

# HOLY FAMILY PRE-SCHOOL

England & Wales · Charity number 1030000

## Details

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**Other names** HOLY FAMILY PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1993-12-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** C/o Holy Family R C School  
Mansel Road West  
Millbrook  
Southampton  
Hampshire  
SO16 9LP

**Phone** 02380399675

**Email** [holyfamilypreschool@yahoo.co.uk](mailto:holyfamilypreschool@yahoo.co.uk)

## 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:** Our aim is to provide a happy, safe, educational environment, where children below compulsory school age can learn through play and encouragement. Children are respected, valued and nurtured irrespective of ability, ethnic origin or religion.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Southampton City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£208,182	£217,261	-	-
2024-08-31	£191,648	£194,515	-	-
2023-08-31	£167,398	£172,812	-	-
2022-08-31	£192,010	£201,946	-	-
2021-08-31	£175,085	£152,962	-	-
2020-08-31	£174,165	£154,926	-	-

## Trustees

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Name	Role	Appointed
<b>Kizzi Lampard</b>	Chair	2017-12-15
Amy Vane		2019-11-29
Bianca - Elena Gheorghiu		2024-10-08
Charlotte-Louise Powell		2021-03-26
Jessica Leadbetter		2024-10-08
Joanna Rodd		2015-01-29
Julie Sillery		2019-01-07

**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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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<sup>st</sup> September 2024

**END OF FINANCIAL YEAR**

31<sup>st</sup> August 2025

**TRUSTEES AT 31<sup>ST</sup> AUGUST 2023**

Kizzi Lampard \_\_\_\_\_ Chairperson

Joanna Rodd \_\_\_\_\_ Treasurer

Amy Vane \_\_\_\_\_ Secretary

Julie Sillery \_\_\_\_\_ Member

Bianca Gheorghiu \_\_\_\_\_ Member

Jessica Leadbetter \_\_\_\_\_ Member

Charlotte Powell \_\_\_\_\_ Member

**GOVERNING INSTRUMENT**

Pre-School Learning Alliance Constitution adopted 1<sup>st</sup> May 2018

**OBJECTS**

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:

(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.

(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.

(C) instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.

**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 31<sup>st</sup> August 2025 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 QUARROCK ROAD,  
SOUTHAMPTON, SO16 4AR

Signed: J Chivers  
Dated: 31/08/2026

# HOLY FAMILY PRESCHOOL

## TRUSTEES REPORT

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025

### 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. This year we have had BoogieMites do weekly sessions to develop childrens listening and attention skills, their confidence through music, songs and movement. Members of staff have been trained to deliver Pip and Pap phonic sessions which happen throughout the week with the children. We have been awarded Millies Mark in paediatric first aid. Staff have attended various courses to support the learning and development of the children. Our Senco has achieved her level 3 Senco qualification which has given her more skills to support our children and families.

### 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 cost of living 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 book keeper. 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.

**HOLY FAMILY PRESCHOOL**

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025**

INCOME:	Notes		Funds		Total
	Unrestricted	Restricted	2025	2024	
Nursery Educational Funds	£ 189,885	£ 6,100	£ 195,985	£ 182,113	
Fees	12,197	-	12,197	15,895	
Bank Interest	0	0	0	0	
Fund Raisers	0	0	0	0	
Miscellaneous	0	0	0	0	
<b>(a) TOTAL INCOME</b>	<b>202,082</b>	<b>6,100</b>	<b>208,182</b>	<b>198,008</b>	

EXPENDITURE:	Funds		Total	
	Unrestricted	Restricted	2025	2024
Wages	163,087	6,100	169,187	155,854
Employers NIC	7,459	-	7,459	6,512
Employers Pension	3,716	-	3,716	3,246
Utilities	5,790	-	5,790	4,323
Refreshments	721	-	721	1,117
Consumables/Activity	3,350	-	3,350	3,169
Equipment	6,936	-	6,936	7,775
Administration	3,996	-	3,996	2,825
Accountancy	1,320	-	1,320	1,080
Training	1,167	-	1,167	505
Bank Charges	102	-	102	102
Depreciation	12,445	-	12,445	13,451
Sundry	1,072	-	1,072	916
<b>(b) TOTAL EXPENDITURE</b>	<b>211,161</b>	<b>6,100</b>	<b>217,261</b>	<b>200,875</b>

