



Registered Charity Number: 1030000

HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST AUGUST 2021**

Charity Registration No: 1030000

Independently Examined by:

JUSTINA CHIVERS

11 QUANTOCK ROAD

SOUTHAMPTON

SO16 4AE

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HOLY FAMILY PRE-SCHOOL

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HOLY FAMILY PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1030000
START OF THE FINANCIAL YEAR	1 st September 2020
END OF FINANCIAL YEAR	31 st August 2021
TRUSTEES AT 31ST AUGUST 2016	<u> Kizzi Lampard </u> Chairperson <u> Joanna Rodd </u> Treasurer <u> Amy Vane </u> Secretary <u> Julie Sillery </u> Member <u> Kerrie Bowles </u> Member Charlotte Powell Member
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 2021 set out on pages 6 to 10

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 JUSTINA CHIVERS
Address 11 Q MANTOCK ROAD
SOUTHAMPTON
SO16 4AL

Signed 
Dated 18/06/2022

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 termly 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 and direct debits. All fund raising monies are monitored through this account. This year due to Covid-19 and the financial hardship this has caused many of our members we have not fundraised. 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.

This year we have provided snack for the children as we found some of our families were struggling to contribute towards this. Our cleaning cost have increased due to enhanced cleaning because of Covid-19. We have not had any outside agencies in to provide any service because of Covid-19 (Sport Coaches).

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



Chairperson

Approved by the Trustees on (Date) 20/07/2022

HOLY FAMILY PRESCHOOL

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

INCOME:	Notes	Unrestricted Funds	Restricted Funds	Total 2020/21	Total 2019/20
		£	£	£	£
Nursery Educational Funds		171240.49	-	171240.4	169037.8
Fees		3822.00	-	3822.00	5045.00
Fund Raisers	2a	0.00	-	0.00	68.02
Miscellaneous	2b	23.30	-	23.30	14.22
(a) TOTAL INCOME		175085.79	-	175085.7	174165.1
				9	3
EXPENDITURE:					
Wages		119960.10	-	119960.1	118091.3
Tax & NIC (Revenue & Customs)		14933.71	-	14933.71	24315.77
Utilities		7735.93	-	7735.93	3581.59
Refreshments		1129.91	-	1129.91	
Consumables		4547.70	-	4547.70	3259.35
Sport coaches			-		1432.86
Equipment	3a	3816.87	-	3816.87	3614.80
Training		702.60	-	702.60	630.00
Recruitment		135.55	-	135.55	
(b) TOTAL EXPENDITURE		152962.37	-	152962.3	141306
				7	
INCOME FOR THE YEAR (up or down) (a-b=c)		22123.42	-		-

	CURRENT YEAR		PREVIOUS YEAR
OPENING BANK BALANCE 2020/2021	114692.6	OPENING BANK BALANCE 2019/2020	95453.24
	5		
OPENING PETTY CASH BALANCE 2020/21	1.17	OPENING PETTY CASH BALANCE 19/20	45.63
(d) FUNDS	114693.8	(d) FUNDS	95498.87
	2		
CLOSING BANK BALANCE 2020/2021	136816.0	CLOSING BANK BALANCE 2019/2020	114692.6
	7		5

CLOSING PETTY CASH BALANCE 2020/21	1.17	CLOSING PETTY CASH BALANCE 19/20	1.17
(e) CLOSING FUNDS	136817.2 4	(e) CLOSING FUNDS	114693.8 2
(f) Balance's b/f (e-d)	22123.42	(f) Balances b/f (e-d)	19194.95

HOLY FAMILY PRESCHOOL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2021

	Unrestricted Funds £	Restricted Funds £	31 ST Aug 2020/21 £	31 ST Aug 2019/2020 £
ASSETS				
Cash Funds:				
Bank Account	136816.07		136816.07	114692.65
Petty Cash	1.17	-	1.17	1.17
	136817.24	-	136817.24	114693.82
Assets retained for the Charity's own use:				
Equipment	70000	-	70000	65000
LIABILITIES				
No Liabilities	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  Chairperson

Approved by the Trustees on (date) 20/07/2022

HOLY FAMILY PRESCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

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.

	Unrestricted Funds	Restricted Funds	Total 2020/21	Total 2019/20 20
2. INCOME	£	£	£	£
a) Fund Raisers	0.00			68.02
	0.00			68.02
b) Miscellaneous Income	23.30		23.30	0.00
Total of £23.30 reward for banking with Halifax				
	23.30		23.30	0.00

3. RESTRICTED FUNDS

The charity held no restricted funds during this financial period 2020/2021 (2019/2020: Nil).

4. 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.

5. STAFF COSTS AND NUMBERS

	2020/2021	2019/2020
	£	£
Gross Wages and Salaries	119960.10	118091.35
Employer's National Insurance Costs	14933.71	24315.77
including		
Pension Contributions	-	-
	<u>134893.81</u>	<u>142407.12</u>

6. 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.

7. RESERVES POLICY

The Trustees have considered the level of or 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.

8. 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.

SUMMARY		BANK INCOME RECEIVED						
Month	Amount	NEF	Fees	Milk Rtns	F/Raisers	Cash Deposits	Misc. Inc.	PC Exp
✓ sep	13633.42	13450.68	180.00	0.00	0.00	0.00	2.74	
Oct	13643.08	13450.68	190.00	0.00	0.00		2.40	
Nov	14918.19	13943.19	975.00					
✓ Dec	30474.05	30461.59					12.46	
Jan	147.00		147.00					
Feb	16847.04	16846.74					0.30	
Mar	16591.97	16411.97	180.00					
Apr	15607.71	15607.11					0.60	
May ✓	13387.57	13251.57	136.00					
Jun	14452.95	12816.65	1636.00				0.30	
Jul	13185.95	12807.65	378.00				0.30	
Aug	12196.86	12192.66					4.20	
	175085.79	171240.49	3822.00	0.00	0.00	0.00	23.30	0.00

BANK EXPENDITURE

Date	Ref/Info	Amount	Wages	PAYE	Utilities	Refresh.	Consum.	Equipment
		12218.15	9188.06	1419.90	210.91	107.11	808.80	483.37
		13858.02	9365.91	2003.24	2059.50	70.55	358.82	
		12851.10	9498.33	2195.20	132.29	145.30	737.96	142.02
		12575.20	9164.51	2002.55	86.66		876.36	445.12
		11655.58	9092.87	1574.74	183.08	54.55	117.07	168.27
		12531.99	11313.70	429.89	96.37	32.80	286.11	349.12
		13934.72	12381.83		941.86	137.16	228.55	31.72
		13377.70	10633.42	1215.09	1236.87	113.87	17.91	24.99
		11940.87	10408.18	991.30	205.34	159.25	135.85	40.95
		15793.42	10125.36	1192.62	2220.29	161.85	681.19	1412.11
		12688.44	9364.61	1909.18	248.90	147.47	299.08	719.20
		9537.18	9423.32		113.86			
		152962.37	119960.10	14933.71	7735.93	1129.91	4547.70	3816.87
			119960.10	14933.71	7735.93			

Training	Other
0.00	0.00
465.00	
24.00	
213.60	
	135.55
702.60	135.55