



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	SEP	2021		31	AUG	2022

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		
3	Talisa Barber	Secretary		
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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)

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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)

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

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

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

Summary of the main achievements of the charity during the year

We have remained financially viable through funding via West Sussex, some fees from parents and the use of our contingency fund to support the setting this year. Our numbers have increased and hoping to be back to pre-pandemic over the next year.

We continued to offer different experiences for the children in setting, with visits to Mini Mayhem a soft play centre and now have a weekly dance teacher coming into setting – supporting “PANCO” We hatched chicks and ducklings, great experiences for the children. We held Christmas Party with an entertainer/magician and enjoyed a farm trip.

We lost two members of staff due to maternity leave, however, have employed another two other part time members of staff to cover this situation.

We have been able to organise more training this year and have spent a large amount on this, bringing all staff up to date.

We have supported the setting with the use of the contingency fund, this has been a great asset and allowed us to provide a good standard of preschool education, however, have managed to maintain a good balance this year.

We are looking forward to a good busy year as numbers for 2022/2023 are looking much better.

Section E Financial review

Brief statement of the charity's policy on reserves

Our contingency account has used this year, although remains very high.

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) Chair

Date 28th June 2023

HAPPYHOURS PRESCHOOL**INCOME AND EXPENDITURE ACCOUNT 12 MONTHS ENDED 31 AUG 2022**

INCOME	£	EXPENDITURE	£
BALANCE B/FWD	4,241.23		
FEES WSCC	121710.59	WAGES INC NI/TAX	110,714.56
FEES	13895.65	PAYE	3,508.34
Voucher Fees	0.00	RENT	12,543.03
OUTINGS	524.00	UNIFORM	379.05
Grant (SMP)	324.89	PLA INSURANCE	677.45
Raffle	145.05	ACTIVITY MATERIALS	342.61
POLLING DAY CLAIM	0.00	STATIONERY/PHOTOCOPIES	538.76
PHOTO COMMN	120.90	OUTING	1,411.55
From Contingency Acc	3,258.20	PARTIES	233.23
Apprentice Levy	500.00	CLEANING	351.26
Supplier CR Refunds	300.86	COFFEE/MILK/BISCUITS	1,426.28
From Graduate Acc	37,998.24	EQUIPMENT	2,764.58
		AUDIT FEES	300.00
		PRESENTS	278.53
		TRAINING	292.60
		POSTAGE	185.68
		COMPUTER	1,086.78
		PHONE	596.64
		STAFF COST	524.52
		OFSTED	50.00
		PENSIONS	0.00
		BOOKS	22.74
		PETTY CASH	56.79
		REFUND OF FEES	1,163.51
		LIVING EGGS	624.00
		THEATRE-GRACIE GROOVES	187.50
		MISC	15.35
		ROOM-BUILDING	226.80
		DISCLOSURE	119.00
		Balance C/Fwd	21,709.76
		Petty Cash C/F	20.00
		Transfer to Graduate Acc	20,668.71
	£183,019.61		£183,019.61

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

28/06/2023

HAPPYHOURS PRESCHOOL
CONTINGENCY ACCOUNT 12 MONTHS ENDED 31 AUG 2022

<u>INCOME</u>	£	EXPENDITURE	£
Balance B/F	84,500.60	T/F to C ACC	13,591.29
T/F from C.ACC	10,333.09		
Interest	31.62		
		Balance C/F	81,274.02

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
28/06/2023

HAPPYHOURS PRESCHOOL
GRADUATE LEADER ACCOUNT 12 MONTHS ENDED 31 AUG 2022

<u>INCOME</u>	£	EXPENDITURE	£
Balance B/F	17,329.53	T/F to C ACC	37998.24
T/F from C.ACC	20,668.71		
		Balance C/F	0.00

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
28/06/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Happy Hours Preschool

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1030668

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**

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 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: *D Clarke*

Date: 28th June 2023

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.