<b>NET INCOME FOR THE YEAR (a-b)</b>	<b>(9,079)</b>	<b>-</b>	<b>(9,079)</b>	<b>(2,867)</b>
Total Funds Brought Forward	188,599	-	188,599	191,466
Total Funds Carried Forward	179,519	-	179,519	188,599

Signed on behalf of the Trustees



Chairperson

Approved by the Trustees on (Date) 23/04/2026

HOLY FAMILY PRESCHOOL

STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31<sup>ST</sup> AUGUST 2025

	31 <sup>ST</sup> Aug 2025	31 <sup>ST</sup> Aug 2024
Fixed Assets		
Equipment	£ 34,960	£ 41,772
Current Assets		
Bank Account	143,030	146,212
Petty Cash	81	81
Prepayments	1,648	784
Current Liabilities		
Accruals	200	250
Net Current Assets	<u>144,559</u>	<u>146,827</u>
Net Assets	<u>179,519</u>	<u>188,599</u>
Unrestricted funds		
General Funds	188,598	191,466
Net Surplus/(Deficit) for the year	(9,079)	(2,867)
	<u>179,519</u>	<u>188,599</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) ~~23/06/2025~~ 23/04/2026

**HOLY FAMILY PRESCHOOL**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2025**

**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. INCOME		a) Fund Raisers	
Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds
£	£	£	£
0	0	0	0
0	0	0	0
0	0	0	0
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
2024/25	2023/24	2024/25	2023/24
£	£	£	£

**b) Miscellaneous Income**

0	0	0	0
0	0	0	0
0	0	0	0
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
2024/25	2023/24	2024/25	2023/24
£	£	£	£

**3. RESTRICTED FUNDS**

The charity held no restricted funds during this financial period ending 2025 (2024: Nil).

**4. STAFF COSTS AND NUMBERS**

There were 8 employees during the year (2024 - 8 employees).

2025		2024	
£	£	£	£
169,187	7,459	155,854	6,512
Gross Wages and Salaries	Employer's National Insurance Costs		
	including		
	Pension Contributions		
3,716		3,246	
<b>180,362</b>		<b>165,612</b>	

**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.

**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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Registered Charity Number: 1030000

# HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> AUGUST 2024**

**Charity Registration No: 1030000**

**Independently Examined by:**

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

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

.....SOUTHAMPTON.....

.....SO16 4AL.....

.....

# **HOLY FAMILY PRE-SCHOOL**

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# HOLY FAMILY PRE-SCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>CHARITY NUMBER</b>	1030000
<b>START OF THE FINANCIAL YEAR</b>	1 <sup>st</sup> September 2023
<b>END OF FINANCIAL YEAR</b>	31 <sup>st</sup> August 2024
<b>TRUSTEES AT 31<sup>ST</sup> AUGUST 2023</b>	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<sup>st</sup> May 2018

**OBJECTS** 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:

(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.

(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.

(C) instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.

**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 31<sup>st</sup> 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 JUSHYNA CHIVERS

Signed JChivers

Address 11 QUANTOCK ROAD

Dated 07/03/2025

SOUTHAMPTON

SO16 4AL

# HOLY FAMILY PRESCHOOL

## TRUSTEES REPORT

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024

### 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.

### 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 Klanford Chairperson

Approved by the Trustees on (Date) 10/3/25

## HOLY FAMILY PRESCHOOL

### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024

INCOME:	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Nursery Educational Funds		175,753	6,360	182,113	149,150
Fees		15,895	-	15,895	18,243
Bank Interest		0	-	0	4
Fund Raisers	2a	0	-	0	0
Miscellaneous	2b	0	-	0	0
<b>(a) TOTAL INCOME</b>		<b>191,648</b>	<b>6,360</b>	<b>198,008</b>	<b>167,398</b>
<b>EXPENDITURE:</b>					
Wages		149,494	6,360	155,854	126,996
Employers NIC		6,512	-	6,512	4,570
Employers Pension		3,246	-	3,246	0
Utilities		4,323	-	4,323	5,560
Refreshments		1,117	-	1,117	1,438
Consumables/Activity		3,169	-	3,169	3,454
Equipment		7,775	-	7,775	3,212
Administration		2,825	-	2,825	2,498
Accountancy		1,080	-	1,080	1,150
Training		505	-	505	2,017
Bank Charges		102	-	102	121
Depreciation		13,451	-	13,451	17,500
Sundry		916	-	916	1,597
<b>(b) TOTAL EXPENDITURE</b>		<b>194,515</b>	<b>6,360</b>	<b>200,875</b>	<b>172,812</b>
<b>NET INCOME FOR THE YEAR (a-b)</b>		<b>(2,867)</b>	<b>-</b>	<b>(2,867)</b>	<b>(5,415)</b>
<b>Total Funds Brought Forward</b>		<b>191,466</b>	<b>-</b>	<b>191,466</b>	<b>196,881</b>
<b>Total Funds Carried Forward</b>		<b>188,599</b>	<b>-</b>	<b>188,599</b>	<b>191,466</b>

