

# HOLBROOK COMMUNITY PRE-SCHOOL

England & Wales · Charity number 1014885

## Details

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Other names	HOLBROOK PLAYGROUP
Status	Registered
Legal form	Other
Registered	1992-10-23
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Nightingales Worthing Road Southwater Horsham West Sussex RH13 9HG
Phone	01403 265793
Email	<a href="mailto:holbrookpreschool@gmail.com">holbrookpreschool@gmail.com</a>
Website	<a href="http://www.holbrookcommunitypreschool.co.uk">www.holbrookcommunitypreschool.co.uk</a>

## Activities

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**Objects:** THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;(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 AREAS;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Holbrook Community Pre-School provides sessional day care for pre-school children aged between 2 to 5 years.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- **Area of benefit:** IN PRACTICE NORTH HORSHAM
- West Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£134,732	£113,558	-	-
2024-07-31	£106,007	£100,289	-	-
2023-07-31	£71,245	£73,082	-	-
2022-07-31	£73,145	£79,681	-	-
2021-07-31	£86,910	£85,087	-	-

## Trustees

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Name	Role	Appointed
<b>Anna Zinkiewicz</b>	Chair	2025-10-15
Ana Hanley		2025-10-15
Ben Cashen		2025-10-15
Jolene Ryan		2024-10-16
Lukasz Mazur		2025-10-15
Sarah Cashen		2025-10-15
Sarah Marchant		2024-10-16

**HOLBROOK COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1014885

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# Accounts

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# **Holbrook** **Community** **Pre-school**

Registered Charity No. 1014885



**Trustees Report and Accounts**  
**for the year ended 31 July 2025**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2025

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# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Legal and Administrative Information

### **Management Committee and Trustees**

The Management Committee, who are also trustees, are appointed each year at the AGM at which time the previous Management Committee is dissolved. The Management Committee members that served during the period up to the date of this report were:

For the period from 12<sup>th</sup> October 2024- current

Caitlin Bates	(Chair)
Kathryn Browning	(Secretary)
Sarah Marchant	(Treasurer)
Jolene Ryan	(Member)
Jennifer Walsh	(Member)
Roseanne Green	(Staff)

For the period from 12<sup>th</sup> October 2023- 12<sup>th</sup> October 2024

Caitlin Bates	(Chair)
Lisa Williams	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

### **Charity Number**

Registered Number 1014885

### **Principal Address**

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2025

### **Introduction**

Holbrook Community Pre-school was established in 1983 with the aim of enhancing the development and education of children under statutory school age, in a parent-involving and community-based group, in the Holbrook area of Horsham.

The overall management and control of the Pre-school rests with the management committee, who are also the Pre-school's charity trustees. The officers of the committee are the Chair, treasurer and the secretary and in addition there have been 1 other elected or co-opted committee members. The charity is an unincorporated association and its constitutional document, based on the model constitution produced by the Pre-school Learning Alliance, was last updated on 1<sup>st</sup> March 2017.

Pre-school activities are run by highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

## **Review of Activities**

We have had a very successful year, with more children than the previous years attending.

Our Christmas Fayre raised £721.81, compared with £633.75 in 2023.

At Easter we once again held a sponsored bounce in the garden. This raised £751.20, compared with £979.70 in 2024

During July we held our Summer Fayre which raised 869.90 compared with £584.50 in 2024

## Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed

**Caitlin Bates**\_\_\_\_\_

Date\_\_\_\_\_ **16/10/25**\_\_\_\_\_

Caitlin Bates(chairperson)

Signed

**Sarah Marchant**\_\_\_\_\_

**Date**\_\_ **16/10/25**\_\_\_\_\_

Sarah Marchant (treasurer)

Signed **Kathryn Browning**\_\_\_\_\_

**Date**\_\_ **16/10/25**\_\_\_\_\_

Kathryn Browning (secretary)

## **Financial Review**

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background.

Fundraising and donations; We made £2622.91 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

### Surplus £21174

We finished the year with a substantial surplus, for the second time in a row.

This is mainly due to the extra children registered with us and therefore receive more funding from West Sussex. Also continuing to control our expenditure.

At the end of the year the pre-school had total funds of £50643.85 however this includes £22.50 non funded fees for September 2025, with no restricted balance. We have a healthy contingency reserve of £18,761 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school is to maintain a balanced budget. We believe this will be achieved by the higher number of children attending, the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year and advertising.

