HERBERT DANIEL BAKER**

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

**FELLOW OF INSTITUTE OF CHARTERED ACCOUNTANTS  
IN ENGLAND AND WALES. F.C.A  
FELLOW INSTITUTE OF INTERNAL AUDITORS U.K. FIIA**

Address:

**17 WALNUT WAY  
HYDE HEATH. AMERSHAM  
BUCKS. HP6 5SB**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

NONE