

## **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