

# Horsford & St Faiths Pre-School

England & Wales · Charity number 1036237

## Details

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Other names	ST FAITH'S UNDER FIVES, HORSHAM ST FAITHS PRE-SCHOOL, ST FAITHS PRE-SCHOOL
Status	Registered
Legal form	Other
Registered	1994-04-20
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Horsford C Of EVA Primary School Holt Road Horsford Norwich NR10 3DN
Phone	07770669664
Email	<a href="mailto:stfaithspreschool@mail.com">stfaithspreschool@mail.com</a>
Website	<a href="https://horsfordandstfaithspreschool.co.uk/">https://horsfordandstfaithspreschool.co.uk/</a>

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

**Activities:** We provide a safe and stimulating learning environment for children aged 2 to 5 years. We provide opportunities for the children to develop and learn through play. We are based in the Mission Rooms in Horsham St Faiths and we are run by a committee. The committee arrange fundraising events to supplement our current funding.

## Classification

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- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£107,567	£76,315	-	-
2024-08-31	£49,031	£42,640	-	-
2023-08-31	£42,200	£40,093	-	-
2022-08-31	£28,250	£35,618	-	-
2021-08-31	£35,674	£34,121	-	-

## Trustees

Name	Role	Appointed
<b>Chantelle Cage</b>	Chair	2022-03-16
Francis Cage		2022-03-16
Jessica Elizabeth Plane		2023-04-19
Kirsty Rowney		2024-11-20
Rebecca Webb		2023-04-19

**Horsford & St Faiths Pre-School**

England & Wales - Charity number 1036237

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# Accounts

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## **Horsford & St Faiths Pre-School**

### **REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2025**

The committee presents its report and audited financial statements for the year ended 31 August 2025

#### **Reference and Administrative Information**

Charity Name: Horsford & St Faiths Pre-school  
Charity registration number: 1036237  
Operational address: Horsford & St Faiths Pre-School  
Holt Road  
Horsford  
Norwich  
NR10 3DN

#### **Trustees (Committee)**

C Ampleford (Nee Clarke) Chairperson  
Francis Cage  
Chantelle Cage  
Jessica Plane  
Rebecca Webb

#### **Manager of Pre School**

M Clarke

#### **Bankers**

Santander

#### **Independent Examiner**

L Douglass  
96 Drayton Wood Road  
Norwich  
NR6 5BZ

## **Structure, Governance and Management**

### *Governing Document*

St Faith Preschool was established in January 1994 at The Mission room and was registered as a charity on 28<sup>th</sup> April 1994 and is governed by a constitution adopted on the 15<sup>th</sup> Day of June 1993

### *Recruitment and Appointment of Committee Members*

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM In Autumn Term 2023.

### *Committee Members Induction and Training*

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

### *Risk Management*

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre school in the future. These systems are reviewed on a regular basis.

### *Organisational Structure*

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Manager, as assisted by 3 members of staff.

## **Objectives and Activities**

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

## **Achievements and Performance**

The pre-school moved to new premises in June 2024 and this has meant a rise in numbers of children attending. We have families enquiring weekly and so the rise in numbers will continue. We have recently received a grant of £5,000.00 which we have used to buy sensory, communication and SEN resources.

## **Public Benefit**

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday.

## **Financial Review**

There was an increase in general funds of £31,252.08

## ***Reserves Policy***

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £20,000. This is to provide sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fees or other income.

Free reserves in the general fund at the year-end amounted to £41,765.23

Approved at the AGM held on 20/11/2025

and signed on its behalf by:

