

**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**  
**( Charity No. 1034679 )**

**TRUSTEES REPORT, EXAMINERS REPORT**  
**PROFIT & LOSS AND BALANCE SHEET**

**FOR THE YEAR ENDED 31ST AUGUST 2021**

**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**  
**( Charity No. 1034679 )**

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**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**  
**( Charity No. 1034679 )**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST AUGUST 2021**

The trustees have pleasure in presenting their report with the financial statements of the charity for the year ended 31st August 2021.

**INTRODUCTION**

The details as set out below are those required by the Charities Commission.

**LEGAL STATUS**

Holymoorside Pre-School Playgroup is constituted by a Deed of Trust, and registered as charity number 1034679

**TRUSTEES**

A list of trustees is included on the AGM meeting notes on pages 2 & 3 of the report

**OBJECTIVES OF HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**

The objectives of the charity are to provide high quality education for 2-5 year olds within the EYFS framework within the local community.

**ORGANISATION**

The management of the charity is under the control of the trustees. The trustees shall have power to deal with any matters not covered by the charity's rules.

**RESPONSIBILITIES OF THE TRUSTEES**

The Charities Act requires the trustees to prepare financial statements for every financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus, or the deficiency for the year.

In preparing those financial statements, the trustees are required to select suitable accounting policies, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was approved by the trustees and is signed on their behalf by.....**Laura Bown**.....

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## Holymoorside Pre-School Annual General Meeting Agenda

Mon 20 December 2021 20:00+ Zoom

*Committee members attending:* Toby Hazel, Laura Bown, Jade O'Donnell, Faith Vargas

*Also present:* Sandra Brocklehurst, Diane Baskerville, Fiona Bonsell,

Isabelle Goodwin, Joel Vargas, Charlotte Oakley, Laura Harker

*Apologies:* Grace Colley, Kim Ellis

### 1 TREASURER'S REPORT

See full report attached. Key points:

- Accounts not signed off yet as LB has been unable to complete them in time (due to having COVID and other issues).
- Income down on previous years due to reduction in child numbers
- Received £2000 from DCC COVID 19 Emergency Fund
- Transferred £2000 from redundancy fund following Brenda's retirement
- LB getting advice from accountant on payroll (rather than accountant completing payroll)
- May need to enrol staff on workplace pension (increasing wage bill)
- LB now doing tax
- Will need to increase fees (currently £12) from half term or Easter
- New bank account research still under way. NatWest no longer accepting applications. CAF bank still an option.
- Committee needs to complete DBS applications so we can update Charity Commission records before we can apply for a new bank account.
- LB is concerned that numbers are low and we are not covering costs some months (typical loss £400-800 = 2 or 3 funded children).
- Meeting to discuss cash-flow analysis in the new year.

### 2 ANNUAL REPORT

Report on Pre-school's activities this year from SB. These included Easter Egg Hunt, Sports Day (without parental attendance), Summer gift bags for leavers and others, Well Dressing visit, donation to Church, trip in to Chesterfield on the bus.

- Retirement of Brenda Hawkins in July
- Recruitment of Fiona Bonsell in August

### 3 COMMITTEE MEMBERSHIP

#### a) Resignations

- TH resigns as Chair but stays on the committee (on condition that a new Chair is elected)
- Lauren Smith/Towers resigns (committee member since June 2018).

#### b) New members

- Since last AGM, Faith Vargas co-opted, now full committee member.
- Isabelle Goodwin accepted onto committee (nominated TH, seconded LB, no objections)
- Joel Vargas accepted onto committee (nominated TH, seconded LB, no objections)
- Charlotte Oakley accepted onto committee (nominated TH, seconded LB, no objections)
- Laura Harker accepted onto committee (nominated TH, seconded LB, no objections)
- Gemma Marsden and Alice White expressed interest in joining the committee but as we have received no further contact no action is taken.

### 4 OTHER BUSINESS

## Holymoorside Pre-School Committee Meeting Agenda

Mon 20 December 2021 20:00+

*Committee members attending:* Toby Hazel, Laura Bown, Jade O'Donnell, Faith Vargas, Isabelle Goodwin, Joel Vargas, Charlotte Oakley, Laura Harker

*Also attending:* Sandra Brocklehurst, Diane Baskerville, Fiona Bonsell

*Apologies:* Grace Colley, Kim Ellis

### 1 Election of officers

Chair – Joel Vargas  
Secretary – Isabelle Goodwin  
Treasurer – Laura Bown

### 2 Acceptance of minutes of last meeting – issues arising

No issues.

