

Registered Charity Number: 1030000

HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST AUGUST 2023**

Charity Registration No: 1030000

Independently Examined by:

.....JUSTYNA CHIVERS.....

.....11 QUANTOCK ROAD.....

.....SOUTHAMPTON.....

.....SOLINGHAM.....

.....14/03/2024.....

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 2022
END OF FINANCIAL YEAR	31 st August 2023
TRUSTEES AT 31ST AUGUST 2023	Kizzi Lampard _____ Chairperson Joanna Rodd _____ Treasurer Amy Vane _____ Secretary Julie Sillery _____ Member Kerrie Bowles _____ 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 2023 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 OLIVERS
Address 11 QUANTOCK ROAD
..... SOUTHAMPTON
..... SO16 4AL

Signed 
Dated 14/03/2023

HOLY FAMILY PRESCHOOL

TRUSTEES REPORT

FOR THE YEAR ENDED 31ST AUGUST 2023

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. If there is not enough current parents who are willing to be on the committee with permission from the Early Years Alliance the previous committee are able to serve again.

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. Holy Family Preschool educates and cares for children aged 2-4 years old and values all children and parents, regardless of race, gender, disability, or culture.

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 the financial hardship which many of our members are experiencing 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.

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) 21/05/2024

HOLY FAMILY PRESCHOOL

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

INCOME:	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Nursery Educational Funds		149,150	-	149,150	171,240
Fees		18,243	-	18,243	3,822
Bank Interest		4	-	4	0
Fund Raisers	2a	0	-	0	0
Miscellaneous	2b	0	-	0	0
(a) TOTAL INCOME		167,398	-	167,398	175,062
EXPENDITURE:					
Wages		126,996	-	126,996	119,960
Employers NIC		4,570	-	4,570	14,934
Employers Pension		2,699	-	0	0
Utilities		5,560	-	5,560	7,736
Refreshments		1,438	-	1,438	1,130
Consumables/Activity		3,454	-	3,454	8,365
Equipment		3,212	-	3,212	0
Administration		2,498	-	2,498	0
Accountancy		1,150	-	1,150	0
Training		2,017	-	2,017	703
Bank Charges		121	-	121	0
Depreciation		17,500	-	17,500	0
Sundry		1,597	-	1,597	136
(b) TOTAL EXPENDITURE		172,812	-	172,812	152,962
NET INCOME FOR THE YEAR (a-b)		(5,415)	-	(5,415)	22,100
Total Funds Brought Forward		196,881	-	196,881	174,781
Total Funds Carried Forward		191,466	-	191,466	196,881

HOLY FAMILY PRESCHOOL
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31ST AUGUST 2023

	Unrestricted Funds	Restricted Funds	31 ST Aug 2023	31 st Aug 2022
	£	£	£	£
Fixed Assets				
Equipment	52,500	-	52,500	70,000
Current Assets				
Bank Account	138,972	-	138,972	126,880
Petty Cash	81	-	81	1
Prepayments	614	-	614	-
	<u>139,667</u>	-	<u>139,667</u>	<u>126,881</u>
Current Liabilities				
Accruals	701	-	701	0
Net Current Assets	<u>138,966</u>	-	<u>138,966</u>	<u>126,881</u>
Net Assets	<u>191,466</u>	-	<u>191,466</u>	<u>196,881</u>
Unrestricted funds				
General Funds	196,881	-	196,881	174,781
Net Surplus/(Deficit) for the year	<u>(5,415)</u>	-	<u>(5,415)</u>	<u>22,100</u>
	<u>191,466</u>	-	<u>191,466</u>	<u>196,881</u>

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) _____

HOLY FAMILY PRESCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2023

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	-	0	0
	<u>0</u>		<u>0</u>	<u>0</u>
b) Miscellaneous Income	0	-	0	0
	<u>0</u>		<u>0</u>	<u>0</u>

3. RESTRICTED FUNDS

The charity held no restricted funds during this financial period ending 2023 (2022: Nil).

4. STAFF COSTS AND NUMBERS

There were 8 employees during the year (2022 8 employees).

	2023	2022
	£	£
Gross Wages and Salaries	126,996	119,960
Employer's National Insurance Costs including Pension Contributions	7,269	14,934
	<u>-</u>	<u>-</u>
	<u>134,265</u>	<u>134,894</u>

5. 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.

6. 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.

7.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.