Chloe Ampleford

**Chairperson**

## Horsford & St Faiths Pre-School

### Income and Expenditure Account

<u>For the Year Ended</u>	<u>31/08/2025</u>	<u>31/08/2024</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
	<u>Notes</u>		
<b>Income:</b>			
Fees	6376.50	4730.00	-1646.50
NCC Funding	96000.35	43238.42	-52761.93
Fundraising	188.50	555.00	366.50
Q&I Grant	5000.00	0.00	-5000.00
Donation	1.50	0.00	-1.50
Refunds	0.00	131.03	131.03
Toddler Group Income	0.00	376.50	376.50
	<hr/>	<hr/>	
	107566.85	49030.95	
<b>Expenditure:</b>			
Staff Wages	63608.79	35213.80	-28394.99
Rent	3500.00	3278.50	-221.50
Repairs & Renewals	0.00	0.00	0.00
Consumables	276.00	172.34	-103.66
Sundry	358.00	0.00	-358.00
Fundraising Costs	48.00	0.00	-48.00
Equipment	699.00	50.00	-649.00
Rates & Insurance	687.09	701.07	13.98
Light & Heat	0.00	1123.60	1123.60
Memberships/Subscriptions	87.00	223.00	136.00
Accountancy Fees	917.50	730.00	-187.50
Staff Training	0.00	285.00	285.00
Other Staff Costs	381.80	0.00	-381.80
Admin/Office supplies	765.47	862.67	97.20
Q&I Grant spends	4986.12	0.00	-4986.12
	<hr/>	<hr/>	
	76314.77	42639.98	
<b>Excess/(shortfall) of income over expenditure</b>	<b>31252.08</b>	<b>6390.97</b>	
Bank Balance B/Fwd	10513.15	4206.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	10513.15	4206.18	
Bank Balance C/Fwd	41765.23	10513.15	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	41765.23	10513.15	
Represented by:			
Current A/C - 08842159	41765.23	10513.15	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	41765.23	10513.15	

Accounts Independently checked by:  
Lacey Douglass

Date: 14/09/25

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
HORSFORD & ST FAITH'S PRE SCHOOL  
YEAR ENDED 31 AUGUST 2025**

I report on the accounts of St Faith's Pre School for the year ended 31 August 2025

**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 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;
- follow the procedures laid down in the general Directions given by the Charity Commission.
- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**14<sup>th</sup> September 2025**

## **Financial Report for Year to 31<sup>st</sup> August 2025**

The preschool had a surplus of £31,252.08 as at 31.08.25 (surplus of £6,390.97 in 2024).

The current account holds £41,765.23 to meet the day to day running costs of the pre-school, an increase of £31,252.08 on the previous year

The pre-school should hold enough reserves to cover at least 3 months expenditure (£20,000.00). This is the first year that I have been reporting for Horsford & St Faiths Pre-School where this target has been met.

The decision to move that the committee made in June 2024 has been an undoubted success and the pre-school continues to thrive.

An external bookkeeping service was retained by the committee for payroll, monthly accounts, budgets and year end accounts. While this is a cost to the pre-school, the benefits for the committee have been wide ranging.

Lacey Douglass

Bookkeeper

14<sup>th</sup> September 2025

**Horsford & St Faiths Pre-School**

England & Wales - Charity number 1036237

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# Accounts

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## **Horsford & St Faiths Pre-School**

### **REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2024**

The committee presents its report and audited financial statements for the year ended 31 August 2024

#### **Reference and Administrative Information**

Charity Name:	Horsford & St Faiths Pre-school
Charity registration number:	1036237
Operational address:	Horsford & St Faiths Pre-School Holt Road Horsford Norwich NR10 3DN

#### **Trustees (Committee)**

C Clarke	Chairperson
Emily Beare	
Francis Cage	
Chantelle Cage	
Jessica Plane	
Rebecca Webb	

#### **Manager of Pre School**

M Clarke

#### **Bankers**

Santander

#### **Independent Examiner**

L Douglass  
96 Drayton Wood Road  
Norwich  
NR6 5BZ

## **Structure, Governance and Management**

### *Governing Document*

St Faith Preschool was established in January 1994 at The Mission room and was registered as a charity on 28<sup>th</sup> April 1994 and is governed by a constitution adopted on the 15<sup>th</sup> Day of June 1993

### *Recruitment and Appointment of Committee Members*

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM In Autumn Term 2023.

### *Committee Members Induction and Training*

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

### *Risk Management*

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre school in the future. These systems are reviewed on a regular basis.

### *Organisational Structure*

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Manager, as assisted by 3 members of staff.

## **Objectives and Activities**

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

## **Achievements and Performance**

The pre-school moved to new premises in June 2024 and this has meant a rise in numbers of children attending. We have families enquiring weekly and so the rise in numbers will continue. We have recently received a grant of £5,000.00 which we have used to buy sensory, communication and SEN resources.

## **Public Benefit**

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday.

## **Financial Review**

There was an increase in general funds of £6,390.97

## ***Reserves Policy***

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £11,000. This is to provide sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fees or other income.

