

Report of the Board of Trustees For the year ended 31 July 2024

The Trustees present their report with the financial statements of the charity for the year ended 31 July 2024.

Reference and Administrative Details of the Charity, its Trustees and Advisers

| | |
|-------------------------------------|---|
| <u>Name of charity:</u> | Ulceby Pre-School & Out of School Club |
| <u>Charity Registration Number:</u> | 1003427 |
| <u>Principal Operating Address:</u> | Ulceby Pre-School & Out of School Club Church Lane Ulceby North Lincolnshire DN39 6TB |

Trustees:

Names of Trustees who served during the year and since the year end were as follows:

| | |
|------------------|-----------|
| Kelly Moore | Chair |
| Ruth Phillips | Secretary |
| Rosemary Jackson | Trustee |

Independent Examiner

Katie Sauvage FCCA of:
Voluntary Action North Lincolnshire
4-6 Roberts Street
Scunthorpe
North Lincolnshire
DN15 6NJ

Report of the Board of Trustees For the year ended 31 July 2024

Bankers

CAF Bank LTD
25 Kings Avenue
Kings Hill
West Malling
KENT
ME19 4JQ

Structure, Governance and Management

Governing Document:

Ulceby Pre-School & Out of School Club is a registered charity, number 1003427 and is therefore regulated by the Charity Commission. The charity is an unincorporated association governed by a constitution adopted on 3 March 1982 and amended on 4 January 1996, 30 March 2006, 22 October 2009, 4 May 2011, 22 November 2017 and 2 September 2020

Recruitment and appointment of Trustees

The Trustees form the Executive Committee of the charity. The members of the Executive Committee are elected at the Annual General Meeting by the members of the Charity. All members are circulated with invitations to nominate Trustees in advance of the AGM.

The Constitution states that the minimum number of members shall be 5 and the maximum shall be 12 being the Honorary Officers plus up to 9 members elected at the annual general meeting who shall hold office from the conclusion of that meeting. The Executive Committee may in addition appoint not more than 3 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee. We are currently doing a volunteer recruitment drive to fill member places and upskill all new and existing members.

Report of the Board of Trustees For the year ended 31 July 2024

Trustee Induction and Training:

New Trustees undergo induction training. The induction includes a discussion about the role and responsibilities of Trustees, the activities, aims and objectives of the charity, the structure of the organisation, board of Trustees, general procedures of the organisation. New Trustees are introduced to members of staff and other Trustees, and are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the business plan, the latest statutory financial statements, Annual Report, and financial reports provided to the board of Trustees. Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The board of Trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and minuted. The board holds meetings quarterly.

Risk Management:

The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks. All systems and procedures are reviewed regularly to ensure they meet charity law and the charity's own aims and objectives.

Objectives and Activities

The objects of the charity as per the Charity's governing document are:

- 1) to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
- 2) To provide a safe, secure and stimulating environment.
- 3) To work within a framework, that ensures equality of opportunity for all children and families.

Report of the Board of Trustees For the year ended 31 July 2024

Summary of activities undertaken for the public benefit in relation to these objects:

We offer children:

- A specially tailored curriculum leading to approved learning outcomes.
- Individual care and attention made possible by a high ratio of adults to children.
- The opportunity to have fun and develop friendships.
- The support of a personal key person.
- Opportunities for parents and families to be directly involved in the activities of the pre-school and their own children's progress.

The Trustees have taken regard of and adhered to, the guidance of the Charity Commission on public benefit during the identification and implementation of the above activities.

Achievements and Performance

Review of Activities 2023-2024

During the 2023/2024 we undertook the following:

- Ran supervised pre-school sessions for children aged 0 to 5 years over 50 weeks reaching 52 children.
- We have increased numbers of out of school club children to support individual family's needs of children aged 5-11
- We rolled out children's extended hours to support working parents.
- Increased levels of partnership working
- Supported three children to enter primary school with an EHCP in place

We are still rated as GOOD by Ofsted.

