

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP
(Charity No. 1034679)

TRUSTEES REPORT, EXAMINERS REPORT
AND INCOME & EXPENSE REPORT

FOR THE YEAR ENDED 31ST AUGUST 2024

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP
(Charity No. 1034679)

CONTENTS

| | <u>Page</u> |
|---------------------------------|--------------------|
| Trustees Report | 1 |
| AGM Meeting & Treasurers report | 2 - 4 |
| Examiners Report | 5 |
| Receipts & Payments Account | 6 |

HOLYMOORSIDE PRE-SCHOOL PLAYGROUP
(Charity No. 1034679)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST AUGUST 2023

The trustees have pleasure in presenting their report with the financial statements of the charity for the year ended 31st August 2024.

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.....Jo Vickers – Treasurer ...25 July 2025

Holymoorside Preschool Annual General Meeting

Monday 21st July 2025 at 8pm @ Holymoorside Village Hall

Attending:

Committee - Katie Hodby (Secretary), Jo Vickers (Treasurer), Abbey Stevenson, Fiona Stevenson, Nicola Marlow, Grace Milner, Ellen Mordue

Members - Kate Briggs, Rachel Rice and Faith Vargas.

Apologies: Danielle Sheppard

Agenda

1. Quorum

Quorum was met.

Introductions completed and welcomed new members. Katie Hodby chaired the meeting. Brief overview shared with new members about the recent history of the committee, the purpose of the AGM and the requirements of the committee to work in line with our constitution.

2. Acceptance of minutes- Issues rising - none

3. Complaints, enquiries, data request –

We have received no formal complaints. However, two families did share their disappointment about the changes implemented to the drop off and pick procedures. These were responded to by the committee and as the changes being implemented were due to the previous procedure being identified as too high risk, the changes have continued. This was also discussed and agreed with Early Years Alliance. There has been positive feedback received from multiple families about the changes to drop off and pick up procedures.

4. Resignation and Election of Committee officers

a. Chair: Laura Bown resigned. Abbey Stevenson appointed (DBS received, awaiting EY2)

b. Treasurer: Jo Vickers to continue as treasurer until December 2025.

c. Secretary: Katie Hodby to continue as secretary until December 2025.

Grace Milner and Ellen Mordue to continue as committee members.

Fiona Stevenson (affiliated member – DBS and EY2 Outstanding).

Nicola Kanigowski resigned.

d. *New committee members:* Kate Briggs and Danielle Sheppard. (Katie H to share documents with further information about being a trustee and the role. Also to be shared with Rachel Rice, for her consideration for joining committee).

As Danielle is a member of staff there are stipulations from the Early Years Alliance.

“The employees paid job cannot include duties that form part of their role as trustee. Due to conflicts of interest, staff trustees cannot vote on or be present for discussion about their employment, pay or related matters.”

Due to these restrictions staff members would not normally hold officer roles.

The committee only has 2 members (Abbey Stevenson and Kate Briggs) with children still at preschool. The remaining committee members children are leaving at the end of this term. This means the new committee is working against our constitution, as 60% should be family members. In anticipation to this expected difficulty, prior to the AGM the committee have tried to recruit additional family members by speaking to families and sending out letters but have had poor response. This is becoming an ongoing problem. The committee will seek approval from Early Years Alliance to continue with less than 60% until the next AGM scheduled for December 2025. It is hoped that once new families join in September, we will be able to recruit further.

In order for preschool to be sustainable trustees did briefly discuss whether we need to consider changes to the legal structure of the setting. Trustees will research what the options are in preparation for the next AGM to discuss further if still struggling to recruit.

7. Staffing.

Diane Baskerville retired at end of December 2024. She continues to offer relief cover and has been covering every Wednesday. That cover will not be required from September 2025 and she will return to ad hoc cover.

Danielle Sheppard has been employed as manager and been in post since April 2025. This is going well and the staff have shared positive feedback. Danielle will be preschools nominated individual and Ofsted have been informed.