Free reserves in the general fund at the year-end amounted to £10,513.15

Approved at the AGM held on 20/11/2024

and signed on its behalf by:

Chloe Clarke

**Chairperson**

## Horsford & St Faiths Pre-School

### Income and Expenditure Account

<u>For the Year Ended</u>	<u>31/08/2024</u>	<u>31/08/2023</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
	<u>Notes</u>		
<b>Income:</b>			
Fees	4730.00	4285.50	-444.50
NCC Funding	43238.42	22256.33	-20982.09
Fundraising	555.00	11.50	-543.50
Early Years NCC Grant	0.00	0.00	0.00
Sustainability Grant	0.00	10000.00	10000.00
Q&I Grant	0.00	5000.00	5000.00
Donation	0.00	0.00	0.00
Refunds	131.03	0.00	-131.03
Toddler Group Income	376.50	647.00	270.50
	<hr/>	<hr/>	
	49030.95	42200.33	
<b>Expenditure:</b>			
Staff Wages	35213.80	29962.6	-5251.20
Rent	3278.50	2079.50	-1199.00
Repairs & Renewals	0.00	0.00	0.00
Consumables	172.34	140.20	-32.14
Equipment	50.00	474.04	424.04
Rates & Insurance	701.07	662.47	-38.60
Light & Heat	1123.60	914.00	-209.60
Memberships/Subscriptions	223.00	263.70	40.70
Accountancy Fees	730.00	958.50	228.50
Staff Training	285.00	45.00	-240.00
Other Staff Costs	0.00	96.00	96.00
Admin/Office supplies	862.67	489.61	-373.06
Grant Spends	0.00	0.00	0.00
Q&I Grant spends	0.00	4007.71	4007.71
	<hr/>	<hr/>	
	42639.98	40093.33	
<b>Excess/(shortfall) of income over expenditure</b>			
	<b>6390.97</b>	<b>2107.00</b>	
Bank Balance B/Fwd	4206.18	2099.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	4206.18	2099.18	
Bank Balance C/Fwd	10513.15	4206.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	10513.15	4206.18	
Represented by:			
Current A/C - 08842159	4206.18	4206.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	4206.18	4206.18	

Accounts Independently checked by:  
Lacey Douglass

Date: 07/09/24



**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST FAITH'S  
PRE SCHOOL  
YEAR ENDED 31 AUGUST 2024**

I report on the accounts of St Faith's Pre School for the year ended 31 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 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;
- follow the procedures laid down in the general Directions given by the Charity Commission.
- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 ActHave 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**7<sup>th</sup> September 2024**

## **Financial Report for Year to 31<sup>st</sup> August 2024**

The preschool had a surplus of £6,390.97 as at 31.08.24 (surplus of £2107.00 in 2023).

The current account holds £10,513.15.18 to meet the day to day running costs of the pre-school, an increase of £6,390.97 on the previous year

The pre-school should hold enough reserves to cover at least 3 months expenditure (£11,000.00). Great progress has been made towards this figure but the pre-school must aim for this going forward.

The pre-school moved to new premises in June 2024 with increased capacity and while there were only 3 months of this represented in this financial year, trustees will need to be mindful of any impacts on sustainability of this move in the future.

Numbers have looked healthy for this 3-month period.

With few families in the setting and the current economic situation, fundraising has been difficult but increased numbers of families in the new setting should increase fundraising opportunities.

An external bookkeeping service was retained by the committee for payroll, monthly accounts, budgets and year end accounts. While this is a cost to the pre-school, the benefits for the committee have been wide ranging.

Lacey Douglass

Bookkeeper

7<sup>th</sup> September 2024

**Horsford & St Faiths Pre-School**

England & Wales - Charity number 1036237

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# Accounts

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## **ST FAITHS PRESCHOOL**

### **REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2023**

The committee presents its report and audited financial statements for the year ended 31 August 2023

#### **Reference and Administrative Information**

Charity Name:	St Faiths Preschool
Charity registration number:	1036237
Operational address:	St Faiths Preschool The Mission Room Church Street Horsham St Faith Norwich NR10 3JJ

#### **Trustees (Committee)**

C Clarke	Chairperson
Emily Beare	
Francis Cage	
Chantelle Cage	
Jessica Plane	
Rebecca Webb	

#### **Manager of Pre School**

M Clarke

#### **Bankers**

Santander

#### **Independent Examiner**

L Douglass  
96 Drayton Wood Road  
Norwich  
NR6 5BZ

## **Structure, Governance and Management**

### *Governing Document*

St Faith Preschool was established in January 1994 at The Mission room and was registered as a charity on 28<sup>th</sup> April 1994 and is governed by a constitution adopted on the 15<sup>th</sup> Day of June 1993

### *Recruitment and Appointment of Committee Members*

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM In Autumn Term 2018

### *Committee Members Induction and Training*

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

### *Risk Management*

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre school in the future. These systems are reviewed on a regular basis.

