

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

Registered Charity No. 1014885



Trustees Report and Accounts
for the year ended 31 July 2022

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2022

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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 12th October 2021- 12th October 2022

Gary Field	(Chair)
Nigel Drake	(Secretary)
Virni Del Rosario Field	(Treasurer)
Sophie Devaney	

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

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Trustees' Annual Report for the year ended 31 July 2022

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 1 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 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

COVID 19 still had an impact on Pre-school this year with members of the staff not being able to come to work due to it, although we still managed to stay open. Not many of the children were absent due to COVID.

We were however able to hold our Christmas Fayre once again which raised raised £466.50.

At Easter we decided to hold a sponsored walk/run around the garden. This raised £626

During July we held our Summer Fayre which raised £292.08

In March , Sussex Police very kindly donated £500!

During this year we have changes to our staff team; We re-employed one member of staff. One member of the team is still on long-term sick leave although isn't being paid.

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 _____ **Gary Field**
_____ Date **30/9/22** _____

Gary Field - Chairperson

Signed **Virni Del Rosario Field**
_____ Date **30/9/22** _____

Virni Del Rosario Field - Treasurer

Signed **Nigel Drake**
_____ Date **11th October 2022** _____

Nigel Drake - 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.

Fundraising and donations; We made £1884.58 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

Loss £6536

We finished the year with a large loss of £6536. This is due to raising costs, the amount West Sussex fund us for each child and many children attending for mornings only rather than until 2pm. Preschools in our area are very competitive with another 3 located nearby. We are hoping to extend our opening times from January 2023 and open during the summer holidays which we did in August 2022.

At the end of the year the pre-school had total funds of £32685.89 although this includes £6363 funding from West Sussex for September 2022, with no restricted balance. We have a healthy contingency reserve of £18,302 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 and advertising.

There were no outstanding liabilities at the 2022 financial Year End.

Signed **Virni Del Rosario Field**

Date **30/9/22**

Virni Del Rosario Field - Treasurer

Holbrook Community Pre-school

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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 2022 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:

Holbrook Community Pre-school
Registered Charity No. 1014885

Receipts and Payments Account
for the year ended 31 July 2022

	2022 £	2021 £
RECEIPTS		
Nursery Funding	55,667	70,162
Fees (including snacks)	13,031	13,186
Registration Fees		
Fund Raising		
Deposits refunded		200
Funded Deposits	300	
Unfunded Deposits	400	-50
Fund Raising	1,583	854
Gift Aid	1,348	
Donations	806	1,625
WCCC Grant		898
Uniform	10	35
Commission		
TOTAL RECEIPTS	73,145	86,910

2022 Current A/C	2021 Current A/C
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h This figure includes
£6383.33 from
W Sx for Sept 2022

2022 Contingency A/C	2021 Contingency A/C
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32,685.89 44,166.68
18,302.25 18,295.02

PAYMENTS		
Salaries – Teaching	50,547	56,849
Salaries – Admin	5,696	5,821
Pension/HMRC	2,027	1,416
Rent	15,631	15,451
Snacks	417	504
Activities	643	571
General	442	664
Stationery	222	159
Gifts	73	10
Fund Raising Costs	48	13
Fund Raising Money spent	563	174
Membership	545	346
Insurance	1,127	1,105
Registration	50	50
Uniform - Staff	163	42
Uniform - children	148	100
Training	794	1,128
Donations		91
DBS – Staff	270	424
Inclusion Spending		19
Deposits refunded	275	150
Outings		
TOTAL PAYMENTS	79,681	85,087
SURPLUS / (DEFICIT)	(6,536)	1,823