**HOLY FAMILY PRESCHOOL**

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31<sup>ST</sup> AUGUST 2024**

	Unrestricted Funds	Restricted Funds	31 <sup>ST</sup> Aug 2024	31 <sup>ST</sup> Aug 2023
	£	£	£	£
<b>Fixed Assets</b>				
Equipment	41,772	-	41,772	52,500
<b>Current Assets</b>				
Bank Account	146,212	-	146,212	138,972
Petty Cash	81	-	81	81
Prepayments	784	-	784	614
	<b>147,077</b>	-	<b>147,077</b>	<b>139,667</b>
<b>Current Liabilities</b>				
Accruals	250	-	250	701
<b>Net Current Assets</b>	<b><u>146,827</u></b>	-	<b><u>146,827</u></b>	<b><u>138,966</u></b>
<b>Net Assets</b>	<b><u>188,599</u></b>	-	<b><u>188,599</u></b>	<b><u>191,466</u></b>
<b>Unrestricted funds</b>				
General Funds	191,466	-	191,466	196,881
Net Surplus/(Deficit) for the year	<b><u>(2,867)</u></b>	-	<b><u>(2,867)</u></b>	<b><u>(5,415)</u></b>
	<b><u>188,599</u></b>	-	<b><u>188,599</u></b>	<b><u>191,466</u></b>

**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 Klampan Chairperson

Approved by the Trustees on (date) 10/3/25

# HOLY FAMILY PRESCHOOL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2024

### 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 2024 (2023: Nil).

### 4. STAFF COSTS AND NUMBERS

There were 8 employees during the year (2023 - 8 employees).

	2024	2023
	£	£
Gross Wages and Salaries	155,854	126,996
Employer's National Insurance Costs including Pension Contributions	9,758	7,269
	<u>-</u>	<u>-</u>
	<u>165,612</u>	<u>134,265</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.

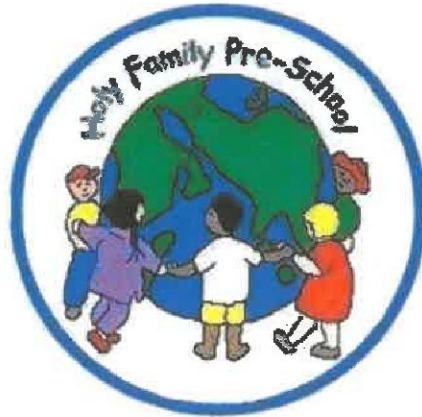
**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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Registered Charity Number: 1030000

# HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> 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

<b>CHARITY NUMBER</b>	1030000
<b>START OF THE FINANCIAL YEAR</b>	1 <sup>st</sup> September 2022
<b>END OF FINANCIAL YEAR</b>	31 <sup>st</sup> August 2023
<b>TRUSTEES AT 31<sup>ST</sup> AUGUST 2023</b>	Kizzi Lampard _____ Chairperson Joanna Rodd _____ Treasurer Amy Vane _____ Secretary Julie Sillery _____ Member Kerrie Bowles _____ Member Charlotte Powell _____ Member
<b>GOVERNING INSTRUMENT</b>	Pre-School Learning Alliance Constitution adopted 1 <sup>st</sup> May 2018
<b>OBJECTS</b>	<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>
<b>CORRESPONDENCE ADDRESS</b>	Holy Family Pre-School Mansel Road West Millbrook Southampton SO16 9LP
<b>PRIMARY BANKERS</b>	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 31<sup>st</sup> 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 31<sup>ST</sup> 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 31<sup>ST</sup> 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
<b>(a) TOTAL INCOME</b>		<b>167,398</b>	<b>-</b>	<b>167,398</b>	<b>175,062</b>
<b>EXPENDITURE:</b>					
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>(b) TOTAL EXPENDITURE</b>		<b>172,812</b>	<b>-</b>	<b>172,812</b>	<b>152,962</b>
<b>NET INCOME FOR THE YEAR (a-b)</b>		<b>(5,415)</b>	<b>-</b>	<b>(5,415)</b>	<b>22,100</b>
<b>Total Funds Brought Forward</b>		<b>196,881</b>	<b>-</b>	<b>196,881</b>	<b>174,781</b>
<b>Total Funds Carried Forward</b>		<b>191,466</b>	<b>-</b>	<b>191,466</b>	<b>196,881</b>

**HOLY FAMILY PRESCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31<sup>ST</sup> AUGUST 2023**

	Unrestricted Funds	Restricted Funds	31 <sup>ST</sup> Aug 2023	31 <sup>st</sup> Aug 2022
	£	£	£	£
<b>Fixed Assets</b>				
Equipment	52,500	-	52,500	70,000
<b>Current Assets</b>				
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>
<b>Current Liabilities</b>				
Accruals	701	-	701	0
<b>Net Current Assets</b>	<u>138,966</u>	-	<u>138,966</u>	<u>126,881</u>
<b>Net Assets</b>	<u>191,466</u>	-	<u>191,466</u>	<u>196,881</u>
<b>Unrestricted funds</b>				
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 31<sup>ST</sup> 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.

**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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Registered Charity Number: 1030000

# HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> AUGUST 2022**

**Charity Registration No: 1030000**

**Independently Examined by:**

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

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

..... SOUTHAMPTON .....

..... SO16 4AL .....

.....

# **HOLY FAMILY PRE-SCHOOL**

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# HOLY FAMILY PRE-SCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>CHARITY NUMBER</b>	1030000
<b>START OF THE FINANCIAL YEAR</b>	1 <sup>st</sup> September 2021
<b>END OF FINANCIAL YEAR</b>	31 <sup>st</sup> August 2022
<b>TRUSTEES AT 31<sup>ST</sup> AUGUST 2016</b>	<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 <u>    Charlotte Powell    </u> Member
<b>GOVERNING INSTRUMENT</b>	Pre-School Learning Alliance Constitution adopted 1 <sup>st</sup> May 2018
<b>OBJECTS</b>	<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>
<b>CORRESPONDENCE ADDRESS</b>	Holy Family Pre-School Mansel Road West Millbrook Southampton SO16 9LP
<b>PRIMARY BANKERS</b>	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 31<sup>st</sup> August 2022 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

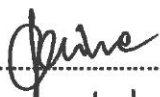
In the course of my examination, no matter has come to my attention

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 JUSTYNA CHIVERS  
Address 11 QUANTOCK ROAD  
SOUTHAMPTON  
SO16 4AL

Signed   
Dated 02/11/2022

# HOLY FAMILY PRESCHOOL

## TRUSTEES REPORT

### FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

#### **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.

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 users we have only fundraised once this year. 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 are still cleaning more therefore using more products.

This year we have allowed visitors back into the setting. The children have a music club called Boogie Mites once a week. We have the owls from a sanctuary visit termly. We also have a company called Zoolab who bring their animal and reptiles into the setting termly.

We have had extensive work completed in the garden with one new raised sandpit, one raised digging area, wooden play house, planters and wooden scales. We have also had resin paths fitted as this safer for the children when its raining.

