



Holbrook Pre-School Trustees Annual Report

2021-2022

Holbrook Preschool is concerned with the provision of preschool education for the village of Holbrook and surrounding area. Fees are either paid by parents and/or funding from the Local Authority, fundraising may also be used to supplement income and fund activities.

Preschool has continued to thrive since the Coronavirus Pandemic. The number of children attending from in and around the local area stabilised during 2021-2022 and as a result, preschool has maintained a healthy position financially and it is anticipated that we will continue to sustain this stability over the coming year.

During this time period Preschool showed a deficit of £14801 which is a significant increase compared to the year 2020-2021 in which the surplus was £3723 and can be accounted for by a number of factors. During 2021-2022 fees received from the local council were £1000 less than during the previous year and staffing costs were greatly increased due to having to pay extra staff to cover permanent staff absences resulting in an increase from £107525 for 2020-2021 to £116779 for 2021-2022. There has also been a considerable increase in the amount of money being spent on cleaning of the preschool building as a cleaner has now been employed this has increased from £971 for 2020-2021 to £4319 for 2021-2022. This was a decision made by the preschool committee and it was deemed necessary in order to maintain the high standard of cleanliness that was required during the Coronavirus pandemic and to ensure that staff time was being spent on planning and preparing of preschool activities rather than cleaning tasks.

Some outgoings which were halted due to COVID were resumed during 2021-2022, meaning that there was an expenditure for school dinners of £425 which had not been there for the previous time period. The amount of money raised through fundraising increasing from £2629 in 2020-2021 to £4324 as our opportunities to hold charitable events increased with the lifting of restrictions. Contributions to in house activities was significantly higher during 2021-2022 than the previous time period, again because such activities were able to resume.

One big expenditure during 2021-2022 was the need for replacement windows and doors in the preschool building. This was necessary in order to ensure that the building remained safe and weatherproof and was the first part of desperately needed refurbishments to the preschool building. This expenditure accounts for the increase in major repairs/improvements being £8625 for 2021-2022 as opposed to £3988 for 2020-2021.

Our reserve balance going forward remains at £12,896, the value held in our savings account of £15540.89 continues to cover the balance required, and that,



along with the amount of £14881.69 in our general account, plus a petty cash balance of £54.15, minus our reserves amount leaves remaining funds of £17581.

The Manager and Deputy manager continue to utilise the eyMan system to very good effect which ensures that useful and productive dialogue between them and the treasurer can be maintained. All of preschool's income and expenditure continues to be reconciled back to the Preschool bank account, ensuring that there is an audit trail for every transaction.

The Year Ending 31.07.22 accounts and records have been externally verified by Martin Coe, an Independent Accountant.

HOLBROOK PRE-SCHOOL PLAYGROUP
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDING 31 JULY 2022

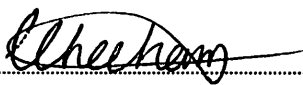
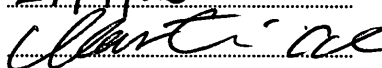
	12 months to 31-Jul-22	12 months to 31-Jul-21
	£	£
<u>Income</u>		
<u>Unrestricted funds</u>		
Fees	40257	32427
Fees - DCC	85091	95188
Covid-19 Support Grants	0	14
Fundraising	4324	2629
Contributions to in house activities	2210	70
Bank Interest	5	2
School Dinners	319	0
Uniforms	207	86
Donations	350	50
<u>Restricted funds</u>	<u>0</u>	<u>0</u>
Income Total	<u>132763</u>	<u>130466</u>
<u>Expenditure</u>		
<u>Unrestricted funds</u>		
Staffing Costs	116779	107525
Rent/Rates	1904	1936
Major Repairs/Improvements	8652	3988
Learning Resources	2542	6885
Provisions	3780	4420
School Dinners	462	0
Printing, Stationary and Postages	264	615
Insurance	860	843
Trips/Entertaining	2830	2148
Uniforms	425	1086
Fundraising Costs	0	0
Mobile Phone and Broadband	843	840
Furniture and Maintenance	2211	852
Portacabin Costs inc Cleaning Materials	4319	971
Advertising	0	37
ICT/Website	1221	1091
Training and Professional Fees	145	493
Subscriptions and Donations	326	458
<u>Restricted funds</u>	<u>0</u>	<u>0</u>
Expenditure Total	<u>147563</u>	<u>134188</u>
Surplus/(Deficit) for the year	<u>-14801</u>	<u>-3723</u>
Cash at bank and in hand at beginning of year	<u>45278</u>	<u>49001</u>
Cash at bank and in hand at year end	<u>30477</u>	<u>45278</u>
Unrestricted Funds	30477	45278
Restricted Funds	0	0
Represented by:		
HSBC Community Account 50445231	14881.69	22068
HSBC Community Savings 41461818	15540.89	23061
Petty Cash	54.15	150
	<u>30477</u>	<u>45278</u>
Reserve allocated by committee March 2022	<u>12896</u>	<u>12896</u>
Amount left to spend	<u>17581</u>	<u>32382</u>
(balance of income and expenditure minus reserve)		

Signed on Behalf of the Committee;
Chair Person

Date

Independently Verified

Martin Coeg


 27/4/23


HOLBROOK PRE-SCHOOL PLAYGROUP
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDING 31 JULY 2022

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Chair Person

Date

Independently Verified

Martin Coeg

Cherham

 27/4/23
Clarice
