



Chairs Annual Report January 10th 2019

West Hoathly Pre School is managed by committee in made up entirely of volunteers, most of whom work on a full or part time basis and who are parents of children at the Pre School and most of whom are parents of children attending the Pre School. We meet monthly and our role is to support aspects of Pre School such as resources, children and curriculum, finance and fundraising and staffing. **The committee is elected at the Annual General Meeting** and all parents are invited to attend. The committee also organises fundraising events throughout the year.

2019 Trustee Names: Alice Rees, Liz Shannon, Rebecca Denne, Emily Martin, Sarah Harding, Gareth Rees, Sophie Abbott.

Our Structure and our Aims

We follow the **Pre-school Learning Alliance Constitution** and this forms our governing document. We also follow the **EYFS framework**. Our Policies and Procedures are based on and adapted from the Pre-School Learning Alliance model templates. All Policies and Procedures were updated in 2016/2017.

We are able to offer 2 year old and 3 year old funding. Our fees for unfunded children are £17.50 per session.

West Hoathly Pre-school is a small, friendly Early Years setting at the heart of the local community. Catering for around 20 children between the ages of two and four years old, we offer an engaging, broad and balanced early year's curriculum based on the Early Years Foundation Stage curriculum. Our ultimate aim is to provide a positive, safe learning environment for all children to grow and develop through play.

Countless research has suggested that Early Years education is of vital importance to young children, an understanding that is reflected in the government's commitment to offer childcare funding to 3 year olds and now, means tested, to 2 year olds. To have such a provision in the heart of a small community allows more children the opportunity to have the best start to their education and also brings the community together.

We are very lucky to have a fantastic team of experienced, caring and dedicated staff supporting our children learn. Our Staff team is made up of our Supervisor Sophie Abbott as well as other staff members Issy Nicholas, Rebecca Denne and Esther Griggs. We are extremely grateful to all out fantastic staff, without whom we could not exist and thank them for their continued dedication and

hard work. Planning engaging and exciting activities that meet the needs of all the children takes time, during and outside the Pre School day, not to mention the time taken assessing and recording children's progress.

Our Activities and Objectives this year

The children have had a great year. The children have also enjoyed learning about the world around them and about gaining independence through such activities as thinking about wearing warm clothes and making soup. In the winter the children enjoyed making fake snow and in the spring had a visit from a goat and a lamb which they fed from a bottle! In the summer they created a beach café. We also had a lovely summer party to say goodbye to Jane, our Supervisor and to welcome Sophie, our new supervisor. We also learned about the local community and how they can help them, for example at Harvest Festival time and through a donation to the local food bank. Sports day was full of fun with the parents getting involved too! The Christmas nativity was amazing and the turn out from family and friends was brilliant and so much appreciated. The Christmas party was full of festive cheer the children put on a wonderful nativity, full of lovey singing. It's always sad at the end of summer term to say goodbye to children going up to reception but the Cygnet sessions prepare them very well for the big change. New children are always welcome and the settling in sessions helps both the child and parents/carers feel comfortable leaving their child. Please see our News Blog <https://westhoathlypreschool.org/pre-school-news-blog/> for more information and lots of photographs showing what we have done this year.

The fundraising committee have had a busy and successful year. Thanks to all those who have supported our fundraising efforts, either through organising events or taking part. Fundraising is a vital part of Pre-School life and helps contribute towards resources to support the children learn as well as costs such as staffing, insurance and premises fees. Events consisted of: Sports Day and the Nativity activities. The support from the parents is so much appreciated and we couldn't do it without your contributions and attendance at the fundraising events.

It is always important for us to understand the parent/carer views and appreciate all feedback. Parents are given the opportunity to fill in regular questionnaires giving their views and suggestions as to how to make the Pre-school even better. Parents are also invited to comment on our Website.

There have been a number of Committee changes since last year with Emily Martin stepping down now their children have moved on from Pre-school.

To summarise the committee going into 2018 will be: **Alice Rees: Chair, Liz Shannon: Secretary, Gareth Rees: Treasurer**

Committee members (DBS/OFSTED approved): Sarah Harding, Sophie Abbot, Rebecca Denne.

Pending: Amy Marshall, Alease Parlanti, Claire Field



Treasurers Report 01/01/2018 to 01/01/2019

Cash Flow

The year ended with a surplus balance of **£40,835.33** in the main Bank Account as of 01/01/2019.
This is compared to £38,463.11 as of 01/01/2018.