There were no outstanding liabilities at the 2025 financial Year End.

Signed

**Sarah**

**Marchant** \_\_\_\_\_ Date **16/10/25** \_\_\_\_\_

Sarah Marchant (treasurer)

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Independent Examiner's Report on the Accounts

### Section A – Independent Examiners Report

Report to the Trustees of Holbrook Community Pre-school, charity number 1014885 on the accounts for the period ended 31 July 2025 set out on pages 5 to 6

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, 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 Commission. An examination includes a review of the accounting records kept by the charity 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 connection with my examination, no matter has come to my attention 1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or

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

Signed:

Date:

Name:

Address:

Holbrook Community Pre-school

Registered Charity No. 1014885

Receipts and Payments Account  
for the year ended 31 July 2025

	2025	2024
	£	£
<b>RECEIPTS</b>		
Nursery Funding	100592	68843
Fees (including snacks)	23772	22919
Registration Fees		
Fund Raising		
Deposits refunded		
Funded Deposits	200 200	
Unfunded Deposits	50 450	
Fund Raising	2423	3303
Gift Aid	922	793
Donations	200	260
WCCC Grant		
Uniform	19	21
Inclusion Funding	6554	9218
<b>TOTAL RECEIPTS</b>	<b>134732</b>	<b>106007</b>
<b>PAYMENTS</b>		
Salaries - Teaching	73223	64501
Salaries - Admin	7522	6429
Pension/HMRC	5796	5861
Rent	20065	16061
Snacks	701	462
Activities	509	542
General	818	804
Stationery	167	58
Gifts	242	15
Fund Raising Costs	156	268
Fund Raising Money spent	526 1693	

Membership	412	756
Insurance	1052	1217
Registration	50	50
Uniform - Staff	364	87
Uniform - children	160	225
Training	347	579
Donations		
DBS - Staff/Committee	370	339
Inclusion Spending	1078	341
Deposits refunded		
<b>TOTAL PAYMENTS</b>	<b>113558</b>	<b>100288</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(21174)</b>	<b>(5719)</b>

<b>BANK ACCOUNTS</b>	<b>2025</b>	<b>2024</b>
	<b>Current A/C</b>	<b>Current A/C</b>
Opening Balance	£50,495	£30,299
Receipts	£134,732	£106,007
Payments	£113,558	£100,288
W Sx Funding recd in 2023 for 2024		-£6572
W Sx Funding recd in 2024 for 2025	-£21,049	£21049
£22.50 for Sept 25	£23	
Closing Balance	£50,643	£50,495
	<b>2025</b>	<b>2024</b>
<b>Contingency A/C</b>		
Opening Balance	£18569	£18378
Receipts	£192	£191
Closing Balance	£18,761	£18,569

**HOLBROOK COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1014885

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# Accounts

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# **Holbrook** **Community** **Pre-school**

Registered Charity No. 1014885



**Trustees Report and Accounts**  
**for the year ended 31 July 2024**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2024

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# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Legal and Administrative Information

### **Management Committee and Trustees**

The Management Committee, who are also trustees, are appointed each year at the AGM at which time the previous Management Committee is dissolved. The Management Committee members that served during the period up to the date of this report were:

For the period from 12<sup>th</sup> October 2023- current

Caitlin Bates	(Chair)
Lisa Williams	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

For the period from 12<sup>th</sup> October 2022- 12<sup>th</sup> October 2023

Sophie Devaney	(Chair)
Caitlin Mechlinski	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

### **Charity Number**

Registered Number 1014885

### **Principal Address**

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2024

### **Introduction**

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The overall management and control of the Pre-school rests with the management committee, who are also the Pre-school's charity trustees. The officers of the committee are the Chair, treasurer and the secretary and in addition there have been 1 other elected or co-opted committee members. The charity is an unincorporated association and its constitutional document, based on the model constitution produced by the Pre-school Learning Alliance, was last updated on 1<sup>st</sup> March 2017.

Pre-school activities are run by highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

## **Review of Activities**

We have had a very successful year, with more children than previous years attending.

Our Christmas Fayre raised £633.75, which is a similar amount to 2022

At Easter we once again held a sponsored bounce in the garden. This raised £979.70, compared with £504.44 in 2022

During July we held our Summer Fayre which raised £584.50 compared with £613.50 in 2023

In March we received a £1000 grant from Tesco to purchase outdoor activities.