### *Organisational Structure*

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Manager, as assisted by 3 members of staff.

## **Objectives and Activities**

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

## **Achievements and Performance**

Numbers of children continue to be lower than pre-pandemic but have remained stable year on year. A £10,000.00 sustainability grant was awarded by Norfolk County Council in September 2022 due to the cashflow pressures seen along with a £5,000.00 quality & improvement grant. Numbers of children registered for the next year are increasing thanks to the toddler group established in January 2022.

### **Public Benefit**

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday.

### **Financial Review**

There was an increase in general funds of £2107.00

### ***Reserves Policy***

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £10,500 This is to provide sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fees or other income.

Free reserves in the general fund at the year-end amounted to £4206.18

Approved at the AGM held on

and signed on it's behalf by:

Chloe Clarke

**Chairperson**

## **St Faith's Pre School**

### **Income and Expenditure Account**

<u>For the Year Ended</u>	<u>31/08/2023</u>	<u>31/08/2022</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
	<u>Notes</u>		
<b>Income:</b>			
Fees	4285.50	2474.95	-1810.55
NCC Funding	22256.33	22561.17	304.84
Fundraising	11.50	0.00	-11.50
Early Years NCC Grant	0.00	2163.85	2163.85
Sustainability Grant	10000.00		-10000.00
Q&I Grant	5000.00		-5000.00
Donation	0.00	500.00	500.00
Toddler Group Income	647.00	550.50	-96.50
	<hr/>	<hr/>	
	42200.33	28250.47	
<b>Expenditure:</b>			
Staff Wages	29962.6	28118.91	-1843.69
Rent	2079.50	2045.00	-34.50
Repairs & Renewals	0.00	245.00	245.00
Consumables	140.20	119.98	-20.22
Equipment	474.04	72.48	-401.56
Rates & Insurance	662.47	606.72	-55.75
Light & Heat	914.00	680.20	-233.80
Memberships/Subscriptions	263.70	90.00	-173.70
Accountancy Fees	958.50	891.00	-67.50
Staff Training	45.00	150.00	105.00
Other Staff Costs	96.00	0.00	-96.00
Admin/Office supplies	489.61	512.87	23.26
Grant Spends	0.00	2086.23	2086.23
Q&I Grant spends	4007.71	0.00	-4007.71
	<hr/>	<hr/>	
	40093.33	35618.39	
<b>Excess/(shortfall) of income over expenditure</b>	<b>2107.00</b>	<b>-7367.92</b>	
Bank Balance B/Fwd	2099.18	9467.10	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	2099.18	9467.10	
Bank Balance C/Fwd	4206.18	2099.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	4206.18	2099.18	
Represented by:			
Current A/C - 08842159	4206.18	2099.18	
Petty Cash	0.00	0.00	
	<hr/>	<hr/>	
	4206.18	2099.18	

Accounts Independently checked by:  
Lacey Douglass

Date: 11/09/2023

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST FAITH'S  
PRE SCHOOL  
YEAR ENDED 31 AUGUST 2023**

I report on the accounts of St Faith's Pre School for the year ended 31 August 2023

**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 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;
- follow the procedures laid down in the general Directions given by the Charity Commission.
- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 ActHave 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**11<sup>th</sup> September 2023**

## **Financial Report for Year to 31<sup>st</sup> August 2023**

Fees increased to £4,285.50 from £2,474.95 in 2022. Funding decreased slightly to £22,256.33 from £22,561.17 in 2021. Child numbers remained stable throughout the year.

An increase to the base rate of funding from April 2023 to £4.41 per 3 and 4 year and the 2 year funding hourly rate also increased to £5.64.

