

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

Registered Charity No. 1014885



Trustees Report and Accounts
for the year ended 31 July 2023

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2023

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Holbrook Community Pre-school

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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 2022- current

Sophie Devaney	(Chair)
Caitlin Mechlinski	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

For the period from 12th October 2021- 12th October 2022

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

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 2023

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

We have had a successful year, despite having less children than previous years.

Our Christmas Fayre raised £605.00. This is more than previous years as we sold raffle tickets in advance

At Easter we held a sponsored bounce in the garden. This raised £504.44

During July we held our Summer Fayre which raised £613.50

During this year we have changes to our staff team; We employed one more member of staff. Unfortunately 2 members of staff who were on long term sick leave have died. This was a very hard time for current members of staff.

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

SOPHIE DEVANEY_____

Date_____ **11/10/23**_____

Sophie Devaney (chairperson)

Signed

AMY HIDE_____

Date_____ **11/10/23**_____

Amy Hide (treasurer)

Signed **CAITLIN MECHLINSKI**_____

Date_____ **11/10/23**_____

Caitlin Mechlinski (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 £2204.22 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

Loss £1837.84

We finished the year with a smaller loss than last year of £1838. Once again 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 2.45 Preschools in our local area is very competitive with another 3 located nearby. Extending our opening hours in January helped to bring more children in.

At the end of the year the pre-school had total funds of £30299 however this includes £6572 funding from West Sussex for September 2023, with no restricted balance. We have a healthy contingency reserve of £18,378 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 2023 financial Year End.

Signed

AMY

HIDE

Date **11/10/23**

Amy Hide (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 2023 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:

Address:

Holbrook Community Pre-school

Registered Charity No. 1014885

Receipts and Payments Account
for the year ended 31 July 2023

	2023	2022
	£	£
RECEIPTS		
Nursery Funding	54,183	55,667
Fees (including snacks)	10,417	13,031
Registration Fees	400	
Fund Raising		
Deposits refunded		
Funded Deposits		300
Unfunded Deposits		400
Fund Raising	1,898	1,583
Gift Aid	841	1,348
Donations	306	806
WCCC Grant		
Uniform		10
Inclusion Funding	3,200	
TOTAL RECEIPTS	71,245	73,145
PAYMENTS		
Salaries - Teaching	48,656	50,547
Salaries - Admin	4,921	5,696
Pension/HMRC	2,024	2,027
Rent	13,378	15,631
Snacks	469	417
Activities	275	643
General	730	442
Stationery	20	222
Gifts	20	73
Fund Raising Costs	252	48
Fund Raising Money spent		563
Membership	429	545

Insurance	1,160	1,127
Registration	50	50
Uniform - Staff	144	163
Uniform - children		148
Training	226	794
Donations		
DBS - Staff	228	270
Inclusion Spending		
Deposits refunded	100	275
Outings		
TOTAL PAYMENTS	73,082	79,681
SURPLUS / (DEFICIT)	(1,837)	(6,536)

	2023	2022
	Current A/C	Current A/C
	30,299.49	32,685.89
This figure includes £6572.27 from W Sx for Sept 2023		This figure includes £6383.33 from W Sx for Sept 2022

	2023	2022
	Contingency A/C	Contingency A/C
	18,378.29	18,302.25