During this year we have changes to our staff team; One supervisor left and 2 bank members joined us.

## Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed

**Caitlin Bates** \_\_\_\_\_

Date \_\_\_\_\_ **16/10/24** \_\_\_\_\_

Caitlin Bates(chairperson)

Signed

**AMY HIDE** \_\_\_\_\_

Date \_\_\_\_\_ **16/10/24** \_\_\_\_\_

Amy Hide (treasurer)

Signed **Lisa Williams** \_\_\_\_\_

Date \_\_\_\_\_ **16/10/24** \_\_\_\_\_

Lisa Williams (secretary)

## **Financial Review**

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background.

Fundraising and donations; We made £3302.70 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

### Surplus £5719

We finished the year with a substantial surplus, for the first time in 3 years.

This is mainly due to the extra children we have and therefore receive more funding from West Sussex. Also we control our expenditure.

At the end of the year the pre-school had total funds of £50495 however this includes £21049 funding from West Sussex for September 2024, with no restricted balance. We have a healthy contingency reserve of £18,569 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school is to maintain a balanced budget. We believe this will be achieved by the higher number of children attending, the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year and advertising.

There were no outstanding liabilities at the 2024 financial Year End.

Signed

**AMY HIDE** \_\_\_\_\_ Date **16/10/24** \_\_\_\_\_

Amy Hide (treasurer)

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Independent Examiner's Report on the Accounts

### Section A – Independent Examiners Report

Report to the Trustees of Holbrook Community Pre-school, charity number 1014885 on the accounts for the period ended 31 July 2024 set out on pages 5 to 6

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
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**Basis of independent examiner's statement** My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 connection with my examination, no matter has come to my attention 1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or

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

**Signed:**

**Date:**

**Name:**

**Address:**

Holbrook Community Pre-school

Registered Charity No. 1014885

Receipts and Payments Account  
for the year ended 31 July 2024

	2024	2023
	£	£
<b>RECEIPTS</b>		
Nursery Funding	68843	54,183
Fees (including snacks)	22919	10,417
Registration Fees		400
Fund Raising		
Deposits refunded		
Funded Deposits	200	
Unfunded Deposits	450	
Fund Raising	3303	1,898
Gift Aid	793	841
Donations	260	306
WCCC Grant		
Uniform	21	
Inclusion Funding	9218	3,200
<b>TOTAL RECEIPTS</b>	<b>106008</b>	<b>71,245</b>
<b>PAYMENTS</b>		
Salaries - Teaching	64501	48,656
Salaries - Admin	6429	4,921
Pension/HMRC	5861	2,024
Rent	16061	13,378
Snacks	462	469
Activities	543	275
General	804	730
Stationery	58	20
Gifts	15	20
Fund Raising Costs	268	252
Fund Raising Money spent	1693	
Membership	758	429

Insurance	1,217	1,160
Registration	50	50
Uniform - Staff	86	144
Uniform - children	225	
Training	579	226
Donations		
DBS - Staff	339	228
Inclusion Spending	341	
Deposits refunded		100
Outings		
<b>TOTAL PAYMENTS</b>	<b>100289</b>	<b>79,681</b>
<b>SURPLUS / (DEFICIT)</b>	<b>5719</b>	<b>(6,536)</b>

<b>2024</b>	<b>2023</b>
<b>Current A/C</b>	<b>Current A/C</b>

Opening Balance £30299.49  
Less £6572.27 from W Sx for Sept  
23  
Receipts £106006.79  
Payments £100287.64

Closing Balance £50495.30

This figure includes  
£21048.94 from W Sx for Sept 24

Closing Balance  
£30299.49  
This figure  
includes  
£6572.27 from W  
Sx for Sept 23

<b>2024</b>	<b>2023</b>
<b>Contingency A/C</b>	<b>Contingency A/C</b>
Opening Balance 18,378.29	
Interest Received £190.90	
Closing Balance 18,569.19	18,378.29

**HOLBROOK COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1014885

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# Accounts

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# **Holbrook** **Community** **Pre-school**

Registered Charity No. 1014885



**Trustees Report and Accounts**  
**for the year ended 31 July 2023**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2023

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# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Legal and Administrative Information

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For the period from 12<sup>th</sup> October 2022- current

Sophie Devaney	(Chair)
Caitlin Mechlinski	(Secretary)
Amy Hide	(Treasurer)
Roseanne Green	(Staff)

For the period from 12<sup>th</sup> October 2021- 12<sup>th</sup> October 2022

Gary Field	(Chair)
Nigel Drake	(Secretary)
Virni Del Rosario Field	(Treasurer)
Sophie Devaney	

### **Charity Number**

Registered Number 1014885

### **Principal Address**

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2023

### **Introduction**

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Pre-school activities are run by highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

## **Review of Activities**

We have had a successful year, despite having less children than previous years.