The preschool had a surplus of £2107.00 as at 31.08.23 (deficit of £7,367.92 in 2022).

Norfolk County Council agreed for a sustainability grant application to be made which was successful in August 2022. £10,000.00 was received in September 2022 and a further £5,000.00 Quality & Improvement grant was awarded to purchase new resources.

The current account holds £4,206.18 to meet the day to day running costs of the pre-school, an increase of £2,107.00 on the previous year

The pre-school should hold enough reserves to cover at least 3 months expenditure (£10,500.00). The pre-school must aim for this going forward.

With few families in the setting and the current economic situation, fundraising has been difficult.

The committee need to be mindful that while a sustainability grant has been awarded, the future of the pre-school is still precarious, particularly with the increase in energy costs that the landlord will pass on. However, there are significant changes to early years funding from April 2024 and a large increase in funding, particularly for 2 year olds from September 2023.

An external bookkeeping service was retained by the committee for payroll, monthly accounts, budgets and year end accounts. While this is a cost to the pre-school, the benefits for the committee have been wide ranging.

Lacey Douglass

Bookkeeper

11<sup>th</sup> September 2023

**Horsford & St Faiths Pre-School**

England & Wales - Charity number 1036237

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# Accounts

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## **ST FAITHS PRESCHOOL**

### **REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2022**

The committee presents its report and audited financial statements for the year ended 31 August 2022

#### **Reference and Administrative Information**

Charity Name:	St Faiths Preschool
Charity registration number:	1036237
Operational address:	St Faiths Preschool The Mission Room Church Street Horsham St Faith Norwich NR10 3JJ

#### **Trustees (Committee)**

C Clarke	Chairperson
Emily Beare	
Francis Cage	
Victoria Talboys	
Chantelle Cage	

#### **Manager of Pre School**

M Clarke

#### **Bankers**

Santander

#### **Independent Examiner**

L Douglass  
96 Drayton Wood Road  
Norwich  
NR6 5BZ

## **Structure, Governance and Management**

### *Governing Document*

St Faith Preschool was established in January 1994 at The Mission room and was registered as a charity on 28<sup>th</sup> April 1994 and is governed by a constitution adopted on the 15<sup>th</sup> Day of June 1993

### *Recruitment and Appointment of Committee Members*

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM In Autumn Term 2018

### *Committee Members Induction and Training*

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

### *Risk Management*

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre school in the future. These systems are reviewed on a regular basis.

### *Organisational Structure*

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Manager, as assisted by 3 members of staff.

## **Objectives and Activities**

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

## **Achievements and Performance**

Numbers of children continue to be lower than pre-pandemic. A grant was received from Norfolk County Council to enable a toddler group to be set up by the Pre-School in January 2022. This has proved very popular with more toddlers registered to attend the group than capacity allows. This project has driven higher numbers of registrations for places when children reach entry age than expected and numbers for future years look more stable.

### **Public Benefit**

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday.

### **Financial Review**

There was a decrease in general funds of £7,367.92

### ***Reserves Policy***

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £9,000.00 This is to provide sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fees or other income.

Free reserves in the general fund at the year-end amounted to £2,099.18

Approved at the AGM held on 19<sup>th</sup> April 2023 and signed on it's behalf by:

Chloe Clarke

**Chairperson**

## **St Faith's Pre School**

### **Income and Expenditure Account**

<u>For the Year Ended</u>	<u>31/08/2022</u>	<u>31/08/2021</u>	<u>Variance</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Notes</u>			
<b>Income:</b>			
Fees	2474.95	2330.50	-144.45
NCC Funding	22561.17	32502.91	9941.74
Fundraising	0.00	42.49	42.49
Early Years NCC Grant	2163.85	0.00	-2163.85
Donation	500.00	0.00	-500.00
CJRS/SSP (COVID)	0.00	798.77	798.77
Toddler Group Income	550.50	0.00	-550.50
	<hr/>	<hr/>	
	28250.47	35674.67	
<b>Expenditure:</b>			
Staff Wages	28118.91	29458.98	1340.07
Rent	2045.00	1310.00	-735.00
Repairs & Renewals	245.00	0.00	-245.00
Snack & Sundries	0.00	0.00	0.00
Consumables	119.98	140.00	20.02
Equipment	72.48	185.00	112.52
Rates & Insurance	606.72	517.52	-89.20
Light & Heat	680.20	898.80	218.60
Memberships/Subscriptions	90.00	90.00	0.00
Accountancy Fees	891.00	855.00	-36.00
Staff Training	150.00	288.00	138.00
Other Staff Costs	0.00	0.00	0.00
Admin/Office supplies	512.87	378.36	-134.51
Grant Spends	2086.23	0.00	-2086.23
Fundraising Costs	0.00	0.00	0.00
	<hr/>	<hr/>	
	35618.39	34121.66	
<b>Excess/(shortfall) of income over expenditure</b>	<b>-7367.92</b>	<b>1553.01</b>	
Bank Balance B/Fwd	9467.10	8746.11	
Petty Cash at 01/09/20	0.00	0.00	
	<hr/>	<hr/>	
	9467.10	8746.11	
Bank Balance C/Fwd	2099.18	7914.09	
Petty Cash at 31/08/20	0.00	0.00	
	<hr/>	<hr/>	
	2099.18	7914.09	
Represented by:			
Current A/C - 08842159	2099.18	9467.10	
Petty Cash as at 31/08/20	0.00	0.00	
	<hr/>	<hr/>	
	2099.18	9467.10	

Accounts Independently checked by:  
Lacey Douglass

Date: 09/09/2022

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST FAITH'S  
PRE SCHOOL  
YEAR ENDED 31 AUGUST 2022**

I report on the accounts of St Faith's Pre School for the year ended 31 August 2022

**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 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;
- follow the procedures laid down in the general Directions given by the Charity Commission.
- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 ActHave 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**9<sup>th</sup> September 2022**

## **Financial Report for Year to 31<sup>st</sup> August 2021**

A challenging year for the pre-school. Fees increased to £2,474 from £2,330 in 2021. Funding decreased to £22,561 from £32,502 in 2021. Child numbers did not increase by the usual amount as the year progressed.

An increase to the base rate of funding from April 2022 to £4.18 per 3 and 4 year old did not meet the National Minimum Wage increase. 2 year funding hourly rate also increased to £5.50 from April 2022.

The preschool had a deficit of £7,367.92 as at 31.08.21 (surplus of £1,553.01 in 2021).

This was foreseen in early Spring and discussions were had with Norfolk County Council about the future of the pre-school.

Norfolk County Council agreed for a sustainability grant application to be made which was successful in August 2022. £10,000.00 was received in September 2022 but is outside the date range of this financial year.

A toddler group was opened in Spring following a successful bid for funding from Norfolk County Council to pay for resources and rent. A toddler group was needed in the village following the closure of many local groups due to the pandemic. The toddler group is also part of the marketing strategy of the pre-school bringing families into the preschool who would otherwise have not known it was there. The toddler group helped in the sustainability bid.

The current account holds £2,099.18 to meet the day to day running costs of the pre-school, a decrease of £7,367 on the previous year

The pre-school should hold enough reserves to cover at least 3 months expenditure (£8970). The pre-school must aim for this going forward.

With few families in the setting and the current economic situation, fundraising has been difficult.

The committee need to be mindful that while a sustainability grant has been awarded, the future of the pre-school is still precarious, particularly with the increase in energy costs that the landlord will pass on.

**Horsford & St Faiths Pre-School**

England & Wales - Charity number 1036237

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# Accounts

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## **ST FAITHS PRESCHOOL**

### **REPORT OF THE COMMITTEE FOR THE YEAR ENDED 31 AUGUST 2021**

The committee presents its report and audited financial statements for the year ended 31 August 2021

#### **Reference and Administrative Information**

Charity Name:	St Faiths Preschool
Charity registration number:	1036237
Operational address:	St Faiths Preschool The Mission Room Church Street Horsham St Faith Norwich NR10 3JJ

#### **Trustees (Committee)**

C Clarke	Chairperson
Marketa Tuttle	Secretary
J Spaul	
SJ Brandish	
K Bronze	

#### **Manager of Pre School**

M Clarke

#### **Bankers**

Santander

#### **Independent Examiner**

L Douglass  
96 Drayton Wood Road  
Norwich  
NR6 5BZ

## **Structure, Governance and Management**

### *Governing Document*

St Faith Preschool was established in January 1994 at The Mission room and was registered as a charity on 28<sup>th</sup> April 1994 and is governed by a constitution adopted on the 15<sup>th</sup> Day of June 1993

### *Recruitment and Appointment of Committee Members*

At least 60% of the committee, including co-opted members, must be parents or guardians of children in the Preschool. In the event that 60% cannot be achieved, then affiliate members may be elected. The committee members are elected for a period of one year at the annual general meeting. Retiring committee members are eligible for re-election unless they have already served as a committee member for 10 consecutive years.

