



Registered Charity Number: 1030000

HOLY FAMILY PRE-SCHOOL

ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST AUGUST 2020

Charity Registration No: 1030000

Independently Examined by:

Mrs. SARAH MUNOZ-CANO

.....
.....
.....
.....

HOLY FAMILY PRE-SCHOOL

CONTENTS

Page 3	Legal and Administrative Information
Page 4	Independent Examiner's Report to the Trustees
Page 5	Trustees' Report
Page 6	Statement of Receipts and Payments
Page 7	Statement of Assets and Liabilities
Page 8 to 10	Notes to the Accounts

HOLY FAMILY PRE-SCHOOL.

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1030000
START OF THE FINANCIAL YEAR	1 st September 2019
END OF FINANCIAL YEAR	31 st August 2020
TRUSTEES AT 31ST AUGUST 2020	Mrs Kizzi Lampard– Chairperson Mrs Joanne Rodd – Treasurer Mrs Amy Vane– Secretary Mrs Julie Sillery Mrs Kerrie Bowles Mrs Justyna Chivers
GOVERNING INSTRUMENT	Pre-School Learning Alliance Constitution adopted 1 st May 2018
OBJECTS	<p>To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>(A) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups offer opportunities for all children, regardless of race, culture, religion or means.</p> <p>(B) encouraging the study of the needs of such children and their families, and promoting public interest in and recognition of such needs in the local area.</p> <p>(C) instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.</p>
CORRESPONDENCE ADDRESS	Holy Family Pre-School Mansel Road West Millbrook Southampton SO16 9LP
PRIMARY BANKERS	Barclays Bank PLC 425/427 Shirley Road Southampton SO15 3LJ

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of Holy Family Pre-School on the accounts for the year ended 31st August 2020.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) OF THE Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006)-and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) the Act, as amended), 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 Commissioners. An examination includes a review of the accounting records kept by the organisation 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 the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

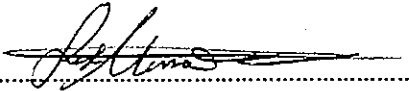
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name MRS SARAH MONOZ CANO

Address 17 BLAKENEY ROAD

MILLBROOK, SOUTHAMPTON

HAMPSHIRE SO16 9PD

Signed 

Dated 8/7/2021

HOLY FAMILY PRESCHOOL

TRUSTEES REPORT

FOR THE YEAR ENDED 31ST AUGUST 2021

Structure, Governance, Management

Election of management committee:

It is a requirement of our charitable status that we elect a committee of at least five people of whom at least three are parent's or carers of children currently attending Holy Family Pre-School. Without this committee in place we are unable to continue as a charity. Those elected as committee members are the Trustees of the charity and are ultimately responsible for the running of the group and the Manager reports to them as the employers. Insurance is in place to insure that all personal liability is covered in the unlikely event of a claim being made against Holy Family Pre-School.

Committee members who change roles work with the new named person transferring details.

Annual General Meetings are held yearly in accordance with the registration and OFSTED guidelines.

Objectives and Activities

Holy Family Pre-School is a non-profit organisation which receives income from Nursery Educational Funding (NEF), which is paid in 12 instalments throughout the school year. We also charge a fee to parents and carers who are not eligible to receive NEF, or to parents and carers who wish to exceed the 15 or 30 hours NEF.

Financial review


The current account is used to pay bills, cheques, direct debits and petty cash. All fund raising monies are monitored through this account. All documentation and receipts are added to the accounts each month, by our Admin and Finance Officer. The treasurer checks over these finances on a monthly basis to ensure all entries are correct, the treasurer then signs and dates to state they are correct and have been agreed. The committee are updated on the finances regularly and before any items are purchased are agreed and passed. No transactions have been made personally to any trustee during this financial year. The preschool was closed from March 2020 to June 2020 in line with Covid-19 restrictions.

Trustees Responsibilities

The charities Act 1993 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for the keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for the safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees  Mrs Kizzi Lampard– Chairperson

Approved by the Trustees on (Date) 19th July 2021

HOLY FAMILY PRESCHOOL

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2020

INCOME:	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019/20 £	Total 2018/19 £
Nursery Educational Funds		169037.89		169037.89	168637.17
Fees		5045.00		5045.00	8611.91
Fund Raisers	2a	68.02		68.02	76.67
	2b				
Miscellaneous	2c	14.22		14.22	22.71
(a) TOTAL INCOME		174165.13		174165.13	177348.46
				3	6
EXPENDITURE:					
Wages		118091.35		118091.35	122122.36
Tax & NIC (Revenue & Customs)		24315.77		24315.77	19534.75
Utilities		3581.59		3581.59	5698.48
Refreshments inc consumables		3259.35		3259.35	4528.29
Equipment		3614.80		3614.80	17025.09
Training		630.00		630.00	2633.89
Sportcoach		1432.86		1432.86	
(b) TOTAL EXPENDITURE		154925.72		154925.72	171542.86
				2	6
				19239.41	
INCOME FOR THE YEAR (up or down), (a-b=c)					

CURRENT YEAR		PREVIOUS YEAR	
OPENING BANK BALANCE 2019/2020	95453.24	OPENING BANK BALANCE 2018/2019	89647.64
OPENING PETTY CASH BALANCE 2019/2020	45.63	OPENING PETTY CASH BALANCE 18/19	15.59
(d) FUNDS		(d) FUNDS	
CLOSING BANK BALANCE 2019/2020	114692.65	CLOSING BANK BALANCE 2018/2019	95453.24
CLOSING PETTY CASH BALANCE 19/20	1.17	CLOSING PETTY CASH BALANCE 18/19	45.63
(e) CLOSING FUNDS		(e) CLOSING FUNDS	
(f) Balance's b/f (e-d)	19194.95	(f) Balances b/f (e-d)	5835.64

HOLY FAMILY PRESCHOOL
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST AUGUST 2020

	Unrestricted Funds £	Restricted Funds £	31 ST Aug 2020 £	31 ST Aug 2019 £
ASSETS				
Cash Funds:				
Bank Account	3114692.55	-	114692.65	95453.24
Petty Cash	1.17	-	1.17	45.63
	114693.82	-	114693.82	95498.87
Assets retained for the Charity's own use:				
Equipment	70000	-	70000	60000
LIABILITIES				
No Liabilities	0	-	0	0
	0	-	0	0

TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENT

Charity Law requires the Trustees to prepare financial statement for each financial year which comply with the regulations set out in the Charities Act 1993. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 6 to 7.

Signed on behalf of the Trustees  Mrs Kizzi Lampard – Chairperson

Approved by the Trustees on (date) 19th July 2021

HOLY FAMILY PRESCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payment" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

2. RESTRICTED FUNDS

The charity held no restricted funds during this financial period 2019/2020

3. PAYMENTS TO TRUSTEES

No other payments were made to trustees or any persons connected with them during this financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

4. STAFF COSTS AND NUMBERS

	2019/2020	2018/2019
	£	£
Gross Wages and Salaries	118091.35	122122.36
Employer's National Insurance Costs inc		
Pension Contributions	<u>24315.77</u>	<u>19534.75</u>
	<u>142407.12</u>	<u>141657.11</u>

7. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined

other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

8. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

9. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the charity Commission guidance on public benefit before deciding what activities the charity should undertake.