Our Christmas Fayre raised £605.00. This is more than previous years as we sold raffle tickets in advance

At Easter we held a sponsored bounce in the garden. This raised £504.44

During July we held our Summer Fayre which raised £613.50

During this year we have changes to our staff team; We employed one more member of staff. Unfortunately 2 members of staff who were on long term sick leave have died. This was a very hard time for current members of staff.

## Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed

**SOPHIE DEVANEY**\_\_\_\_\_

Date\_\_\_\_\_ **11/10/23**\_\_\_\_\_

Sophie Devaney (chairperson)

Signed

**AMY HIDE**\_\_\_\_\_

Date\_\_\_ **11/10/23**\_\_\_\_\_

Amy Hide (treasurer)

Signed **CAITLIN MECHLINSKI**\_\_\_\_\_

Date\_\_\_ **11/10/23**\_\_\_\_\_

Caitlin Mechlinski (secretary)

## Financial Review

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background.

Fundraising and donations; We made £2204.22 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

### Loss £1837.84

We finished the year with a smaller loss than last year of £1838. Once again this is due to raising costs, the amount West Sussex fund us for each child and many children attending for mornings only rather than until 2.45 Preschools in our local area is very competitive with another 3 located nearby. Extending our opening hours in January helped to bring more children in.

At the end of the year the pre-school had total funds of £30299 however this includes £6572 funding from West Sussex for September 2023, with no restricted balance. We have a healthy contingency reserve of £18,378 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school continues to be to maintain a balanced budget. We believe this will be achieved by the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year and advertising.

There were no outstanding liabilities at the 2023 financial Year End.

Signed

**AMY**

**HIDE**

Date **11/10/23**

Amy Hide (treasurer)

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Independent Examiner's Report on the Accounts

### Section A – Independent Examiners Report

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### Independent examiner's statement

In connection with my examination, no matter has come to my attention 1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or

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

**Signed:**

**Date:**

**Name:**

**Address:**

Holbrook Community Pre-school

Registered Charity No. 1014885

Receipts and Payments Account  
for the year ended 31 July 2023

	2023	2022
	£	£
<b>RECEIPTS</b>		
Nursery Funding	54,183	55,667
Fees (including snacks)	10,417	13,031
Registration Fees	400	
Fund Raising		
Deposits refunded		
Funded Deposits		300
Unfunded Deposits		400
Fund Raising	1,898	1,583
Gift Aid	841	1,348
Donations	306	806
WCCC Grant		
Uniform		10
Inclusion Funding	3,200	
<b>TOTAL RECEIPTS</b>	<b>71,245</b>	<b>73,145</b>
<b>PAYMENTS</b>		
Salaries - Teaching	48,656	50,547
Salaries - Admin	4,921	5,696
Pension/HMRC	2,024	2,027
Rent	13,378	15,631
Snacks	469	417
Activities	275	643
General	730	442
Stationery	20	222
Gifts	20	73
Fund Raising Costs	252	48
Fund Raising Money spent		563
Membership	429	545

Insurance	1,160	1,127
Registration	50	50
Uniform - Staff	144	163
Uniform - children		148
Training	226	794
Donations		
DBS - Staff	228	270
Inclusion Spending		
Deposits refunded	100	275
Outings		
<b>TOTAL PAYMENTS</b>	<b>73,082</b>	<b>79,681</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(1,837)</b>	<b>(6,536)</b>

	2023	2022
	Current A/C	Current A/C
	30,299.49	32,685.89
This figure includes £6572.27 from W Sx for Sept 2023		This figure includes £6383.33 from W Sx for Sept 2022

	2023	2022
	Contingency A/C	Contingency A/C
	18,378.29	18,302.25

**HOLBROOK COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1014885

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# Accounts

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# **Holbrook** **Community** **Pre-school**

