



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From September 2020
Period end date

Period start date To August 2021

Charity name: Holy Trinity Pre-School

Charity registration number: 1037957

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the Pre-School shall be to provide a safe and satisfying learning-through-play experience, whilst following the demands of the Early Years Curriculum, to provide quality childcare and early years education for children aged from 6weeks to school age. The Pre-School also aims to support parents in their children's early years, by working collaboratively with parents and carers, other agencies and professionals, where appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Provide a safe and stimulating learning environment.• Recruit, train and support suitably qualified staff to provide quality pre-school learning and care.• Comply with Ofsted regulations and registration.• Ensure the needs (in particular child-care and language development) of local people are being met by consultation.• Work closely with other agencies to provide support for vulnerable children and families (at risk)
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The public benefit from the pre-school because we are able to provide affordable and high quality childcare to families with low incomes, in order to allow them to continue in employment. The pre-school serves the local

		<p>community which is made up of many low-income families, single parent families and families from overseas, especially the Philippines, Africa and Southern India, many of whom have come to the area to work in the local large teaching hospital. The pre-school is able to offer help and support to families and agencies involved in providing for the needs of at-risk children. Referrals of at-risk children are increasing year by year. In addition, by providing the opportunity for students to learn on-the-job (in conjunction with college programmes) we are helping to provide training and increased employment prospects to local people. All the above is provided with regard to the guidance issues by the Charity Commission on public benefit.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<p>Under normal circumstances, local people, including parents and carers assist occasionally in raising funds to provide specific equipment. They also assist with providing extra support on educational visits. This year the regulations surrounding Covid have meant that there has been a curtailment of the degree to which people could be in contact with the children, but it is hoped that this will be re-introduced as the situation improves.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year the Pre-School has been able to provide ten (five morning and five afternoon) sessions per week throughout term-time, despite staff being absent and needing to isolate through Covid.</p> <p>Children with English as a second language, and their transition to school have continued to be supported by close liaison with two LEA's and several local primary schools.</p> <p>Staff salaries remain in line with the National Living Wage, and the Charity continues to recognise the additional responsibilities of manager and assistant manager, by differentiated rates of pay. Eligible staff are enrolled into a work-place pension scheme.</p> <p>Children have continued to enjoy the large outdoor play area, providing a Covid-safer fresh-air environment.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		n/a

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The income and expenditure account show that the year ended with a deficit of £4,446. This is the inevitable result of parents choosing to keep their children at home during uncertain times, especially if furloughed, or working from home. Children whose places are funded by the local authority have continued to attend, but the shortfall is down to parents who normally would meet the fees themselves not enrolling their children. The charity was able to ride out this year as it had sufficient funds from previous years. This is a worrying situation however, and close watch will be made over the early months of the next year to review recruitment and staffing levels.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves as such as not held, but the charity has a deposit account which has been built up over several years. Over the last four years this has been used to supplement the income to ensure that the Pre-School can continue to meet its commitments.
Amount of reserves held	Para 1.22	n/a
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Funding from the Local Authority (shown in accounts as "NEG funding") for the eligible children is reliable, but is dependent on successful recruitment. This can not be predicted year on year, and neither can the number of hours above and beyond what the LEA funds, which the parents pay for themselves (shown in accounts as "Fees"). As the only income is from these two sources, the future of the pre-school is dependent on the recruitment of satisfactory number of children, balanced by the optimal number of staff employed to cover the legal requirements. (The accounts show that the cost of employing staff is the single largest expense (£41,694 of a total expenditure of £52,203). The pre-school is in a slightly better situation than several local providers

		<p>who have had to close through financial difficulties caused by the pandemic. Another year like this one, however, and the financial future will be very uncertain.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Pre-schools major sources of funding are fees charged to parents and carers and Nursery Education Grant from Local Authorities.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The main risk facing the Pre-School is financial – that if it does not recruit sufficient children, or does not secure some other financial aid (such as grants) in the next year it will be in danger of becoming financially non-viable.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All parents and primary carers with children attending the Pre-School are members of the Pre-School, and are able to vote at meetings. Members are elected annually to office (Chairperson, Treasurer and Secretary) and these, together with the Pre-School manager and deputy, form the Management Committee. The committee has the right to co-opt committee members.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Holy Trinity Pre-School
Other name the charity uses	
Registered charity number	1037957

Charity's principal address	Holy Trinity Community Centre London Road Newcastle under Lyme Staffordshire ST5 1LQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Barbara Davies	Treasurer		
2	Zoe Dillett	Chairperson		
3	Emma Bonfiglio	Secretary		
4	Sarah Shufflebotham	Manager		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Sarah Shufflebotham Pre-School Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	B.E. Davies	
Full name(s)	Barbara Elizabeth Davies	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	23 rd May 2022	

The attached Statement of Accounts for the year ended 31st August 2021 has been prepared from the accounting records, information and explanations supplied to me,

A J Wilkinson ACMA

438 Crewe Road
Wistaston
Crewe
Cheshire
CW2 6QN

HOLY TRINITY PLAYGROUP

STATEMENT OF ACCOUNTS FOR THE YEAR

ENDED 31 AUGUST 2021

HOLY TRINITY PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST AUGUST
2021

Income

Fees	19,946.60
Grants	0.00
NEG Funding	27,679.04
Staff Development	0.00
Fundraising	131.12
Interest	<u>0.54</u>
	47,757.30

Expenditure

Wages	41,694.06	
Insurance	697.84	
Rent	6,600.00	
Marketing	0.00	
Equipment	310.64	
Accountancy	360.00	
Petty Cash (Refreshments etc)	633.15	
Photographs	0.00	
Property Maintenance	0.00	
Office Equipment	1,013.30	
Miscellaneous Expenses	0.00	
Training	337.00	
Professional Fees	558.00	
Educational Visits	<u>0.00</u>	<u>52,203.99</u>
Deficit of Income over expenditure		<u>-4,446.69</u>

HOLY TRINITY PLAYGROUP

BALANCE SHEET AS AT 31ST AUGUST 2021

During the year Holy Trinity Playgroup made a deficit of £4,446.69 which can be seen by the decrease in Assets as follows : -

Bank Balances

as at 31 August 2021

as at 31 August 2020

Current Account	1,137.81	Current Account	85.04
Deposit Account	3,791.19	Deposit Account	9,290.65
Cash in Hand	0.00	Cash in Hand	0.00
			-
		Deficit for the year	4,446.69
	<u>4,929.00</u>		<u>4,929.00</u>