

# **Phoenix Pre-School Under Fives**

Charity Registration Number 1028258

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## **Trustees' Annual Report & Financial Statements for the year ended 31st August 2023**

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**outsourcing**

Charity accounts preparation &  
independent examination service



# Phoenix Pre-School Under Fives

Charity registration number 1028258

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# Phoenix Pre-School Under Fives

(Charity Registration Number 1028258)

## Trustees' Annual Report

Charity's full name: Phoenix Pre-School Under Fives  
Registered charity number: 1028528

From: 1st September 2022  
To: 31st August 2023

### Objectives and Activities

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

Primary aim of the charity is to provide a nurturing environment within which children can explore their imaginations and develop their social skills through play. We aim to foster children's natural curiosity and support them to build their confidence and independence. 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 a child-led play-based approach providing a wide range of open-ended sensory play experiences within a safe, nurturing environment. Phoenix works closely with local 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.

After a strong year last year, the setting has gradually filled spaces throughout 2022-23 and is looking relatively promising for the coming year. Marketing and advertisements have been put in place to ensure we fill as many spaces as possible.

- A current member of staff was promoted to Deputy Manager and has since undertaken significant SENCo training.
- A grant was secured to purchase outdoor climbing equipment.
- A new smart board was purchased and installed in the main playroom.
- A pay review was undertaken to bring remunerations in line with the new higher NLW.



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## **Trustees' Annual Report**

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### **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**

£113,813

#### **Reasons for holding zero reserves**

N/A

#### **Funds materially in deficit**

N/A

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

N/A

#### **Additional information**

Trustees have recently undertaken a charity wide wages review, triggered by the increase in the NLW. This along with rising costs in all areas has added additional financial pressure on the charity. The chair and trustees are aware of this and confident in the continued viability of the charity due to the reserves currently held and prudent financial planning for the coming year. Along with other projects, the charity secured a grant for some outdoor climbing equipment and purchased a new smart board for the main preschool room.



# Phoenix Pre-School Under Fives

(Charity Registration Number 1028258)

## Trustees' Annual Report

### Structure, governance and management

#### Description of the charity's trusts

#### Type of governing document

Constitution

#### How the charity is constituted

Unincorporated Association

#### 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

Election at AGM according to vacant posts and resignations as stipulated in the constitution.

### Reference and Administration details

#### Charity's Full Name:

Phoenix Under Fives Pre-School

#### Other names the charity is known by:

Phoenix Under Fives

#### Charity's principal address

Park Grove Primary School, Dudley Street, York  
YO31 8LG

#### Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not whole year	Name of person entitled to appoint trustee
Sally Sawdon	Chair		
Natalie McKeown	Treasurer		

#### Names and addresses of advisers

Type of advisor	Name	Address
Independent Examiner	Karen Wood ACMA	Outsource Accountancy Services & Independent Examinations Hiscox Building, Peasholme Green, York, YO1 7PR

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

Kate Hickey - Manager



## Phoenix Pre-School Under Fives

(Charity Registration Number 1028258)

### Trustees' Annual Report

#### Declaration

This report was approved by the Board of Trustees

Signed on behalf of the charity's trustees

**Signature**

**Full Name**

Sally Sawdon

**Position**

Chair

**Date**

05/06/24

## Phoenix Pre-School Under Fives

(Registered Charity Number 1028258)

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### Independent examiner's report to the Trustees of Phoenix Pre-School Under Fives

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I report on the accounts of: **Phoenix Pre-School Under Fives**

For the year ended: **31st August 2023** Which are set out on pages 6-8

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#### Responsibilities and basis of report

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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.

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#### Independent examiner's statement

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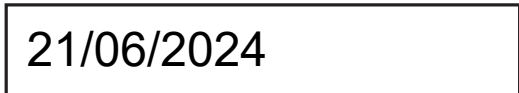
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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, CGMA  
Outsource independent examination service  
The Hiscox Building  
Peasholme Green  
York YO1 7PR



21/06/2024

Date

## Phoenix Pre-School Under Fives

(Registered Charity Number 1028258)

### Receipts and payments accounts for the year ended: 31st August 2023

	Unrestricted funds	Restricted funds	2023 Total	2022 Total
	£	£	£	£
<b>Receipts</b>				
Fee income & starter fees	13,503	-	13,503	19,556
NEG funding	121,871	-	121,871	80,394
Donations & fundraising	658	-	658	-
Other income	-	-	-	224
<b>Total receipts</b>	<b>136,032</b>	<b>-</b>	<b>136,032</b>	<b>100,174</b>
<b>Payments</b>				
Staff salaries	93,613	-	93,613	77,155
Staff training & other costs	433	-	433	1,564
Play materials, activities and outings	9,029	-	9,029	2,555
Consumables & refreshments	2,736	-	2,736	1,766
Rent and utilities	6,000	-	6,000	6,000
Insurance costs	932	-	932	906
Affiliations & subscriptions	501	-	501	685
Office costs & equipment	844	-	844	1,473
Cleaning, equipment, repairs & renewals	2,508	-	2,508	2,046
IE fee	360	-	360	360
Fundraising costs	22	-	22	-
Payroll charges	581	-	581	314
Trustees' expenses	125	-	125	-
Bank charges	60	-	60	-
Sundry costs	-	-	-	45
<b>Total payments</b>	<b>117,744</b>	<b>-</b>	<b>117,744</b>	<b>94,869</b>
<b>Net of receipts/(payments)</b>	<b>18,288</b>	<b>-</b>	<b>18,288</b>	<b>5,305</b>
<b>Balance brought forward</b>	<b>95,525</b>	<b>-</b>	<b>95,525</b>	<b>90,220</b>
<b>Balance carried forward</b>	<b>113,813</b>	<b>-</b>	<b>113,813</b>	<b>95,525</b>



## Phoenix Pre-School Under Fives

(Registered Charity Number 1028258)

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**Notes to the accounts for the year ended:**

**31st August 2023**

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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.

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**Approval of Accounts for the year ended:**

**31st August 2023**

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The report and accounts were approved at a meeting  
of the trustees held on

6th June 2024

Date

Signed for and on behalf of the trustees



Signature

Sally Sawdon

Name

Chair

Position (e.g. Chair etc)

18th June 2024

Date