

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

Registered Charity No. 1014885



Trustees Report and Accounts
for the year ended 31 July 2024

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2024

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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 2023- current

Caitlin Bates	(Chair)
Lisa Williams	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

For the period from 12th October 2022- 12th October 2023

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

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 2024

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 very successful year, with more children than previous years attending.

Our Christmas Fayre raised £633.75, which is a similar amount to 2022

At Easter we once again held a sponsored bounce in the garden. This raised £979.70, compared with £504.44 in 2022

During July we held our Summer Fayre which raised £584.50 compared with £613.50 in 2023

In March we received a £1000 grant from Tesco to purchase outdoor activities.

During this year we have changes to our staff team; One supervisor left and 2 bank members joined us.

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

Caitlin Bates_____

Date_____ **16/10/24**_____

Caitlin Bates(chairperson)

Signed

AMY HIDE_____

Date___ **16/10/24**_____

Amy Hide (treasurer)

Signed **Lisa Williams**_____

Date___ **16/10/24**_____

Lisa Williams (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 £3302.70 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

Surplus £5719

We finished the year with a substantial surplus, for the first time in 3 years.

This is mainly due to the extra children we have and therefore receive more funding from West Sussex. Also we control our expenditure.

At the end of the year the pre-school had total funds of £50495 however this includes £21049 funding from West Sussex for September 2024, with no restricted balance. We have a healthy contingency reserve of £18,569 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school is to maintain a balanced budget. We believe this will be achieved by the higher number of children attending, 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 2024 financial Year End.

Signed

AMY HIDE _____ Date **16/10/24** _____

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 2024 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 2024

	2024	2023
	£	£
RECEIPTS		
Nursery Funding	68843	54,183
Fees (including snacks)	22919	10,417
Registration Fees		400
Fund Raising		
Deposits refunded		
Funded Deposits	200	
Unfunded Deposits	450	
Fund Raising	3303	1,898
Gift Aid	793	841
Donations	260	306
WCCC Grant		
Uniform	21	
Inclusion Funding	9218	3,200
TOTAL RECEIPTS	106008	71,245
PAYMENTS		
Salaries - Teaching	64501	48,656
Salaries - Admin	6429	4,921
Pension/HMRC	5861	2,024
Rent	16061	13,378
Snacks	462	469
Activities	543	275
General	804	730
Stationery	58	20
Gifts	15	20
Fund Raising Costs	268	252
Fund Raising Money spent	1693	
Membership	758	429

Insurance	1,217	1,160
Registration	50	50
Uniform - Staff	86	144
Uniform - children	225	
Training	579	226
Donations		
DBS - Staff	339	228
Inclusion Spending	341	
Deposits refunded		100
Outings		
TOTAL PAYMENTS	100289	79,681
SURPLUS / (DEFICIT)	5719	(6,536)

2024	2023
Current A/C	Current A/C

Opening Balance £30299.49
Less £6572.27 from W Sx for Sept 23
Receipts £106006.79
Payments £100287.64

Closing Balance £50495.30

This figure includes
£21048.94 from W Sx for Sept 24

Closing Balance
£30299.49
This figure
includes
£6572.27 from W
Sx for Sept 23

2024	2023
Contingency A/C	Contingency A/C
Opening Balance 18,378.29	
Interest Received £190.90	
Closing Balance 18,569.19	18,378.29