Registered Charity No. 1014885



**Trustees Report and Accounts**  
**for the year ended 31 July 2022**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2022

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# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Legal and Administrative Information

### **Management Committee and Trustees**

The Management Committee, who are also trustees, are appointed each year at the AGM at which time the previous Management Committee is dissolved. The Management Committee members that served during the period up to the date of this report were:

For the period from 12<sup>th</sup> October 2021- 12<sup>th</sup> October 2022

Gary Field	(Chair)
Nigel Drake	(Secretary)
Virni Del Rosario Field	(Treasurer)
Sophie Devaney	

For the period from 12<sup>th</sup> October 2020- 12<sup>th</sup> October 2021

Natalie Davenport	(Chair)
Linda Riches	(Secretary)
Gary Field	(Treasurer)
James Hanks	
Sophie Devaney	
Jemma Warren	

### **Charity Number**

Registered Number 1014885

### **Principal Address**

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2022

### **Introduction**

Holbrook Community Pre-school was established in 1983 with the aim of enhancing the development and education of children under statutory school age, in a parent-involving and community-based group, in the Holbrook area of Horsham.

The overall management and control of the Pre-school rests with the management committee, who are also the Pre-school's charity trustees. The officers of the committee are the Chair, treasurer and the secretary and in addition there have been 1 other elected or co-opted committee members. The charity is an unincorporated association and its constitutional document, based on the model constitution produced by the Pre-school Learning Alliance, was last updated on 1<sup>st</sup> March 2017.

Pre-school activities are run by highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

## **Review of Activities**

COVID 19 still had an impact on Pre-school this year with members of the staff not being able to come to work due to it, although we still managed to stay open. Not many of the children were absent due to COVID.

We were however able to hold our Christmas Fayre once again which raised raised £466.50.

At Easter we decided to hold a sponsored walk/run around the garden. This raised £626

During July we held our Summer Fayre which raised £292.08

In March , Sussex Police very kindly donated £500!

During this year we have changes to our staff team; We re-employed one member of staff. One member of the team is still on long-term sick leave although isn't being paid.

## Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed     **Gary Field**     Date     **30/9/22**    

Gary Field - Chairperson

Signed     **Virni Del Rosario Field**     Date     **30/9/22**    

Virni Del Rosario Field - Treasurer

Signed     **Nigel Drake**      
Date     **11th October 2022**    

Nigel Drake - Secretary

## **Financial Review**

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background.

Fundraising and donations; We made £1884.58 through fundraising and donations efforts this year. In the climate of austerity we are very pleased with this.

### Loss £6536

We finished the year with a large loss of £6536. This is due to raising costs, the amount West Sussex fund us for each child and many children attending for mornings only rather than until 2pm. Preschools in our area are very competitive with another 3 located nearby. We are hoping to extend our opening times from January 2023 and open during the summer holidays which we did in August 2022.

At the end of the year the pre-school had total funds of £32685.89 although this includes £6363 funding from West Sussex for September 2022, with no restricted balance. We have a healthy contingency reserve of £18,302 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school continues to be to maintain a balanced budget. We believe this will be achieved by the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year and advertising.

There were no outstanding liabilities at the 2022 financial Year End.

Signed           **Virni Del Rosario Field**          

Date           **30/9/22**          

Virni Del Rosario Field - Treasurer

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Independent Examiner's Report on the Accounts

### Section A – Independent Examiners Report

Report to the Trustees of Holbrook Community Pre-school, charity number 1014885 on the accounts for the period ended 31 July 2022 set out on pages 5 to 6

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, 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 Commission. An examination includes a review of the accounting records kept by the charity 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 connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

**Name:**

**Relevant professional qualification:**

**Address:**

Holbrook Community Pre-school  
Registered Charity No. 1014885

Receipts and Payments Account  
for the year ended 31 July 2022

	2022 £	2021 £
<b>RECEIPTS</b>		
Nursery Funding	55,667	70,162
Fees (including snacks)	13,031	13,186
Registration Fees		
Fund Raising		
Deposits refunded		200
Funded Deposits	300	
Unfunded Deposits	400	-50
Fund Raising	1,583	854
Gift Aid	1,348	
Donations	806	1,625
WCCC Grant		898
Uniform	10	35
Commission		
<b>TOTAL RECEIPTS</b>	<b>73,145</b>	<b>86,910</b>