Financial Review

Reserves Policy

It is the aim of the Trustees to retain 6 months running costs in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions. However, due to the increase of cost of living and the decrease in children attending this has not been possible. We are trying to increase funds to rectify this.

Plans for Future periods

Please see main objectives for the following year.

Report of the Board of Trustees For the year ended 31 July 2024

Trustees Responsibilities

The Charities Act requires the Trustees to prepare financial statements for each financial year. In accordance with the Charity Commission Guidance the Trustees have elected to prepare the accounts on the accruals basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant information of which the charity's Independent Examiner is unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner's are aware of that information.

By order of the Board

Kelly Moore
Chairperson

Date: 22.3.2025

ULCEBY PRE-SCHOOL & OUT OF SCHOOL CLUB

FINANCIAL STATEMENTS

Period ended

31st July 2024



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For the period ended 31 July 2024**

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**Trustees Annual Report
For the period ended 31 July 2024**

Reference and Administrative Details

Name of Group Ulceby Pre-School & Out of School Club

Period of Accounts Period ending 31 July 2024

**Committee
(for the period of
accounts unless
otherwise stated)**

| | |
|------------------|-------------|
| Kelly Moore | Chairperson |
| Ruth Phillips | Secretary |
| Rosemary Jackson | |

Contact Address

Mrs A M Massey
Ulceby Pre-School &
Out of School Club
Church Lane
Ulceby
DN39 6TB

Independent Examiner Katie Sauvage FCCA
Chartered Certified Accountant, of:
Katie Sauvage Accountancy Services Ltd
12 Pilgrims Close
South Killingholme
North Lincolnshire
DN40 3HU

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Mailing
Kent
ME19 4JQ

**Trustees Annual Report
For the period ended 31 July 2024**

Structure, Governance and Management

Governing Document:

Ulceby Pre-School & Out of School Club is a registered Charity standard registration and was registered on 17th July 1991 governed by its Constitution which adopted on 3 March 1982 and amended on 4 January 1996, 30 March 2006, 22 October 2009, 4 March 2011, 22 November 2017 and 2 September 2020.

Objectives and Activities

The objectives and principal activities are to:

- To enhance the development and education of children by encouraging parents to understand and provide for the needs of their children through community groups and by:
 - Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the tight of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability
 - Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area
 - Instigating and adhering to and further the aims and objectives of the Pre-School Learning Alliance.

Achievements and Performance

In developing activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Financial Review

Reserves Policy

Ulceby Pre-School & Out of School Club maintained sufficient reserves to enable the continuation of the group and to provide additional activities as decided by the Trustees. This is regularly reviewed.

Statement of disclosure of information to Independent Examiner

We, the Trustees who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ◆ there is no relevant information of which the Independent Examiner is unaware; and
- ◆ we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Statement of Trustees responsibilities

The trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards. Ulceby Pre-School & Out of School Club has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The independent examination was undertaken by Katie Sauvage, FCCA, Chartered Certified Accountant of Katie Sauvage Accountancy Services Ltd

By order of the Board

Kelly Moore
Chairperson

Date:

Independent Examiner's Report to the Members of Ulceby Pre-School & Out of School Club

I report on the accounts of Ulceby Pre-School & Out of School Club for the period ended 31 July 2024, which are set out on pages 7 to 9.

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 financial period under section 144 of the Charities Act 2011 (the Charities Act) and have elected to have an independent examination.

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 Commissioners 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 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 from you as trustees 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 130 and 131 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.

