



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month Sept	Year 2022		Day 31	Month Aug	Year 2023

## Section A Reference and administration details

<b>Charity name</b>	Sacred Heart Pre-school Playgroup
<b>Other names charity is known by</b>	Little Hearts
<b>Registered charity number (if any)</b>	1054157
<b>Charity's principal address</b>	Greys Hill Henley on Thames  Postcode RG9 1SL

### 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	Nadia Bakir-Jay	Chair		
2	Laura Healy	Secretary		
3	Alan Draper	Treasurer		
4	Veronika Cintra	Nominated Person		
5	Rachel Sanders	General		
6	Simone Ciociou	Fundraising		
7	Avery Penna	General		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected during Annual General Meeting in Autumn Term

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Sacred Heart Pre-school is a committee run setting providing early years care and education for children aged 2 ½ to 5 years.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

*The academic year 2022/23 has been a challenging year for the preschool. Unfortunately, in January 2023 it was discovered that the previous Treasurer had stolen a significant sum of money, over a period of two years, from the preschool accounts. Therefore, the main priority of this academic year was to try and retrieve the missing funds and find out what happened. This resulted in the previous Treasurer being reported to the police after they refused to pay back the money and hence a criminal investigation has been underway. This was reported to the Charity Commission upon first discovering the missing funds and the preschool has since made some changes to the way finances are managed to prevent any future problems. The preschool has separated the role of Treasurer and Bookkeeper, previously held by one person (the person under investigation), to create more levels of protection. The preschool now has a paid Bookkeeper to manage day to day finances and the Treasurer role remains on the committee overseeing all finances. This means that any movement of funds or financial decisions must be actioned and approved by both the Bookkeeper and the Treasurer and therefore ensure a greater level of financial protection. Due to the investigation into the previous Treasurer, the current Treasurer has been unable to publish preschool's accounts this year.*

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Unfortunately, owing to the above many of the planned fundraising ideas were postponed and the main focus for the committee was to support the police with their investigation, providing evidence and statements, as well as restructuring the role of Treasurer and Bookkeeper. Despite the missing funds, the preschool has been financially secure and during this period salaries remained stable. It is still the case that staff salaries are the bulk of the expenses. That said, staffing is currently stable. One member of staff didn't return in September 2022 but they are still bank staff on 0 hours contract. Another member of staff is training as an early years' practitioner and also provides special needs experience, as well as assisting Spanish speakers and a new member of staff was recruited. Therefore, preschool is not looking to recruit any additional staff members at the moment.

The preschool also required several repairs to the building, most importantly, the fire door needed fixing. This was quoted at £3,500 but the primary school did not request money from preschool and therefore this was not a cost incurred by preschool. However, there was also an issue with the floor in the bathrooms which preschool did have to fix and pay for, which came to a total of £4683.01 and work was completed in May 2024.

**Summary of the main achievements of the charity during the year**

Although it has been a difficult year for preschool with the investigation, preschool numbers are good. Preschool started the year with 20 families, however, many of these will leave to start school at the end of the academic year. The question the preschool faces is how to market preschool to maintain good numbers, and this is something which needs more focus and will be addressed post the police investigation. However, the Chair suggested that we concentrate on Google reviews by asking families, both past and present, to write a review on Google. It was agreed that most families look for childcare settings online and will use online reviews to help them make a decision with regards choosing an early years setting, therefore an increased number of Google reviews should help drive increased numbers. The committee also wanted to place more advertisement banners around the town to make the community aware of the preschool.

A TLC day took place on 18<sup>th</sup> November with a focus on cleaning and maintenance. The maintenance of the outside area will also be helped by a grant secured by the Preschool Manager for £1000 to update the mud kitchen. The project will need a carpenter and a parent at the preschool has been asked to help. Although there were not as many fundraising events as hoped, the preschool did have a stall at the town May Fayre on Monday 1<sup>st</sup> May 2023, which helped raise funds and also helped with advertising and visibility. There was also an afterschool cake/toy sale in the summer term to help raise funds.

Although it has no doubt been an extremely challenging year for the preschool, the staff and committee have worked well as a team to ensure the numbers remain stable and most importantly to offer the best early years learning environment is provided for all the children and their families who are part of the Sacred Heart Preschool community.

## Section E Financial review

### Brief statement of the charity's policy on reserves

£10,000 to be in a reserve account in case the preschool becomes financially unviable to cover redundancies and outstanding bills.

