

# **Phoenix Pre-School Under Fives**

(Charity number: 1028258)

**Trustees annual report & financial statements  
for the year ended**

**31st August 2022**

**outsourc**e

Charity accounts preparation &  
independent examination service

# Phoenix Pre-School Under Fives

(Charity number: 1028258)

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# Trustees' Annual Report

From: 01/09/21

To: 30/08/22

Charity's full name Phoenix Pre-school/Under 5's

Registered Charity number 1028258

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

Primary aim of the charity is to give children an opportunity to develop intellectual and social skills through play and to follow the EYFS as well as preparing them to start their statutory education. Children benefit as we work closely with parents involving them in their child's learning and the running of the preschool. Families are regularly invited to attend events at the charity, giving them the opportunity to speak with their child's key worker and building a sense of community within the Phoenix cohort.

### 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

The preschool helps to develop children in their care through play using Early Years Foundation Stage Curriculum to give structure and guidance to this practice in a caring environment. Phoenix works closely with primary schools, health care workers and other professionals to create a team around the children attending the setting.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### 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.

Phoenix Pre-school has continued to provide a safe and friendly environment for local pre-school age children to play, learn and develop.

The setting has filled almost to capacity throughout the year which indicates a successful and popular pre-school that parents are keen to use. Numbers for the next academic year suggest the setting will be full from September.

Following the resignation of the Chair another Chair was elected at a well attended Committee AGM which was open to all parents and children at the setting. Several of the existing parent committee members decided to stay on for another year. This provided continuity to the staff and children.

A couple of small fun events were held including an Autumn Collectathon, an Easter family event and a Summer Teddython sports day.

## Financial review

### Review of the charity's financial position at the end of the period

The charity ended this financial period in a healthy position. The bank balance stood above our reserve level. This is in allowance of holding one months running costs for cashflow and monies been held by the committee for any future agreed improvements to the playroom/outdoor area.

### Statement explaining the policy for holding reserves stating why they are held

The constitution of the preschool states that a terms costings including staff wages, rent and other outgoings must be held in reserve. This is the amount of notice of closure that will be needed for families and landlord. We also hold one months cost for cash flow. This is reviewed on an annual basis.

### Amount of reserves held

£95,525.00

### Reasons for holding zero reserves

N/A

### Funds materially in deficit

None

### Explanation of any uncertainties about the charity continuing as a going concern

None

## Structure, governance and management

### Description of the charity's trusts

**Type of governing document** Constitution

**How the charity is constituted** Association

**Trustee selection methods including** Elected at the AGM

## Reference and administration details

**Charity's full name** Phoenix Pre-school/Under 5's

**Other names the charity is known by** Phoenix Under 5's

**Charity's principal address** Park Grove Primary School  
Dudley Street  
York  
Postcode YO31 8LG

### Names of the 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)
Sally Sawdon	Chair		
Caroline Billington	Treasurer		
Karen Boardman	Secretary		

### Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
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**Independent Examiner** Karen Wood ACMA  
Outsource Accounting Services & independent examinations  
The Hiscox Building  
Peasholme Green, York  
YO1 7PR

**Bankers** HSBC  
Parliament Street  
York  
YO1 8XS

### Name of chief executive or names of senior staff members

Jasmin Walker

## Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

**Signature**



**Full Name**

Sally Sawdon

**Position**

Chair

**Date**

26/05/2023

**Independent examiner's report to the trustees of Phoenix Pre-School Under Fives**

I report on the accounts of: **Phoenix Pre-School Under Fives**  
for the year ended: **31st August 2022** which are set out on pages 4 to 6.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('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.



**Karen Wood (ACMA)**

Outsource independent examination  
service

The Hiscox Building  
Peaseholme Green  
York YO1 7PR

07/06/2023

**Date:**

**Phoenix Pre-School Under Fives**  
(Charity number: 1028258)

<b>Receipts &amp; payments accounts for the year ending:</b>		<b>31st August 2022</b>		
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2022 Total funds</b>	<b>2021 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Fee income & starter fees	19,556	-	19,556	11,387
NEG funding	80,394	-	80,394	91,941
Donations & fundraising	-	-	-	157
Other income	224	-	224	-
<b>Total receipts</b>	<b><u>100,174</u></b>	<b><u>-</u></b>	<b><u>100,174</u></b>	<b><u>103,485</u></b>
<b>Payments</b>				
Staff salaries	77,155	-	77,155	73,933
Staff training & other costs	1,564	-	1,564	299
Play materials & equipment	2,410	-	2,410	3,503
Activities & outings	145	-	145	482
Consumables & refreshments	1,766	-	1,766	425
Rent & utilities	6,000	-	6,000	6,009
Insurance costs	906	-	906	889
Affiliations & subscriptions	685	-	685	673
Office costs & equipment	1,473	-	1,473	681
Cleaning, repairs & renewals	1,978	-	1,978	432
IE fee	360	-	360	360
Payroll charges	314	-	314	826
General equipment	68	-	68	64
Trustees' expenses	-	-	-	53
Transport costs	-	-	-	88
Sundry costs	45	-	45	106
<b>Total payments</b>	<b><u>94,869</u></b>	<b><u>-</u></b>	<b><u>94,869</u></b>	<b><u>88,823</u></b>
<b>Net of receipts/(payments)</b>	<b>5,305</b>	<b>-</b>	<b>5,305</b>	<b>14,662</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>90,220</b>	<b>-</b>	<b>90,220</b>	<b>75,558</b>
<b>Balance carried forward</b>	<b><u>95,525</u></b>	<b><u>-</u></b>	<b><u>95,525</u></b>	<b><u>90,220</u></b>

**Phoenix Pre-School Under Fives**  
(Charity number: 1028258)

<b>Statement of assets and liabilities at:</b>		<b>31st August 2022</b>			
	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2022 Total funds £</b>	<b>2021 Total funds £</b>	
<b>Assets</b>					
<b>Cash at bank and in hand</b>					
Current bank account	95,525	-	95,525	90,220	
	<u><b>95,525</b></u>	<u>-</u>	<u><b>95,525</b></u>	<u><b>90,220</b></u>	
	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>	<b>2021 Total Funds £</b>	
<b>Liabilities</b>					
Independent examination fee	360	-	360	360	
	<u><b>360</b></u>	<u>-</u>	<u><b>360</b></u>	<u><b>360</b></u>	

**Phoenix Pre-School Under Fives**  
(Charity number: 1028258)

<b>Notes to the accounts for the year ended:</b>	<b>31st August 2022</b>
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The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

<b>Approval of accounts for the year ended:</b>	<b>31st August 2022</b>
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The report and accounts were approved at a meeting of the trustees held on:

**Date**

**Signed for and on behalf of the trustees:**



**Name**

Sally Sawdon  
Chair

**Position (e.g. Chair etc)**

06/06/2023

**Date**