



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1<sup>st</sup> September 2022 **Period start date**  
**To** 31<sup>st</sup> August 2023 **Period end date**

**Charity name:** Holy Trinity Pre-School Newcastle under Lyme

**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	<p><b>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 6 weeks to school age.</b></p> <p><b>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.</b></p>
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"><li><b>• Provide a safe and stimulating learning environment</b></li><li><b>• Recruit, train and support suitably qualified staff to provide quality pre-school learning and care.</b></li><li><b>• Comply with Ofsted regulations and registration, and implement any improvements suggested.</b></li><li><b>• Ensure the needs in particular child-care and language development) of local people are met by consultation</b></li><li><b>• Work closely with other agencies to provide support for vulnerable children and families at risk.</b></li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p><b>The public benefit from the pre-school because we are able to provide affordable and high quality childcare to families with low income, assisting them with grant applications where appropriate, in order to allow them to continue in employment.</b></p> <p><b>The pre-school serves the local</b></p>

		<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.</p> <p>The pre-school is able to offer help and support to families and agencies involved in providing for the needs of at-risk children, as well as children with additional learning support needs. Referrals of at-risk children are increasing year by year</p> <p>In addition, by providing the opportunity for students to learn on-the-job (in conjunction with the local college programmes) we are helping to provide training and increased employment prospects to local people.</p> <p>A;; the above is provided with regard to the guidance issued 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	<b>Not applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable</b>
Contribution made by volunteers	Para 1.38	<p><b>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.</b></p> <p><b>We have been able to include some volunteers to help with our vegetable garden</b></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><b>During the year the Pre-School has been able to provide ten (five mornings and five afternoon) sessions per week throughout term-time.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>Children have continued to enjoy the large outdoor play area, with its mud kitchen, play house and space for wheeled toys.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Not applicable</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Not applicable</b>
Investment performance against objectives	Para 1.41	<b>Not applicable</b>
Other		<b>Not applicable</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>The income and expenditure account show that the year ended with a deficit of £2,644.29. This was disappointing, but was largely due to low recruitment of children, but rising staffing costs. Towards the end of the year, we were able to look forward to a better year, as enquiries and bookings were beginning to look very encouraging.</b></p> <p><b>It will be necessary to keep a close eye on numbers, staffing and funding over the coming year. The balance in the deposit account is slightly higher than it was this time last year, but this will not be sufficient to maintain our operations if recruitment does not significantly improve.</b></p> <p><b>Despite some fears that the Pre-School may not be financially viable this year, we have survived and are fairly confident that recruitment will have improved in September.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves as such are not held, but the charity has a deposit account which had been built up over several years. Over the last five years this has been used to supplement the income to ensure that the Pre-School can continue to meet its commitments. It is essential that in the coming year this is built up again and can be held for contingencies such as redundancies if that becomes necessary.</b>
Amount of reserves held	Para 1.22	<b>n/a</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>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 demand for additional hours which parents may request in excess of the LEA funded hours. (These hours are shown in accounts as "fees")</b></p> <p><b>As the only income is from these two sources, the future of the pre-school is dependent on the recruitment of an</b></p>

		<p>optimal number of children, balanced by the optimal number of staff employed to cover the legal requirements. Staffing costs are the single largest expense - the accounts show that this cost £37,194 out of a total expenditure of £46,996.</p> <p>It is well documented by other providers and Early Years specialists that the amount of funding provided by the government does not cover the cost of the provision, and many providers are giving up. We are not yet at this point.</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	<b>The Pre-School's major sources of funding are fees charged to parents and carers and Nursery Education Grant from Local Authorities.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable.</b>
A description of the principal risks facing the charity	Para 1.46	<b>The main risk facing the Charity is financial – that if it does not recruit sufficient children or does not secure some other financial aid (such as one-off grants) in the next year, it will be in danger of becoming financially non-viable.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Unincorporated association.</b>
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	<b>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.</b>

### 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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8				
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
n/a		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
n/a		

## Funds held as custodian trustees on behalf of others

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

### 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)

Lisa Godwin (Deputy Manager)

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

## Other optional information

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Barbara Davies

Full name(s)

Barbara Elizabeth Davies

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

25/5/2024

**HOLY TRINITY PLAYGROUP**

**STATEMENT OF ACCOUNTS FOR THE YEAR**

**ENDED 31 AUGUST 2023**

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2023**

**Income**

Fees	18,298.56
Grants	800.00
NEG Funding	25,192.10
Staff Development	0.00
Fundraising	41.03
Interest	<u>20.71</u>
	44,352.40

**Expenditure**

Wages	37,194.01
Insurance	862.54
Rent	6,087.20
Marketing	530.40
Equipment	10.00
Accountancy	360.00
Petty Cash (Refreshments etc)	400.00
Photographs	0.00
Property Maintenance	0.00
Office Equipment	1,119.94
Miscellaneous Expenses	0.00
Training	130.00

Professional Fees	302.60	
Educational Visits	<u>0.00</u>	<u>46,996.69</u>
Deficit of Income over expenditure		<u>-2,644.29</u>

### **HOLY TRINITY PLAYGROUP**

### **BALANCE SHEET AS AT 31ST AUGUST 2023**

During the year Holy Trinity Playgroup made a deficit of £2,644.29 which can be seen by the decrease in Assets as follows : -

<b>Bank Balances</b>			
<b><u>as at 31 August 2023</u></b>		<b><u>as at 31 August 2022</u></b>	
Current Account	1,601.42	Current Account	4,266.42
Deposit Account	2,313.00	Deposit Account	2,292.29
Cash in Hand	0.00	Cash in Hand	0.00
		Deficit for the year	-2,644.29
	<u>3,914.42</u>		<u>3,914.42</u>

The attached Statement of Accounts for the year ended 31st August 2023 has been prepared from the accounting records, information and explanations supplied to me, without carrying out an audit and are in accordance therewith.

A J Wilkinson ACMA

438 Crewe Road  
Wistaston  
Crewe  
Cheshire  
CW2 6QN

**HOLY TRINITY PLAYGROUP**

**STATEMENT OF ACCOUNTS FOR THE YEAR**

**ENDED 31 AUGUST 2023**

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2023**

**Income**

<b>Fees</b>	<b>18,298.56</b>
<b>Grants</b>	<b>800.00</b>
<b>NEG Funding</b>	<b>25,192.10</b>
<b>Staff Development</b>	<b>0.00</b>
<b>Fundraising</b>	<b>41.03</b>
<b>Interest</b>	<b><u>20.71</u></b>
	<b>44,352.40</b>

**Expenditure**

<b>Wages</b>	<b>37,194.01</b>
<b>Insurance</b>	<b>862.54</b>
<b>Rent</b>	<b>6,087.20</b>
<b>Marketing</b>	<b>530.40</b>
<b>Equipment</b>	<b>10.00</b>
<b>Accountancy</b>	<b>360.00</b>
<b>Petty Cash (Refreshments etc)</b>	<b>400.00</b>
<b>Photographs</b>	<b>0.00</b>
<b>Property Maintenance</b>	<b>0.00</b>
<b>Office Equipment</b>	<b>1,119.94</b>
<b>Miscellaneous Expenses</b>	<b>0.00</b>
<b>Training</b>	<b>130.00</b>

Professional Fees	302.60	
Educational Visits	<u>0.00</u>	<u>46,996.69</u>
Deficit of Income over expenditure		<u>-2,644.29</u>

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