

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

Registered Charity No. 1014885



Trustees Report and Accounts
for the year ended 31 July 2025

Holbrook Community Pre-school

Registered Charity No. 1014885

Trustees' Annual Report for the year ended 31 July 2025

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Holbrook Community Pre-school

Registered Charity No. 1014885

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 2024- current

| | |
|------------------|-------------|
| Caitlin Bates | (Chair) |
| Kathryn Browning | (Secretary) |
| Sarah Marchant | (Treasurer) |
| Jolene Ryan | (Member) |
| Jennifer Walsh | (Member) |
| Roseanne Green | (Staff) |

For the period from 12th October 2023- 12th October 2024

| | |
|----------------|-------------|
| Caitlin Bates | (Chair) |
| Lisa Williams | (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 2025

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 the previous years attending.

Our Christmas Fayre raised £721.81, compared with £633.75 in 2023.

At Easter we once again held a sponsored bounce in the garden. This raised £751.20, compared with £979.70 in 2024

During July we held our Summer Fayre which raised 869.90 compared with £584.50 in 2024

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 _____ **16/10/25** _____

Caitlin Bates(chairperson)

Signed

Sarah Marchant _____

Date ___ **16/10/25** _____

Sarah Marchant (treasurer)

Signed **Kathryn Browning** _____

Date ___ **16/10/25** _____

Kathryn Browning (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 £2622.91 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

Surplus £21174

We finished the year with a substantial surplus, for the second time in a row.

This is mainly due to the extra children registered with us and therefore receive more funding from West Sussex. Also continuing to control our expenditure.

At the end of the year the pre-school had total funds of £50643.85 however this includes £22.50 non funded fees for September 2025, with no restricted balance. We have a healthy contingency reserve of £18,761 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 2025 financial Year End.

Signed

Sarah

Marchant _____ Date **16/10/25** _____

Sarah Marchant (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 2025 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 2025

| | 2025 | 2024 |
|--------------------------|---------------|---------------|
| | £ | £ |
| RECEIPTS | | |
| Nursery Funding | 100592 | 68843 |
| Fees (including snacks) | 23772 | 22919 |
| Registration Fees | | |
| Fund Raising | | |
| Deposits refunded | | |
| Funded Deposits | 200 200 | |
| Unfunded Deposits | 50 450 | |
| Fund Raising | 2423 | 3303 |
| Gift Aid | 922 | 793 |
| Donations | 200 | 260 |
| WCCC Grant | | |
| Uniform | 19 | 21 |
| Inclusion Funding | 6554 | 9218 |
| TOTAL RECEIPTS | 134732 | 106007 |
| | | |
| PAYMENTS | | |
| Salaries - Teaching | 73223 | 64501 |
| Salaries - Admin | 7522 | 6429 |
| Pension/HMRC | 5796 | 5861 |
| Rent | 20065 | 16061 |
| Snacks | 701 | 462 |
| Activities | 509 | 542 |
| General | 818 | 804 |
| Stationery | 167 | 58 |
| Gifts | 242 | 15 |
| Fund Raising Costs | 156 | 268 |
| Fund Raising Money spent | 526 1693 | |

| | | |
|----------------------------|----------------|---------------|
| Membership | 412 | 756 |
| Insurance | 1052 | 1217 |
| Registration | 50 | 50 |
| Uniform - Staff | 364 | 87 |
| Uniform - children | 160 | 225 |
| Training | 347 | 579 |
| Donations | | |
| DBS - Staff/Committee | 370 | 339 |
| Inclusion Spending | 1078 | 341 |
| Deposits refunded | | |
| TOTAL PAYMENTS | 113558 | 100288 |
| SURPLUS / (DEFICIT) | (21174) | (5719) |

| BANK ACCOUNTS | 2025 | 2024 |
|------------------------------------|--------------------|--------------------|
| | Current A/C | Current A/C |
| Opening Balance | £50,495 | £30,299 |
| Receipts | £134,732 | £106,007 |
| Payments | £113,558 | £100,288 |
| W Sx Funding recd in 2023 for 2024 | | -£6572 |
| W Sx Funding recd in 2024 for 2025 | -£21,049 | £21049 |
| £22.50 for Sept 25 | £23 | |
| Closing Balance | £50,643 | £50,495 |
| | 2025 | 2024 |
| Contingency A/C | | |
| Opening Balance | £18569 | £18378 |
| Receipts | £192 | £191 |
| Closing Balance | £18,761 | £18,569 |