**PAYMENTS**

Salaries – Teaching	50,547	56,849
Salaries – Admin	5,696	5,821
Pension/HMRC	2,027	1,416
Rent	15,631	15,451
Snacks	417	504
Activities	643	571
General	442	664
Stationery	222	159
Gifts	73	10
Fund Raising Costs	48	13
Fund Raising Money spent	563	174
Membership	545	346
Insurance	1,127	1,105
Registration	50	50
Uniform - Staff	163	42
Uniform - children	148	100
Training	794	1,128
Donations		91
DBS – Staff	270	424
Inclusion Spending		19
Deposits refunded	275	150
Outings		
<b>TOTAL PAYMENTS</b>	<b>79,681</b>	<b>85,087</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(6,536)</b>	<b>1,823</b>

2022 Current A/C	2021 Current A/C
---------------------	---------------------

h This figure includes  
£6383.33 from  
W Sx for Sept 2022

2022 Contingency A/C	2021 Contingency A/C
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32,685.89 44,166.68  
18,302.25 18,295.02

**HOLBROOK COMMUNITY PRE-SCHOOL**

England & Wales - Charity number 1014885

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# Accounts

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# **Holbrook** **Community** **Pre-school**

Registered Charity No. 1014885



**Trustees Report and Accounts**  
**for the year ended 31 July 2021**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2021

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# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Legal and Administrative Information

### **Management Committee and Trustees**

The Management Committee, who are also trustees, are appointed each year at the AGM at which time the previous Management Committee is dissolved. The Management Committee members that served during the period up to the date of this report were:

For the period from 1<sup>st</sup> August 2019 - 12<sup>th</sup> October 2020

Katy Minto	(Chair)
Anna Bannister	(Secretary)
Rachel O'Carroll	(Treasurer)
Heidi Cheesman	
Jennifer Woodward	
Georgina Bradley	
Jemma Warren	

For the period from 12<sup>th</sup> October 2020- 12<sup>th</sup> October 2021

Natalie Davenport	(Chair)
Linda Riches	(Secretary)
Gary Field	(Treasurer)
James Hanks	
Sophie Devaney	
Jemma Warren	

### **Charity Number**

Registered Number 1014885

### **Principal Address**

Nightingales, Worthing Road, Southwater West Sussex RH13 9HG

# **Holbrook Community Pre-school**

Registered Charity No. 1014885

## Trustees' Annual Report for the year ended 31 July 2021

### **Introduction**

Holbrook Community Pre-school was established in 1983 with the aim of enhancing the development and education of children under statutory school age, in a parent-involving and community-based group, in the Holbrook area of Horsham.

The overall management and control of the Pre-school rests with the management committee, who are also the Pre-school's charity trustees. The officers of the committee are the Chair, treasurer and the secretary and in addition there have been 4 other elected or co-opted committee members. The charity is an unincorporated association and its constitutional document, based on the model constitution produced by the Pre-school Learning Alliance, was last updated on 1<sup>st</sup> March 2017.

Pre-school activities are run by 11 highly qualified and experienced staff and 1 part time administrator all employed by the Pre-school. At any one time the Pre-school has up to 45 children, between the ages of 2 and 5 years, registered.

## **Review of Activities**

This year presented significant challenges to the Preschool team and Community, due to COVID 19.

We were unable to hold our Christmas Fayre for the second year running due to Covid restrictions but the children made cards, wrapping paper and gifts tags which we sold to the parents. This raised £185.

The Spring Term was disrupted at the beginning January 2021 due to another National Lock down. Fortunately, Pre-Schools were allowed to stay open. Although a few children did not attend, the majority did.

At Easter due to Covid restrictions once again we were unable to hold our Easter Fayre. However we held an Easter hat competition raised another £155.

During the summer term all children returned and everything was as back to normal as possible. Once again, we could not hold our Summer Fayre but instead held a silent auction for all the raffle prizes we had collected. This raised £359.75.

In March West Sussex gave us a grant of £898

In June, John Lewis very kindly donated £650!

During this year we have changes to our staff team; One member of the team is still on long-term sick leave although isn't being paid. One member has returned from long term sick leave. We have a new Administrator and our team leader left at the end of the summer term.

