



# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		01	SEP	2019			31	AUG	2020

## Section A Reference and administration details

Charity name

Happy Hours Preschool

Other names charity is known by

Registered charity number (if any)

1030668

Charity's principal address

Broadfield Youth & Community Centre

Broadfield Barton, Broadfield

Crawley

Postcode

RH11 9BA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Limara Halpin-Tester	Chair		
2	Donna Rodger	Treasurer	05/12/2019 – 31/08/2020	
3	Talisa Barber	Secretary	05/12/2019 – 31/08/2020	
4	Catherine Howard	Secretary	01/09/2019 – 05/12/2019	
5	Sarah Mullany	Treasurer	01/09/2019 – 05/12/2019	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Happy Hours Preschool is a member of the Early Years Learning Alliance (ELA)

All trustees give their time voluntarily and receive no payment.

DBS Checks are completed prior to commencement of trustees, Ofsted are notified, and training courses completed.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The aims of the charity are to provide or assist in providing facilities for education, recreation and safe caring for preschool children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To provide safe and educational care for Preschool children aged 2 years to 5 years old. We offer flexible sessional care, which includes use of the Free Entitlement from the local authority for 2 years plus along with the now extended 30 hours funding for those eligible families.

Through the above aim the charity seeks to make a difference by helping support children in our area along with their families and subsequent other companies and professionals, for example local colleges and training forums, along with professionals working alongside these children – whether being local authorities or health care professionals.

The trustees confirm that they have referred to the guidance issued by the Charity Commission when renewing the aims of the setting and planning all future activities.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We refer to the ELA for guidance on all relevant policies, making sure they suit our setting, we will adapt where necessary.

**Summary of the main achievements of the charity during the year**

We have remained financially viable during this very strange year; we were affected by the Pandemic with the closure of the setting in March 2020. Unfortunately, the building we use was not able to stay open and therefore we didn't have any other choice but to remain closed for the rest of this year, re-opening in September 2020.

We did have a great start to the year offering new children varied activities and experiences. We attended Mini Mayhem a soft play centre, we held Christmas Party with an entertainer/magician.

Our staff remained with us in situ even throughout the pandemic, we arranged Zoom staff meetings, online training when not at work, and kept abreast of the COVID 19 lockdown rules/regulations.

We continued to receive funding from West Sussex and therefore were able to fulfil staff wages, alongside reaching the children with different activities throughout the lockdown period. We used technology to continue to connect with them, along with several postal children's activity packs for them to be kept busy.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Our contingency account has been increased a little this year.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal source of funding comes into preschool via the Local Authority via the Free Entitlement, this is the 15-hour funding, however we do have some children whose families are eligible for the 30 hours funding.

We do receive fees from parents who are not able to access the 2-year-old funding or other parents who want to add further sessions to the 15 hours a week funding received from the local authority.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

**Signature(s)** Limara Halpin-Tester

**Full name(s)** Limara Halpin-Tester

**Position (eg Secretary, Chair, etc)**

**Date** 26<sup>TH</sup> June 2021

**HAPPYHOURS PRESCHOOL****INCOME AND EXPENDITURE ACCOUNT 12 MONTHS ENDED 31 AUG 2020**

INCOME	£	EXPENDITURE	£
BALANCE B/FWD	4,210.50		
FEES WSCC	132,176.55	WAGES INC NI/TAX	114,693.70
FEES	9,232.00	PAYE	7,729.20
MILK	127.11	RENT	7,259.50
DWP	378.00	UNIFORM	513.48
APPRENTICE LEVY	500.00	PLA INSURANCE	664.85
RAFFLE	52.00	ACTIVITY MATERIALS	283.12
POLLING DAY CLAIM	606.34	STATIONERY/PHOTOCOPIES	1,031.67
PHOTO COMMN	155.00	OUTING	170.00
T/F CONTINGENCY ACC	3,000.00	PARTIES	177.88
T/F GRADUATE ACC	18,899.10	CLEANING	383.80
		COFFEE/MILK/BISCUITS	437.45
		EQUIPMENT	1,849.94
		AUDIT FEES	300.00
		PRESENTS	190.96
		TRAINING	709.50
		POSTAGE	448.16
		COMPUTER	1,065.60
		PHONE	50.00
		STAFF COST	825.28
		OFSTED	50.00
		PENSIONS	120.00
		BOOKS	190.64
		DISCLOSURE CHKS	152.00
		T/F OF FUNDING	1,130.95
		THEATRE	240.00
		ZOOLAB	274.80
		R/F FEES	384.00
		Bal as per statement £17067.19	
		Balance C/Fwd	3,133.02
		Petty Cash C/F	20.00
		T/F to Contingency Acc & Grad Acc	24,857.10
	<b>£169,336.60</b>		<b>£169,336.60</b>

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**

**26/06/2021**

**HAPPYHOURS PRESCHOOL****CONTINGENCY ACCOUNT 12 MONTHS ENDED 31 AUG 2020**

<b><u>INCOME</u></b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
Balance B/F	99,748.07	T/F to C ACC	3,000.00
T/F from C.ACC	11,000.00		
Interest	348.60		
		Balance C/F	108,096.67
	111,096.67		111,096.67

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**

**26/06/2021**

**HAPPYHOURS PRESCHOOL****GRADUATE LEADER ACCOUNT 12 MONTHS ENDED 31 AUG 2020**

<b><u>INCOME</u></b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
Balance B/F	0.00		
T/F from Current Acc	18,899.10	T/F to Current Acc	18,899.10
T/F from Current Acc	13,857.10		
		Balance C/F	13,857.10
	32,756.20		32,756.20

I have examined the books of account and the relevant paperwork and confirm that it is fair and true reflection of the financial position.

**DIANE CLARKE**

**26/06/2021**



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Happy Hours Preschool

On accounts for the year  
ended

31<sup>st</sup> August 2020

Charity no  
(if any)

1030668

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

DClarke

Date:

25/06/2021

Name:

Diane Clarke

Relevant professional  
qualification(s) or body  
(if any):

Address:

49 Ringwood Close, Crawley, West Sussex RH10 6HQ




**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--