£5000 to be in further reserve for any urgent maintenance.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

### Signed on behalf of the charity's trustees

Signature(s) Laura Healy

Full name(s) Laura Healy

Position (eg Secretary, Chair, etc) Secretary

Date 30/09/2023

# SACRED HEARTS PRE-SCHOOL PLAYGROUP

## Accounts

### **Period of accounts**

**Start date:** 01 September 2022

**End date:** 31 August 2023

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SACRED HEARTS PRE-SCHOOL PLAYGROUP  
Business Information  
For the year ended 31 August 2023

**Business Address**

Sacred Heart RC School  
Greys Hill  
Henley-on-Thames  
RG9 1SL




SACRED HEARTS PRE-SCHOOL PLAYGROUP

Accountants' Report

For the year ended 31 August 2023

We have approved the accounts for the year ended 31 August 2023.

In accordance with your instructions we have generated this set of accounts using the information and accounting records provided by you.

  
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28 November 2024

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**Client Approval Certificate**

I approve these accounts and I confirm that all relevant records and information have been made available in their preparation.

28 November 2024

SACRED HEARTS PRE-SCHOOL PLAYGROUP  
**Profit and Loss Account**  
For the year ended 31 August 2023

	Notes	2023 £	2022 £
<b>Turnover</b>		110,257	82,479
Cost of sales		(4,487)	(7,819)
<b>Gross profit</b>		<u>105,770</u>	<u>74,660</u>
Administrative expenses		(93,688)	(79,898)
<b>Net Profit/(Loss)</b>		<u>12,082</u>	<u>(5,238)</u>

SACRED HEARTS PRE-SCHOOL PLAYGROUP  
**Balance Sheet**  
As at 31 August 2023

	Notes	2023 £	2022 £
<b>Current assets</b>			
Debtors	1	7,862	7,679
Cash at bank and in hand		48,171	35,034
		<b>56,033</b>	<b>42,713</b>
<b>Creditors: amount falling due within one year</b>	2	(2,477)	(1,238)
<b>Net current assets</b>		<b>53,556</b>	<b>41,475</b>
<b>Total assets less current liabilities</b>		53,556	41,475
<b>Net assets</b>		<b>53,556</b>	<b>41,475</b>
<b>Capital Account</b>			
Restricted Funds		6,354	6,354
Net profit/loss		12,082	(5,238)
Unrestricted Funds		35,120	40,359
		<b>53,556</b>	<b>41,475</b>

SACRED HEARTS PRE-SCHOOL PLAYGROUP  
Notes to the Financial Statements  
For the year ended 31 August 2023

**1. Debtors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Debtors	725	725
Other Debtors	7,137	6,954
	<u><b>7,862</b></u>	<u><b>7,679</b></u>

**2. Creditors: amount falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accrued Expenses	2,476	1,239
Other Creditors	1	(1)
	<u><b>2,477</b></u>	<u><b>1,238</b></u>

**SACRED HEARTS PRE-SCHOOL PLAYGROUP**  
**Detailed Profit and Loss Account**  
For the year ended 31 August 2023

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>		
Donations and Grants	11,792	5,449
Fees/Photographs	23,103	13,855
Vouchers	75,282	63,171
Bank Interest	80	4
	<b>110,257</b>	<b>82,479</b>
<b>Cost of sales</b>		
Other Direct Costs	4,187	7,819
Household Support Funds	300	-
	<b>(4,487)</b>	<b>(7,819)</b>
Gross profit	<b>105,770</b>	<b>74,660</b>
<b>Administrative expenses</b>		
Wages & Salaries	63,113	55,795
Employer's PAYE & NI Contributions	9,861	9,490
Pension Contributions	5,245	4,570
Staff Training	846	1,051
Accountancy Fees	6,663	5,078
Legal and Professional Fees (Allowable)	495	294
Rent	3,576	2,531
Cleaning of Premises	-	2,600
Bank Charges	-	1
Advertising	-	380
General Insurance	976	1,444
Computer Expenses	460	323
Repairs & Renewals	-	3,068
Stationery & Postage	229	-
Telephone, Fax & Internet	686	610
Landscaping	1,523	-
Sundry Expenses	15	(7,337)
	<b>(93,688)</b>	<b>(79,898)</b>
<b>Net Profit/(Loss)</b>	<b>12,082</b>	<b>(5,238)</b>

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