



Trustees' Annual Report for the period

Period start date 01/08/2022

Period end date 31/07/2023

Charity name: Holbrook and District Preschool Playgroup

Charity registration number: 1019944

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our main objective is to provide all children with a safe, secure and happy environment so that they can grow using play and interaction and understand the world more. We have strong links with the Primary School especially with the Foundation Class. This helps with the transition for them when moving up to full time school. At the setting we provide early years education and out of school hour's care, within a community based environment. We have a good stable team of highly motivated, dedicated and skilled staff who work well as a team to support each other and to encourage the learning of all the children who attend. The team use a wide range of resources and activities to make the sessions varied and allow a child lead approach to elements of the play. We use Tapestry as our Learning Journey system which is based on the EYFS framework; this is then passed on to the primary school to aid the transition of the child and to help staff gain knowledge of what that child has achieved so far
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	During this accounting period we have increased our fundraising efforts. The committee are aware of the benefits our preschool must make to the public and community. We have been able to partake in more activities/fundraising to benefit the preschool. Both Staff and Committee have put extra effort into liaising with other groups in our community and have worked closely on

		some key events. This has helped build stronger ties and obtained extra help from various groups to help with various projects.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We use a key person system which is effective, and we know our children very well. The children become emotionally secure and are settled and happy in their play. Staff are allocated a Key Child in line with what sessions they work, and we try our best to keep them together as much as possible. We have had a slightly higher than average staff turnover this period but the remaining staff all share a passion for what we are doing and where we are headed. We have made close connections with other Preschools so that we can help to support each other and to get advice. We are always reflecting on our practises and environment to offer the best care and experiences for the children. The Manager then identifies the needs of individual staff members to support them with training that will benefit them personally. We had very minimal bad debt in this period and aged debt continues to be minimal amounts for short time periods as this is closely monitored by the Administrator and the Committee.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity have a deposit account in which we keep our reserves. Occasionally we have to use money from this account to assist with cash flow in the current account, once funds are available we return the funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Deposit account, is for emergencies and redundancies if required
Amount of reserves held	Para 1.22	Year end : £15,788.61
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our main source of income comes from government funding and parents fee's, we also fundraise to top up any areas revenue is needed.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	We are members of the Early Years Alliance and use their 2011 constitution model.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by the current committee members and are voted on at the first available meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Holbrook and District Preschool Playgroup
Other name the charity uses	
Registered charity number	1019944
Charity's principal address	C/o Holbrook Primary School The Street Holbrook IP9 2PZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Rogers	Chairman	March 2021	
2	Ettie Welham	Treasurer	November 2018	
3	Louise Bendell	Secretary	November 2022	
4	Hayley Winter	Trustee	November 2022	
5	Julia Walshaw	Trustee	November 2022	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Georgie Carter	Setting Manager
Danielle Rogers	Setting Deputy Manager
Holly Nelli	Administrator

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above
To the best of their knowledge.

Signed on behalf of the charity's trustees

Signature(s)

Danielle Harris

Jamie Dumbleton

Full name(s)

Mrs Danielle Harris

Mr Jamie Dumbleton

Position (eg Secretary,
Chair, etc)

Administrator

Date

27/06/2024

27/06/2024

HOLBROOK & DISTRICT PRE-SCHOOL & CABIN CLUB
 INCOME & EXPENDITURE ACCOUNT
 For the period August 2022 - July 2023

INCOME

SETTING INCOME	£56,121.38
GOVERNMENT FUNDING	£47,432.80
GRANTS	£2,500.00
FUNDRAISING	£2,277.63
WRAPAROUNDCARE	£22,486.71
INTEREST	£69.15
	£130,887.67

Balance at 01/08/22	£50,248.75
Add Income	<u>£130,887.67</u>
	£181,136.42
Less Expenditure	<u>£148,049.07</u>
	<u>£33,087.35</u>

Signed by Admin chairman
 Danielle Harris 16/06/2024
 Jamie Dumbleton 27/06/2024

EXPENDITURE

PAYE	£7,428.36
KITCHEN MAINTENANCE	£51.20
PROPERTY MAINTENANCE	£4,936.66
OFFICE BILLS	£6,928.97
CONSUMABLES	£5,298.89
WAGES	£101,167.85
STAFF UNIFORM	£223.86
OFFICE EQUIPMENT	£398.00
RENT	£5.00
UTILITIES	£7,245.43
GROCERIES	£4,079.22
GIFTS	£117.85
TRAINING	£648.08
EMPLOYERS/PENSIONS	£6,409.52
DBS	£77.57
INSURANCE	£1,163.24
FUNRAISING	£107.69
PETTY CASH EXPENDITURE	£1,836.45
REFUNDS-CONSUMABLES	-£74.77
TOTAL	£148,049.07

Santander Bank Account Closing	£17,230.37
Santander Deposit Account Closing	£15,788.61
Petty Cash	<u>£68.37</u>

Balance at 31/07/23 **£33,087.35**

Independent examiner's report to the trustees of Holbrook & District Pre-School Playgroup

I report to the trustees on my examination of the accounts of the Holbrook & District Pre-School Playgroup (the Charity) for the year ended 31 July 2023.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2022 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Signed: _____ for

Name: Rose Accounting Services Ltd

Address: 6 Belgrave Close, Ipswich, IP4 2TT

Date: 25th June 2024