## Trustees

Committee members, who are also trustees, give their time freely and are not remunerated. The minimum number of committee members is 5 and at least 60 per cent of the committee members are family members (i.e. parents or guardians of children who attend the Pre-school).

The committee members are elected for one year at the Annual General Meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for ten consecutive years. As part of their training, trustees are given an induction and are kept up to date with legislative requirements.

In setting our objectives and planning our activities the committee members have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education and on fee-charging.

Signed \_\_\_\_\_ **Natalie Davenport** \_\_\_\_\_  
Date \_\_\_\_\_ 12/10/2021 \_\_\_\_\_

Natalie Davenport - Chairperson

Signed \_\_\_\_\_ **Gary Field** \_\_\_\_\_ Date \_\_\_\_\_  
12/10/21 \_\_\_\_\_

Gary Field  
Treasurer

Signed \_\_\_\_\_ **Linda Riches** \_\_\_\_\_  
Date \_\_\_\_\_ 12/10/21 \_\_\_\_\_

Linda Riches  
Secretary

## Financial Review

This year our finances reflect the evolving nature of Pre-School and our efforts to continue to provide high quality early years education.

We are a non profit making charity and one of our main principles is to keep the fees as low as possible so that no children are excluded from Pre-school due to their financial background. Having undertaken a thorough review of Pre-school finances the committee decided to increase our fees for the year 2021/22 by 25p to £6.25 per hour.

Fundraising and donations; We made £764 through fundraising and donations efforts this year. In the climate of lock down and social restrictions we are very pleased with this.

### Profit £1825

We finished the year with a slight profit of £1825. We are really pleased with this due to to the lack of fund raising.

At the end of the year the pre-school had total funds of £44167 although this includes £12066 funding from West Sussex for September 2021, with no restricted balance. We have a healthy contingency reserve of £18,295 which would enable pre-school to close and meet all its financial obligations.

The financial strategy of the pre-school continues to be to maintain a balanced budget. We believe this will be achieved by the continued fundraising efforts of parents and staff and a tight control on expenditure throughout the coming year.

There were no outstanding liabilities at the 2021 financial Year End.

Signed \_\_\_\_\_ **Gary**  
Date\_\_12/10/21\_\_\_\_\_  
Treasurer

**Field**\_\_\_\_\_

Holbrook Community Pre-school  
Registered Charity No. 1014885

Receipts and Payments Account  
for the year ended 31 July 2021

2021	2020
£	£

2021	2020
Current A/C	Current A/C

**RECEIPTS**

Nursery Funding	70,162	67,648
Fees (including snacks)	13,186	6,838
Registration Fees		
Fund Raising		
Deposits refunded	200	
Funded Deposits		1,000
Unfunded Deposits	-50	100
Fund Raising	854	376
Donations	1,625	45
WCCC Grant	898	2,149
Uniform	35	5
Commission		50
<b>TOTAL RECEIPTS</b>	<b>86,910</b>	<b>78,211</b>

44,166.68                      43249.33  
This figure includes  
£12065.76 from  
W Sx for Sept 2021

2021	2020
Contingency A/C	Contingency A/C

18,295.02                      18292.02

**PAYMENTS**

Salaries – Teaching	56,849	52,740
Salaries – Admin	5,821	8,337
Pension/HMRC	1,416	2,444
Rent	15,451	10,807
Snacks	504	151
Activities	571	215
General	664	462
Stationery	159	221
Gifts	10	
Fund Raising Costs	13	43
Fund Raising Money spent	174	
Membership	346	327
Insurance	1,105	1,151
Registration	50	50
Uniform - Staff	42	94
Uniform - children	100	
Training	1,128	158
Donations	91	
DBS – Staff	424	52
Inclusion Spending	19	
Deposits refunded	150	
Outings		2,447
<b>TOTAL PAYMENTS</b>	<b>85,087</b>	<b>79,699</b>

**SURPLUS / (DEFICIT)**                      **1,823**                      **(1,488)**

# Holbrook Community Pre-school

Registered Charity No. 1014885

## Independent Examiner's Report on the Accounts

### Section A – Independent Examiners Report

Report to the Trustees of Holbrook Community Pre-school, charity number 1014885 on the accounts for the period ended 31 July 2021 set out on pages 5 to 6

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, 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 Commission. An examination includes a review of the accounting records kept by the charity 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 connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification:**

**Address:**