### 3 COMPLAINTS, ENQUIRIES, DATA REQUESTS

None.

- 4        STAFFING  
FB Completion of 3 month trial period  
FB to attend first aid course 07-01-22 (completed first part online)  
Verified FB and JO subscription to DBS Update Service  
JO contract was updated in September to correct a previous error and to reflect completion of training.  
JO's certificate of completion of training now available online.  
SB and DB completed DSL training at the end of November.  
NB Staff salaries to be reviewed in April (increase in minimum wage).
- 5        FINANCE  
a) Child numbers – Currently 19 children, 1 to join in January, 3 deferred to Easter (funded) plus one more deferred.  
LB suggests regular posts to Pre-school's Facebook page indicating spaces/funding available.  
b) Progress towards new bank account with dual authorisation – covered in Treasurer's report.  
JO, FB to find out rates other providers charge (as requested in Treasurer's report).  
Ofsted payment now on Direct Debit.
- 6        POLICIES  
No new policies but new committee members to read policy documents as part of induction.
- 7        COMMITTEE  
a) Progress of DBS/Ofsted registration for new members  
-IG – DBS complete – EY2 to do  
-FV – DBS application completed  
-JV – DBS application completed – sent documents  
-CO – DBS application complete – returned signed portions  
-LH – DBS application under way  
It is emphasised that DBS completion is required for new members before we can apply for a new bank account.  
b) JO is confirmed as Ofsted Nominated Individual (received suitability decision from Ofsted 10-11-21).  
c) Induction for new Chair – transfer of documents etc.  
TH to take folder of documents and pen-drive in to Pre-school for collection by JV.  
TH to email documents to JV, including Chair Guidance Notes.  
TH will provide support/guidance to JV as required for new Chair post.
- 8        PREMISES AND EQUIPMENT  
Progress with signage – TH has ordered a banner and delivered it to Pre-school.  
TH has produced a new logo and supplied relevant files to DB (LB requests copy of these).  
TH indicates the photo on the Parish Council webpage is out of date and should be updated.
- 9        UPCOMING EVENTS  
None requiring committee assistance.
- 10       OTHER BUSINESS  
None.
- 11       Set time for next meeting  
Meeting to discuss cash-flow (and increase in fees) scheduled for 28 February 20:00+

**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**

**( Charity No. 1034679 )**

**INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31ST AUGUST 2021**

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act

- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

- to state whether particular matters have come to my attention

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

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

**INDEPENDENT EXAMINER'S STATEMENT**

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

1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

DocuSigned by:

Signed:

*Daniel Peach*

Date:

4/17/2023

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Name: *Daniel Peach*

Professional Qualifications: *Chartered Certified Accountant*

**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP**  
**( Charity No. 1034679 )**

**RECEIPTS & PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2021**

**Income Receipts**

**From Voluntary Sources**

Derbyshire County Council Funding	27,489
Fundraising / Grants	3,171

**Other Receipts**

Donations	100
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**From Trading Activities**

Fees	10,973
Interest received	2

<b>TOTAL RECEIPTS</b>	<b>41,735</b>
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**Receipts & Payments Accounts**

Salary costs	37,792
HMRC - Tax & NI Payments	1,049
Rent	3,344
Kids Parties	340
Insurance	634
Stationary & Office costs	790
Sundry Expenses	1,213
Telecommunications	320

<b>TOTAL PAYMENTS</b>	<b>45,481</b>
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<b>PROFIT/(LOSS) FOR THE YEAR</b>	<b>-3,747</b>
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Cash At Bank & In Hand As At 1st September 2020	27,861
Profit/(Loss) For the Year	-3,747
<b>Cash At Bank &amp; In Hand Brought Forward</b>	<b>24,114</b>

**Monetary Assets**

Bank Current Account	6,357
Bank Reserve Fund	17,294
Cash Float	462
	<b>24,114</b>

**HOLYMOORSIDE PRE-SCHOOL PLAYGROUP****( Charity No. 1034679 )****STATEMENT OF ASSETS & LIABILITIES****31ST AUGUST 2021****CASH AT BANK AND IN HAND**

Bank accounts	23,652
Cash float	462
	<b><u>24,114</u></b>

**OTHER CURRENT ASSETS**

Other debtors - HMRC Credit due	429
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**CURRENT LIABILITIES**

Creditors & accruals	275
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