The committee members were all elected at the AGM In Autumn Term 2018

### *Committee Members Induction and Training*

New committee members are encouraged to read the charity's constitution, the last financial statements of the charity and the Charity Commission guidance, CC3, 'The Essential Trustee'.

### *Risk Management*

The committee have reviewed and identified the risks that the Pre School faces and have systems to monitor and control these risks to mitigate any impact they may have on the Pre school in the future. These systems are reviewed on a regular basis.

### *Organisational Structure*

The charity has a committee consisting of Chair, Secretary and Treasurer and not less than 4 nor more than 9 elected members. If the committee so decides, it may have not more than 3 members co-opted by the committee. At least two-thirds of the committee members shall at the time of election be parents or guardians of children in the Pre School. The committee meets half termly and the day to day running of the Pre School rests with the Pre School Manager, as assisted by 3 members of staff.

## **Objectives and Activities**

The charity's objects are to enhance the development and education of children below compulsory school age by providing safe and satisfying play, in which the parents have the right to take part and encouraging other charitable activities through which parents may help the children.

## **Achievements and Performance**

The pandemic continued to affect all aspects of preschool life, including a staff COVID-19 outbreak in January 2021 which resulted in a delayed opening for the Spring Term. Despite this, it was a very settled year at the preschool but the ongoing financial challenges that face all early years settings continue to be felt. We continue to work with outside agencies to support our children's well-being and individual needs and the needs of our families.

### **Public Benefit**

The Pre School is open to all children, without any catchment area, nationality, religious or other restriction, from when they are two years and three months old until they are able to enter infant school. Early Years funding is available for all children from the term following their third birthday.

### **Financial Review**

There was an increase in general funds of £1,553.01

#### *Reserves Policy*

It is the policy of the committee to maintain general funds at a level that equates to three months resources expended, a figure of approximately £9,000.00 This is to provide sufficient funds to cover salaries and other costs incurred in the event of a temporary reduction in fees or other income.

Free reserves in the general fund at the year end amounted to £9,467.10

Approved at the AGM held on 16<sup>th</sup> March 2022 and signed on it's behalf by:

Chloe Clarke

**Chairperson**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF ST FAITH'S  
PRE SCHOOL  
YEAR ENDED 31 AUGUST 2021**

I report on the accounts of St Faith's Pre School for the year ended 31 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 under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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- state whether particular matters have come to my attention

**Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. 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 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**

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- (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 2011 Act; and
  - To prepare accounts which accord with the accounting records and to 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.

**Lacey Douglass  
96 Drayton Wood Road  
Hellesdon  
Norwich  
NR6 5BZ**

**9<sup>th</sup> September 2021**

## **Financial Report for Year to 31<sup>st</sup> August 2021**

A good year for the pre-school despite the ongoing pandemic. Fee's decreased to £2,330 from £3799 in 2020. Funding increased to £32,502 from £23,430 in 2020 but this is expected with the lower fee income.

An increase to the base rate of funding from April 2021 to £4.08 per 3 and 4 year old children helped to absorb the wage increases. 2 year funding hourly rate also increased to £5.34 from April 2021.

The preschool had a surplus of £1,553.01 as at 31.08.21 (deficit of £832.02 in 2020). This is a good outcome considering ongoing pandemic.

Following a Covid outbreak at Christmas among the staff, the permitted statutory sick pay for those affected was reclaimed from HMRC which helped offset the staff costs that were paid while the preschool was closed.

The current account holds £9,467.10 to meet the day to day running costs of the pre-school, an increase of £1,553 on the previous year

The pre-school should hold enough reserves to cover at least 3 months expenditure (£8970). This level has now been reached and the committee and staff are to be commended for reaching this level within very challenging conditions.

The fundraising total was £42.49. Nationally all fundraising activities have been impacted by the pandemic.

As in previous years, with a lack of resources budget, I would suggest that fundraising is used for the purposes of buying resources.