#### **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  K. LAMPARD Chairperson

Approved by the Trustees on (Date) 24.5.2023

## HOLY FAMILY PRESCHOOL

### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

INCOME:	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021/22 £	Total 2020/21 £
Nursery Educational Funds		186305.45		186305.4 5	171240. 49
Fees		5605.00		5605.00	3822.00
			-		1
Fund Raisers	2a	74.39	-	74.39	0.00
Miscellaneous	2b	25.30		25.30	# 0.00
<b>(a) TOTAL INCOME</b>		<b>192010.14</b>		<b>192010.1 4</b>	<b>175085. 79</b>
<b>EXPENDITURE:</b>					
Wages		136162.03		136162.0 3	119960. 10
Tax & NIC (Revenue & Customs) & pension		23696.55		23696.55	14933.7 1
Utilities		6091.20		6091.20	7735.93
			-		
Refreshments		2267.28		2267.28	1129.91
Consumables		4772.56		4772.56	4547.70
Music teacher, zoolab and owls		3563.81		3563.81	
Equipment	3a	23869.82		23869.82	3816.87
Training		1522.80		1522.80	702.60
Recruitment		0.00		0.00	135.55
<b>(b) TOTAL EXPENDITURE</b>		<b>201946.05</b>		<b>201946.0 5</b>	<b>152962. 37</b>
		<b>-9935.91</b>		<b>-9935.91</b>	<b>-</b>
<b>INCOME FOR THE YEAR (up or down) (a-b=c)</b>					<b>-</b>

CURRENT YEAR		PREVIOUS YEAR	
OPENING BANK BALANCE 2020/2021	136816.0 7	OPENING BANK BALANCE 2019/2020	114692.6 5
OPENING PETTY CASH BALANCE 2020/21 (d) FUNDS	1.17 136817.24	OPENING PETTY CASH BALANCE 19/20 (d) FUNDS	1.17 114693.8 2
CLOSING BANK BALANCE 2020/2021	126880.1 3	CLOSING BANK BALANCE 2019/2020	136816.0 7
CLOSING PETTY CASH BALANCE 2020/21 (e) CLOSING FUNDS	1.17 126881.3 0	CLOSING PETTY CASH BALANCE 19/20 (e) CLOSING FUNDS	1.17 136817.2 4
(f) Balance's b/f (e-d)	-9935.94	(f) Balances b/f (e-d)	22123.42

**HOLY FAMILY PRESCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31<sup>ST</sup> AUGUST 2022**

	Unrestricted Funds £	Restricted Funds £	31 <sup>ST</sup> Aug 2021/22 £	31 <sup>ST</sup> Aug 2020/2021 £
<b>ASSETS</b>				
<b>Cash Funds:</b>				
Bank Account	136816.07		136816.07	114692.65
Petty Cash	1.17	-	1.17	1.17
	<u>136817.24</u>	<u>-</u>	<u>136817.24</u>	<u>114693.82</u>
<b>Assets retained for the Charity's own use:</b>				
Equipment	70000	-	70000	65000
<b>LIABILITIES</b>				
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) \_\_\_\_\_

## HOLY FAMILY PRESCHOOL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

#### 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 2021/22	Total 2020/20 21
	£	£	£	£
a) Fund Raisers	74.39			0.00
	<hr/> <b>74.39</b> <hr/>			<hr/> <b>0.00</b> <hr/>
b) Miscellaneous Income	25.30		25.30	23.30
Total of £25.30 reward for banking with Halifax				
	<hr/> <b>25.30</b> <hr/>		<hr/> <b>25.30</b> <hr/>	<hr/> <b>23.30</b> <hr/>

### 3. RESTRICTED FUNDS

The charity held no restricted funds during this financial period 2021/2022 (2020/2021: 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

	2021/2022	2020/2021
	£	£
Gross Wages and Salaries	136162.03	119960.10
Employer's National Insurance Costs	23696.55	14922.71
including		
Pension Contributions	-	-
	<u>159858.58</u>	<u>134893.81</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
SEPT	12686.15	12373.55	312.00				0.60	
OCT	19534.57	18991.77	541.00				1.80	
NOV	19012.35	18548.35	464.00					
DEC	32304.39	31862.39	442.00					
JAN	610.39		536.00		74.39			
FEB	17942.66	17438.86	503.50				0.30	
MAR	18707.96	18416.96	269.00				22.00	
APR	16885.31	16457.51	427.50				0.30	
MAY	15368.51	14897.51	471.00					
JUNE	13035.52	12439.52	596.00					
JULY	12904.82	12439.52	465.00				0.30	
AUG	13017.51	12439.51	578.00					
TOTAL	192010.14	186305.45	5605.00		74.39		25.30	