Katie Sauvage FCCA

Chartered Certified Accountant, of:

Katie Sauvage Accountancy Services Ltd

12 Pilgrims Close

South Killingholme, North Lincolnshire, DN40 3HU



Date:

Receipts and Payments Account
For the period ending 31 July 2024

| | Notes | 2024 Unrestricted Funds £ | 2024 Restricted Funds £ | 2024 Total Funds £ | 2023 Total Funds All Unrestricted £ |
|---|-------|------------------------------------|----------------------------------|-----------------------------|--|
| RECEIPTS | | | | | |
| | 1 | | | | |
| Funding for Fees - NLC | | 68,186 | - | 68,186 | 63,548 |
| Fees | | 41,474 | - | 41,474 | 30,134 |
| Other Income | | 11 | - | 11 | - |
| Donations | | 1,000 | - | 1,000 | 3,604 |
| Restricted Grants | | - | - | - | - |
| Bank Income | | 37 | - | 37 | 26 |
| | | <u>110,708</u> | <u>-</u> | <u>110,708</u> | <u>97,312</u> |
| PAYMENTS | | | | | |
| Salaries | | 79,076 | - | 79,076 | 80,345 |
| Rent & Services | | 4,215 | - | 4,215 | 2,999 |
| Maintenance & Repairs | | 3,846 | - | 3,846 | 2,085 |
| Milk | | 570 | - | 570 | 595 |
| PLA Membership & Insurance | | 4,799 | - | 4,799 | 2,599 |
| Training | | - | - | - | 40 |
| Consumables including snacks | | 4,288 | - | 4,288 | 1,723 |
| Postage & Stationery | | 1,414 | - | 1,414 | 920 |
| Bank Charges | | 60 | - | 60 | 60 |
| Sundries | | 1,769 | - | 1,769 | 1,407 |
| Equipment | | - | - | - | 355 |
| | | <u>100,037</u> | <u>-</u> | <u>100,037</u> | <u>93,128</u> |
| Net Surplus/(Deficit) for the period | | <u>10,671</u> | <u>-</u> | <u>10,671</u> | <u>4,184</u> |
| Transfer in funds | | | | | |
| Cash & Bank Balances bought forward | | 12,357 | - | 12,357 | 8,173 |
| Cash and Bank Balances carried forward | | <u>23,028</u> | <u>-</u> | <u>23,028</u> | <u>12,357</u> |

The notes on pages 9 form part of these financial statements.

Receipts and Payments Account
For the period ending 31 July 2024

| | Notes | 2024 Unrestricted Funds £ | 2024 Restricted Funds £ | 2024 Total Funds £ | 2023 Total Funds All Unrestricted £ |
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| Cash and Bank Balances carried forward | | <u>23,028</u> | <u>-</u> | <u>23,028</u> | <u>12,357</u> |

The notes on pages 9 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 July 2024

| | Notes | 2024 £ | 2023 £ |
|---|-------|-----------|-----------|
| Monetary Assets | | | |
| Current Account | | 22,593 | 11,873 |
| Savings Account | | - | - |
| Petty Cash | | 435 | 484 |
| Total Monetary Assets | | 23,028 | 12,357 |
| Comprising: | | | |
| Unrestricted Funds | | 23,028 | 12,357 |
| Restricted Funds | 3 | - | - |
| | | 23,028 | 12,357 |
| Non Monetary Assets and Liabilities | | | |
| Fixed Assets for the Charity's use (at cost) | | | |
| Pre-School Building, owned, value not known | | - | - |
| Equipment | | 10,753 | 10,753 |
| | | 10,753 | 10,753 |
| Debtors | | | |
| Sundry Debtors | | | |
| Creditors | | | |
| Accounts Fee | | 400 | 400 |
| PAYE | | 1,573 | - |
| | | 1,973 | 400 |

These financial statements were approved by the committee on _____ and signed on its behalf by:



 Kelly Moore, Chairperson

The notes on pages 9 form part of these financial statements.

Notes to the Accounts
For the period ending 31 July 2024

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 July 2023.

2 Restricted Funds

During the year no restricted funding was received.

3 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the organisation was paid or payable for the current financial period to any trustee.

There was no reimbursement of travel expenses amounting to trustees in respect of the financial period or in the prior year.