Key points and Predictions

1. The majority of the money 80% went to Staff (78% previous 2 years (this increase is due to the leaving supervisor being paid over the summer as per contract)
2. Other notable expenses 5.6% was Village Hall rent (5% last year)
3. If we continue as we are I believe that there will be nothing to worry about
4. Fundraising is always key for any unknown issues or expenditure to ensure we do not have an in year deficit
5. We now have a large balance and need to consider how we can invest some of the money into some new equipment/staff training. We can certainly continue to spend money on additional activities and trips for the children and should spend more on updating resources and furniture. The school have also approached us about considering some shared activities
6. Child numbers are looking high for the next 2 terms. We do have sufficient funds to employ a 4th member of staff for the spring and summer term

Outgoing Cash

Total outgoing cash flow **£ -43,738.96 (£39,442.97 last year)**

HALL MAINTENANCE	10.64
TRAINING	1,273.94
UNIFORMS	96.29
EQUIPMENT	3,476.46
FUNDRAISING EXPENSES	265.31
GIFTS	474.84
MANAGEMENT EXPENSES	192.00
TAXATION	808.71
RENT	2,307.00
INSURANCE	361.22
OFSTED	50.00
OUTINGS	45.00
PETTY CASH	20.00
STAFF SALARIES	32,638.08
STATIONARY	309.08
SUPPLIES	1,405.39
TOTAL	43,738.96

Incoming Cash (not including fundraising)

REVENUE – FUNDRAISING	490
REVENUE - PRE-SCHOOL FEES	45,368.06
Uniforms (and other)	100
	£46,066.06

Please see the spread sheet for any details.

WEST HOATHLY COMMUNITY PRE-SCHOOL
ANNUAL ACCOUNTS
YEAR ENDING 31st DECEMBER 2018

STATEMENT OF INDEPENDENT EXAMINER

I have completed my examination. I confirm that no material matters have come to my attention with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

2 the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed *Tina Allen*

Name and address

*TINA ALLEN
3 CHAYS CLOSE EAST GRINSTEAD RH19 4DJ*

EXAMINER'S NOTES

A material sample of supplier invoices, cash receipts and income evidence to financial reports and banking records were checked.

The audit trails to the final bank account reconciliation were checked.

INCOME AND EXPENDITURE STATEMENT

INCOME			EXPENDITURE		
ADVERTISING	£	-	ADVERTISING	£	-
RECRUITMENT	£	-	RECRUITMENT	£	-
AGENCY FEES	£	-	AGENCY FEES	£	-
TRAINING	£	-	TRAINING	£	1,273.94
UNIFORMS	£	-	UNIFORMS	£	96.29
EQUIPMENT	£	-	EQUIPMENT	£	3,476.46
FUNDRAISING EXPENSES	£	-	FUNDRAISING EXPENSES	£	265.31
PHOTOGRAPHY	£	-	PHOTOGRAPHY	£	-
GIFTS	£	-	GIFTS	£	474.84
MAINTENANCE	£	-	MAINTENANCE	£	10.64
MANAGEMENT EXPENSES	£	-	MANAGEMENT EXPENSES	£	192.00
MUSIC	£	-	MUSIC	£	-
TAXATION	£	-	TAXATION	£	808.71
RENT	£	-	RENT	£	2,307.00
INSURANCE	£	-	INSURANCE	£	361.22
OFSTED	£	-	OFSTED	£	50.00
OUTINGS	£	-	OUTINGS	£	-
PETTY CASH	£	-	PETTY CASH	£	20.00
REVENUE - CYGNETS	£	-	REVENUE - CYGNETS	£	-
REVENUE - LUNCH CLUB	£	-	REVENUE - LUNCH CLUB	£	-
REVENUE - PRE-SCHOOL FEES	£	45,420.56	REVENUE - PRE-SCHOOL FEES	£	-
REVENUE - DONATIONS	£	80.00	REVENUE - DONATIONS	£	-
REVENUE - FUNDRAISING	£	518.00	REVENUE - FUNDRAISING	£	-
REVENUE - NURSERY EDUCATION GRANT	£	-	REVENUE - NURSERY EDUCATION GRANT	£	-
REVENUE - OTHER	£	100.00	REVENUE - OTHER	£	50.00
REVENUE - TOOTSIE TIME	£	-	REVENUE - TOOTSIE TIME	£	-
STAFF SALARIES	£	-	STAFF SALARIES	£	33,011.15
PRINTING & PHOTOCOPYING	£	-	PRINTING & PHOTOCOPYING	£	-
STATIONARY	£	-	STATIONARY	£	309.08
SUPPLIES	£	-	SUPPLIES	£	1,405.39
	£	<u>46,118.56</u>		£	<u>44,112.03</u>

EXCESS OF INCOME OVER EXPENDITURE £ 2,006.53

REPRESENTED BY:

HSBC Reserve Account (21605208) at 1st January 2018	£	0.07
HSBC Main Account (01605194) at 1st January 2018	£	38,508.23
INCOME FOR 2017	£	46,118.56
EXPENDITURE FOR 2017	£	44,112.03
TOTAL FUNDS	£	40,514.83

HSBC Reserve Account (21605208) at 31st December 2018	£	0.07
HSBC Main Account (01605194) at 31st December 2018	£	40,514.76
TOTAL IN ACCOUNTS	£	40,514.83

BANK RECONCILIATION

HSBC Reserve Account (21605208) at 31st December 2018	£	0.07
UNPRESENTED CHEQUES & CREDITS	£	-
RECONCILED BALANCE IN COMMUNITY ACCOUNT	£	0.07

HSBC Main Account (01605194) at 31st December 2018	£	40,514.76
UNPRESENTED CHEQUES & CREDITS	£	-
RECONCILED BALANCE IN RESERVE ACCOUNT	£	40,514.76

TOTAL RECONCILED BALANCES AT BANK £ 40,514.83