**BANK EXPENDITURE**

Date	Ref/Info	Amount	Wages	PAYE	Utilities	Refresh.	Consum.	Equipment
		14727.04	10375.35		935.38	245.23	531.03	2125.25
		16221.93	11095.79	4369.49	219.47	118.65	93.19	325.34
		14912.16	10537.51	2093.48	149.45	199.04	683.79	1248.89
		13523.76	10111.92	2067.97	145.62	94.67	564.43	
		14627.82	9672.03	2162.27	140.02	131.50	524.32	773.68
		13208.80	9999.55	2335.07	138.90	219.33	258.95	
		14991.27	10030.71	2353.23	316.36	400.97	832.46	392.74
		30798.94	10800.49	2118.40	3345.28	144.39	533.04	13857.34
		12600.19	10085.01	1713.40	83.15	299.24	144.83	59.76
		16820.81	11759.50		411.28	185.02	277.48	2875.47
		17749.46	10886.83	3947.14	123.71	229.24	298.54	1904.00
		21763.87	20807.34	536.10	82.58		30.50	307.35
		201946.05	136162.03	23696.55	6091.20	2267.28	4772.56	23869.82





Training	Other
514.80	
162.00	377.15
324.00	900.00
162.00	95.00
	664.80
	214.80 x
	1312.06 x
360.00	x
1522.80	3563.81

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**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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Registered Charity Number: 1030000

# HOLY FAMILY PRE-SCHOOL

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> 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

<b>CHARITY NUMBER</b>	1030000
<b>START OF THE FINANCIAL YEAR</b>	1 <sup>st</sup> September 2020
<b>END OF FINANCIAL YEAR</b>	31 <sup>st</sup> August 2021
<b>TRUSTEES AT 31<sup>ST</sup> AUGUST 2016</b>	<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 <del><u>    Charlotte Powell    </u> Member</del>
<b>GOVERNING INSTRUMENT</b>	Pre-School Learning Alliance Constitution adopted 1 <sup>st</sup> May 2018
<b>OBJECTS</b>	<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>
<b>CORRESPONDENCE ADDRESS</b>	Holy Family Pre-School Mansel Road West Millbrook Southampton SO16 9LP
<b>PRIMARY BANKERS</b>	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 31<sup>st</sup> 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 31<sup>ST</sup> 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 31<sup>ST</sup> AUGUST 2021**

<b>INCOME:</b>	<b>Notes</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2020/21</b>	<b>Total 2019/20</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Nursery Educational Funds		171240.49	-	171240.49	169037.89
Fees		3822.00	-	3822.00	5045.00
Fund Raisers	2a	0.00	-	0.00	68.02
Miscellaneous	2b	23.30	-	23.30	14.22
<b>(a) TOTAL INCOME</b>		<b>175085.79</b>	<b>-</b>	<b>175085.79</b>	<b>174165.13</b>
				<b>9</b>	<b>3</b>
<b>EXPENDITURE:</b>					
Wages		119960.10	-	119960.10	118091.35
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>(b) TOTAL EXPENDITURE</b>		<b>152962.37</b>	<b>-</b>	<b>152962.37</b>	<b>141306.77</b>
<b>INCOME FOR THE YEAR (up or down) (a-b=c)</b>		<b>22123.42</b>	<b>-</b>	<b>-</b>	<b>-</b>

	<b>CURRENT YEAR</b>		<b>PREVIOUS YEAR</b>
OPENING BANK BALANCE 2020/2021	114692.65	OPENING BANK BALANCE 2019/2020	95453.24
OPENING PETTY CASH BALANCE 2020/21	1.17	OPENING PETTY CASH BALANCE 19/20	45.63
<b>(d) FUNDS</b>	<b>114693.82</b>	<b>(d) FUNDS</b>	<b>95498.87</b>
CLOSING BANK BALANCE 2020/2021	136816.07	CLOSING BANK BALANCE 2019/2020	114692.65

<b>CLOSING PETTY CASH BALANCE 2020/21</b>	<b>1.17</b>	<b>CLOSING PETTY CASH BALANCE 19/20</b>	<b>1.17</b>
(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 31<sup>ST</sup> AUGUST 2021**