8. Finances

Treasurers report for 23/24

This year we have had an income of £54,571 and expenditure of £35,206. Our income is up £10,675 in comparison to 22/23 but the expenditure is very nearly the same. The increase in income is due to increased number of children and of increases to government funding as we received £32,076 in funding from local authority this year. This is an increase of £18,600 in comparison to the previous year. Due to the more comfortable financial position we are in there has been a decrease in the amount of fundraising done over the year.

Trustees agreed to continue to hold the reserve fund of £13,657, which would cover staff redundancy costs if required. Once Diane retires we will not need as much in the reserve but it was agreed we would leave that money in there in case required.

Trustees are very happy with the financial position the preschool is currently in, especially as we are no longer running at a deficit like we have been previously. With further increases to funding planned, we hope to continue on this track but will continue to review. A 4 year financial forecast would be helpful for future planning.

9. Policies

Danielle has updated the below and been approved by Committee:

- Fire Safety
- Missing Child procedure
- Uncollected child procedure
- Lockdown procedure
- Child protection and safeguarding.

New policy written

- Intimate Care

10. Premises, equipment, and update on Preschool events.

CRL are still supporting us in getting Microsoft Office email accounts. A new application needs to be submitted once the charity commission report has been submitted.

Staff are going to start using Tapestry from September 2025 to document the children's progress and share with families. A Data Protection Impact Assessment is being completed prior to data being recorded. Two new tablets have been purchased for this.

A child's tablet has been purchased using PEP money.

The children visited the church at Easter and received easter eggs.

Children dressed up for world book day and each received a book.

The children engaged in two mini sports days, which families attended. This was a great event and enjoyed by all.

We have had visits from Holymoorside, Westfield, Wigley and Hunloke School representatives for the children moving onto primary school. All these children have had their graduation photograph taken which has been given to parents/ carers and the children have each been gifted a small leaving teddy bear.

All children have received their files and books and staff have received some lovely feedback.

11. Upcoming events - None

12. Other business – none.

Next AGM to take place in December 2025. Date TBA.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Holymoorside Pre-school Playgroup

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1034679

Set out on pages

5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

07/05/2025

I Blanksby

Name:

Iain Blanksby

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

Association of Accounting Technicians

Address:

Accountable4u

47 Valley Road

Barlow

S18 7SL



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2023

To

Period end date
31/08/2024

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Debyshire Council funding | 32,076 | - | - | 32,076 | 13,476 |
| Pre-school fees | 18,668 | - | - | 18,668 | 19,494 |
| Fundraising & donations | 3,571 | - | - | 3,571 | 10,822 |
| Interest received | 256 | - | - | 256 | 104 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 54,571 | - | - | 54,571 | 43,896 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 54,571 | - | - | 54,571 | 43,896 |
| A3 Payments | | | | | |
| Staff costs | 30,291 | - | - | 30,291 | 32,813 |
| Rent | 3,445 | - | - | 3,445 | 1,452 |
| General expenses | 444 | - | - | 444 | 635 |
| Professional fees | - | - | - | - | 550 |
| Bank charges | 84 | - | - | 84 | 79 |
| Parties | - | - | - | - | - |
| Insurance | 695 | - | - | 695 | - |
| Stationary & office costs | 58 | - | - | 58 | - |
| Equipment | 189 | - | - | 189 | - |
| Sub total | 35,206 | - | - | 35,206 | 35,529 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 35,206 | - | - | 35,206 | 35,529 |
| Net of receipts/(payments) | 19,365 | - | - | 19,365 | 8,367 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 27,749 | - | - | 27,749 | 19,382 |
| Cash funds this year end | 47,114 | - | - | 47,114 | 27,749 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds | Restricted funds | Endowment funds |
|----------------------|--|--------------------|------------------|-----------------|
| | | to nearest £ | to nearest £ | to nearest £ |
| B1 Cash funds | | | | |
| | Current Account | 33,457 | - | - |
| | Money Manager Account | 13,657 | - | - |
| | Petty Cash | - | - | - |
| | Total cash funds | 47,114 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

Signed by one or two trustees on behalf
of all the trustees

Signature

Print Name

Date of
approval