ULCEBY PRE-SCHOOL & OUT OF SCHOOL CLUB

FINANCIAL STATEMENTS

Period ended

31st July 2024



**Contents to the Financial Statements
For the period ended 31 July 2024**

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**Trustees Annual Report
For the period ended 31 July 2024**

Reference and Administrative Details

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Period of Accounts Period ending 31 July 2024

**Committee
(for the period of
accounts unless
otherwise stated)**

| | |
|------------------|-------------|
| Kelly Moore | Chairperson |
| Ruth Phillips | Secretary |
| Rosemary Jackson | |

Contact Address

Mrs A M Massey
Ulceby Pre-School &
Out of School Club
Church Lane
Ulceby
DN39 6TB

Independent Examiner Katie Sauvage FCCA
Chartered Certified Accountant, of:
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**Trustees Annual Report
For the period ended 31 July 2024**

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Achievements and Performance

In developing activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Financial Review

Reserves Policy

Ulceby Pre-School & Out of School Club maintained sufficient reserves to enable the continuation of the group and to provide additional activities as decided by the Trustees. This is regularly reviewed.

Statement of disclosure of information to Independent Examiner

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- ◆ we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the independent examiner is aware of that information.

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Independent Examiner

The independent examination was undertaken by Katie Sauvage, FCCA, Chartered Certified Accountant of Katie Sauvage Accountancy Services Ltd

By order of the Board

Kelly Moore
Chairperson

Date:

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- to follow the procedures laid down in the General Directions given by the Charity Commissioners 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 report

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Independent examiner's statement

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- 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.

Katie Sauvage FCCA

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Date:

Receipts and Payments Account
For the period ending 31 July 2024

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| Training | | - | - | - | 40 |
| Consumables including snacks | | 4,288 | - | 4,288 | 1,723 |
| Postage & Stationery | | 1,414 | - | 1,414 | 920 |
| Bank Charges | | 60 | - | 60 | 60 |
| Sundries | | 1,769 | - | 1,769 | 1,407 |
| Equipment | | - | - | - | 355 |
| | | <u>100,037</u> | <u>-</u> | <u>100,037</u> | <u>93,128</u> |
| Net Surplus/(Deficit) for the period | | <u>10,671</u> | <u>-</u> | <u>10,671</u> | <u>4,184</u> |
| Transfer in funds | | | | | |
| Cash & Bank Balances brought forward | | 12,357 | - | 12,357 | 8,173 |
| Cash and Bank Balances carried forward | | <u>23,028</u> | <u>-</u> | <u>23,028</u> | <u>12,357</u> |

The notes on pages 9 form part of these financial statements.

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For the period ending 31 July 2024

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As at 31 July 2024

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| Current Account | | 22,593 | 11,873 |
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| Comprising: | | | |
| Unrestricted Funds | | 23,028 | 12,357 |
| Restricted Funds | 3 | - | - |
| | | <u>23,028</u> | <u>12,357</u> |
| Non Monetary Assets and Liabilities | | | |
| Fixed Assets for the Charity's use (at cost) | | | |
| Pre-School Building, owned, value not known | | - | - |
| Equipment | | 10,753 | 10,753 |
| | | <u>10,753</u> | <u>10,753</u> |
| Debtors | | | |
| Sundry Debtors | | | |
| Creditors | | | |
| Accounts Fee | | 400 | 400 |
| PAYE | | 1,573 | - |
| | | <u>1,973</u> | <u>400</u> |

These financial statements were approved by the committee on _____ and signed on its behalf by:



 Kelly Moore, Chairperson

The notes on pages 9 form part of these financial statements.

Notes to the Accounts
For the period ending 31 July 2024

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 July 2023.

2 Restricted Funds

During the year no restricted funding was received.

3 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the organisation was paid or payable for the current financial period to any trustee.

There was no reimbursement of travel expenses amounting to trustees in respect of the financial period or in the prior year.