	Unrestricted Funds £	Restricted Funds £	31 <sup>ST</sup> Aug 2020/21 £	31 <sup>ST</sup> Aug 2019/2020 £
<b>ASSETS</b>				
<b>Cash Funds:</b>				
Bank Account	136816.07		136816.07	114692.65
Petty Cash	1.17	-	1.17	1.17
	<b>136817.24</b>	-	<b>136817.24</b>	<b>114693.82</b>
<b>Assets retained for the Charity's own use:</b>				
Equipment	<b>70000</b>	-	<b>70000</b>	<b>65000</b>
<b>LIABILITIES</b>				
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 31<sup>ST</sup> 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
	£	£	£	£
<b>2. INCOME</b>				
a) Fund Raisers	0.00			68.02
	<u>0.00</u>			<u>68.02</u>
b) Miscellaneous Income	23.30		23.30	0.00
<b>Total of £23.30 reward for banking with Halifax</b>				
	<u>23.30</u>		<u>23.30</u>	<u>0.00</u>

### 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	<del>30461.59</del>					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	
	<b>175085.79</b>	171240.49	3822.00	0.00	0.00	0.00	23.30	<b>0.00</b>

**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

**HOLY FAMILY PRE-SCHOOL**

England & Wales - Charity number 1030000

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# Accounts

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Registered Charity Number: 1030000

# HOLY FAMILY PRE-SCHOOL

ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> AUGUST 2020

Charity Registration No: 1030000

Independently Examined by:

Mrs. SARAH MUNOZ-CANO

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# HOLY FAMILY PRE-SCHOOL

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# HOLY FAMILY PRE-SCHOOL.

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>CHARITY NUMBER</b>	1030000
<b>START OF THE FINANCIAL YEAR</b>	1 <sup>st</sup> September 2019
<b>END OF FINANCIAL YEAR</b>	31 <sup>st</sup> August 2020
<b>TRUSTEES AT 31<sup>ST</sup> AUGUST 2020</b>	Mrs Kizzi Lampard– Chairperson Mrs Joanne Rodd – Treasurer Mrs Amy Vane– Secretary Mrs Julie Sillery Mrs Kerrie Bowles Mrs Justyna Chivers
<b>GOVERNING INSTRUMENT</b>	Pre-School Learning Alliance Constitution adopted 1 <sup>st</sup> May 2018
<b>OBJECTS</b>	<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>
<b>CORRESPONDENCE ADDRESS</b>	Holy Family Pre-School Mansel Road West Millbrook Southampton SO16 9LP
<b>PRIMARY BANKERS</b>	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 31<sup>st</sup> 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.

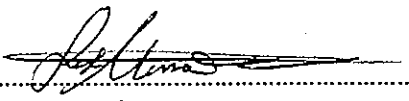
### Independent examiner's statement

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 31<sup>ST</sup> 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) ..... 19<sup>th</sup> July 2021 .....

## HOLY FAMILY PRESCHOOL

### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> 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
<b>(a) TOTAL INCOME</b>		<b>174165.13</b>		<b>174165.13</b>	<b>177348.46</b>
				<b>3</b>	<b>6</b>
<b>EXPENDITURE:</b>					
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>(b) TOTAL EXPENDITURE</b>		<b>154925.72</b>		<b>154925.72</b>	<b>171542.86</b>
				<b>2</b>	<b>6</b>
				<b>19239.41</b>	
<b>INCOME FOR THE YEAR (up or down), (a-b=c)</b>					

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 31<sup>ST</sup> AUGUST 2020**

	Unrestricted Funds	Restricted Funds	31 <sup>ST</sup> Aug 2020	31 <sup>ST</sup> Aug 2019
	£	£	£	£
<b>ASSETS</b>				
<b>Cash Funds:</b>				
Bank Account	3114692.55	-	114692.65	95453.24
Petty Cash	1.17	-	1.17	45.63
	<u>114693.82</u>	<u>-</u>	<u>114693.82</u>	<u>95498.87</u>
<b>Assets retained for the Charity's own use:</b>				
Equipment	70000	-	70000	60000
<b>LIABILITIES</b>				
No Liabilities	0	-	0	0
	<u>0</u>	<u>-</u>	<u>0</u>	<u>0</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 .....  ..... Mrs Kizzi Lampard – Chairperson

Approved by the Trustees on (date) ..... 19<sup>th</sup> July 2021 .....

**HOLY FAMILY PRESCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> 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**

	<b>2019/2020</b>	<b>2018/2019</b>
	<b>£</b>	<b>£</b>
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.