



Stoke Holy Cross Preschool Trustees' Report

Committee Selection

1. Vote in Chairperson - Stephanie Lawrence stood down and Ian Digby voted in (Stephanie Nominated and Gill Seconded - unanimous vote).
2. Secretary Position - To be confirmed once formal agreement from possible candidate. Stacy to stay on until resolved.

Jason agreed to remain on committee but abstain from any votes around staffing.

Still looking for one more parent to join the committee to help with numbers.

3. Availability to help with move in October Half-term (Friday 25 October - Friday 1 November 2024) - Majority of committee able to help with the move. Will discuss nearer the time when exact dates known.
4. Fundraising ideas for September to December and availability to help - Agreed to put all efforts in Christmas Fair due to the move taking place October/November. Provisional date of Sunday 8th December agreed.
5. Managers' report- new building move to go ahead 26th/27th of October to be ready for starting back. Register is nearly full, with some sessions available Fridays currently. We currently have 28 children on the register, and a healthy waiting list. We are applying for the NCC expansion grant that will hopefully allow us to extend the new preschool room and accommodate a possible 12 more children per session. (This information to be collected and submitted ASAP and we will hear later OCT)
6. Treasurer report - The Pre-School Finances are currently in a stable position, with potential for slight growth as the business finds its feet in the new location. Since the old building was taken down it has taken strong leadership from Sarah, and the cooperation between the SHX Pre-School committee and the SHX Parish council to maintain a viable business model for the school, and thus has remained liquid during this time.
7. AOM - Harly Moon stepping down from Committee - Steph Laurence confirmed

Additional Points

1. Employment of S W B for bank staff - To be sorted as needed for ratios on Fridays. Sarah noted additional personnel to add to the bank staff to help with any sickness or days out on training sessions.
2. Shopping list for new build - Sarah provided a list of items required (including chairs, tables, racking, etc). Committee agreement to begin purchasing items and sort delivery so ready for the move.
3. Staff pay scheme - As per previous discussions, look to change payment of staff to 12 equal monthly payments. Setup payment for 25th of each month. Time sheets to be sent in at the end of each month with any overtime being paid the following month. James to speak with Gina about sorting. Committee agreement to put this in place if works for all.
4. DBS/EY2 - Existing committee members and new members - Ian note waiting for EY2 to be sorted. Can then check on status of current committee. Also need to sort new committee members once appointed.
5. Agreement on fundraising events and dates - 8th December for Christmas Fair. Gill to check and make sure booked with Parish Council.
6. AOM -
 - Reclaiming VAT - James to check with Gina if any VAT reclaimed in past 4 years and if not then look to see what can be reclaimed.
 - Carlo to check if the planks of wood are being used by the builder or if they can be used towards a new playhouse / fixing current ones.
 - Discussions around stopping half day sessions or only providing for a limited period. Issues around running costs and number of children if too many half days.
 - Sarah looking to have a sign for the Pre-school made and put outside. Carlo to check ok with Parish council or any plans already in place.
 - Outside tap, checking if one being put in place and if not, can one be fitted for the garden area. Carlo to check.
 - £100 given has a gift - Sarah and staff to decide best use.
 - £20 Amazon voucher given has a gift - Sarah and staff to decide best use.
 - Training sessions for Committee - Ian Digby to attend various sessions and offer to rest of the committee to attend.

Stoke Holy Cross Pre-School Playgroup

Charity Number: 1033659				
Receipts and Payments Account for the year ended 31st August 2024				
	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	LAST YEAR
	£	£	£	£
Receipts				
Fees from Parents	13610.25	0.00	13610.25	12446.00
Government Funding	41442.15	0.00	41442.15	32707.36
Gross Fundraising proceeds and donations	1482.48	0.00	1482.48	3394.85
Sustainability Grant	0.00	0.00	0.00	10000.00
Other Income	192.11	0.00	192.11	0.00
TOTAL RECEIPTS	56726.99	0.00	56726.99	58548.21
Payments				
Wages	52534.96	0.00	52534.96	47078.59
Toys, Equipment & Activities	598.81	0.00	598.81	364.72
Food, Snacks & Drinks	15.25	0.00	15.25	123.30
Insurance	572.35	0.00	572.35	555.57
Rent of Village Hall	0.00	0.00	0.00	316.20
Electricity & Heating	0.00	0.00	0.00	100.00
Uniform	479.48	0.00	479.48	0.00
Office & Administration Expenses	621.23	0.00	621.23	1281.00
Cleaning	36.72	0.00	36.72	67.28
Other Expenses	397.30	0.00	397.30	271.92
Fee Refund	1197.00	0.00	1197.00	18.75
Annual Subscriptions	271.56	0.00	271.56	271.00
Fundraising Expenses	89.97	0.00	89.97	916.96
Training	99.00	0.00	99.00	122.40
TOTAL PAYMENTS	56913.63	0.00	56913.63	51487.69
NET RECEIPTS / (PAYMENTS)	-186.64	0.00	-186.64	7060.52
Cash funds brought forward	38575.26	0.00	38575.26	31514.74
Cash funds carried forward	38388.62	0.00	38388.62	38575.26

Statement of Assets and Liabilities at 31st August 2024				
	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	LAST YEAR
Cash Funds	£	£	£	£
Barclays current account	38388.62	0.00	38388.62	38575.26
Petty cash held	-	-	-	-
	38388.62	0.00	38388.62	38575.26
Assets retained for the charity's own use				
The majority of assets held are toys and equipment.				

Stoke Holy Cross Pre-School Playgroup
Charity Number: 1033659

Independent Examiner's Report to the Trustees of Stoke Holy Cross Pre-school Playgroup

I report on the accounts of the Pre-school for the year ended 31st August 2024

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2001 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

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

Signed:

NCLW

Name:

NICOLA FOWLER, NJF ACCOUNTS LTD

Relevant professional qualification or body: FCCA, CTA

Address: 21 SPRINGFIELDS, FORINGLAND, N21 4JG

Date:

19/05/25