

Holbrook **Community** **Pre-school**

Registered Charity No. 1014885



Trustees Report and Accounts
for the year ended 31 July 2021

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2021

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Legal and Administrative Information

Management Committee and Trustees

The Management Committee, who are also trustees, are appointed each year at the AGM at which time the previous Management Committee is dissolved. The Management Committee members that served during the period up to the date of this report were:

For the period from 1st August 2019 - 12th October 2020

Katy Minto	(Chair)
Anna Bannister	(Secretary)
Rachel O'Carroll	(Treasurer)
Heidi Cheesman	
Jennifer Woodward	
Georgina Bradley	
Jemma Warren	

For the period from 12th October 2020- 12th October 2021

Natalie Davenport	(Chair)
Linda Riches	(Secretary)
Gary Field	(Treasurer)
James Hanks	
Sophie Devaney	
Jemma Warren	

Charity Number

Registered Number 1014885

Principal Address

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2021

Introduction

Holbrook Community Pre-school was established in 1983 with the aim of enhancing the development and education of children under statutory school age, in a parent-involving and community-based group, in the Holbrook area of Horsham.

The overall management and control of the Pre-school rests with the management committee, who are also the Pre-school's charity trustees. The officers of the committee are the Chair, treasurer and the secretary and in addition there have been 4 other elected or co-opted committee members. The charity is an unincorporated association and its constitutional document, based on the model constitution produced by the Pre-school Learning Alliance, was last updated on 1st March 2017.

Pre-school activities are run by 11 highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

Review of Activities

This year presented significant challenges to the Preschool team and Community, due to COVID 19.

We were unable to hold our Christmas Fayre for the second year running due to Covid restrictions but the children made cards, wrapping paper and gifts tags which we sold to the parents. This raised £185.

The Spring Term was disrupted at the beginning January 2021 due to another National Lock down. Fortunately, Pre-Schools were allowed to stay open. Although a few children did not attend, the majority did.

At Easter due to Covid restrictions once again we were unable to hold our Easter Fayre. However we held an Easter hat competition raised another £155.

During the summer term all children returned and everything was as back to normal as possible. Once again, we could not hold our Summer Fayre but instead held a silent auction for all the raffle prizes we had collected. This raised £359.75.

In March West Sussex gave us a grant of £898

In June, John Lewis very kindly donated £650!

During this year we have changes to our staff team; One member of the team is still on long-term sick leave although isn't being paid. One member has returned from long term sick leave. We have a new Administrator and our team leader left at the end of the summer term.

Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed _____ **Natalie Davenport** _____
Date _____ 12/10/2021 _____

Natalie Davenport - Chairperson

Signed _____ **Gary Field** _____ Date _____
12/10/21 _____

Gary Field
Treasurer

Signed _____ **Linda Riches** _____
Date _____ 12/10/21 _____

Linda Riches
Secretary

Financial Review

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background. Having undertaken a thorough review of Pre-school finances the committee decided to increase our fees for the year 2021/22 by 25p to £6.25 per hour.

Fundraising and donations; We made £764 through fundraising and donations efforts this year. In the climate of lock down and social restrictions we are very pleased with this.

Profit £1825

We finished the year with a slight profit of £1825. We are really pleased with this due to to the lack of fund raising.

At the end of the year the pre-school had total funds of £44167 although this includes £12066 funding from West Sussex for September 2021, with no restricted balance. We have a healthy contingency reserve of £18,295 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school continues to be to maintain a balanced budget. We believe this will be achieved by the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year.

There were no outstanding liabilities at the 2021 financial Year End.

Signed _____ **Gary**
Date__12/10/21_____
Treasurer

Field_____

Holbrook Community Pre-school
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Receipts and Payments Account
for the year ended 31 July 2021

	2021 £	2020 £
RECEIPTS		
Nursery Funding	70,162	67,648
Fees (including snacks)	13,186	6,838
Registration Fees		
Fund Raising		
Deposits refunded	200	
Funded Deposits		1,000
Unfunded Deposits	-50	100
Fund Raising	854	376
Donations	1,625	45
WCCC Grant	898	2,149
Uniform	35	5
Commission		50
TOTAL RECEIPTS	86,910	78,211

2021 Current A/C	2020 Current A/C
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44,166.68

43249.33

This figure includes

£12065.76 from

W Sx for Sept 2021

2021 Contingency A/C	2020 Contingency A/C
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18,295.02

18292.02

PAYMENTS

Salaries – Teaching	56,849	52,740
Salaries – Admin	5,821	8,337
Pension/HMRC	1,416	2,444
Rent	15,451	10,807
Snacks	504	151
Activities	571	215
General	664	462
Stationery	159	221
Gifts	10	
Fund Raising Costs	13	43
Fund Raising Money spent	174	
Membership	346	327
Insurance	1,105	1,151
Registration	50	50
Uniform - Staff	42	94
Uniform - children	100	
Training	1,128	158
Donations	91	
DBS – Staff	424	52
Inclusion Spending	19	
Deposits refunded	150	
Outings		2,447
TOTAL PAYMENTS	85,087	79,699

SURPLUS / (DEFICIT)

1,823

(1,488)

Holbrook Community Pre-school

Registered Charity No. 1014885

Independent Examiner's Report on the Accounts

Section A – Independent Examiners Report

Report to the Trustees of Holbrook Community Pre-school, charity number 1014885 on the accounts for the period ended 31 July 2021 set out on pages 5 to 6

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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

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 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Relevant professional qualification:

Address: