



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sept	Year 2023		Day 31	Month August	Year 2024

Section A Reference and administration details

Charity name	Sacred Heart Pre-school Playgroup
Other names charity is known by	Little Hearts
Registered charity number (if any)	1054157
Charity's principal address	Greys Hill
	Henley on Thames
	Oxfordshire
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	Vacancy	Chair		
2	Laura Healy	Secretary		
3	Alan Draper	Treasurer		
4	Veronika Cintra	Nominated Person		
5	Rachel Saunders	General member		
6	Avery Penna	General member		
7	Sabrina D'Annibel	Fundraising		
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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 from 2023 – 2024 has been another challenging year due to the continuing investigation into the previous Treasurer. The police are still investigating the missing funds and the case has now gone to trial. The final court hearing will not take place until 2026 therefore we await to hear the outcome and will notify the Charity Commission and Committee in due course. We are still hopeful that preschool may be able to retrieve some of the missing funds.

Similar to the academic year 2022/23 many of the potential ideas of fundraising were put on hold due to the ongoing investigation. It was also made more difficult because the Chair of the committee resigned at the AGM on 16th October 2023. This has left preschool without a Chair and much of the focus of the year has been to find a new Chair. In the meantime, the Secretary has been taking on the responsibilities of the Chair. To find a Chair, preschool has approached parents, as well as putting an advertisement in the primary school newsletter and also Sacred Heart church newsletter. Announcements have also been made at mass on a Sunday and advertisements have been posted online on local parenting groups and volunteer networks on social media. Unfortunately, despite our best efforts, the preschool was without a Chair for the entire academic year, but a new Chair was appointed in November 2024.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Financially the preschool has been stable despite a need for wage increases due to the rise of the minimum wage in April 2024. The Treasurer suggested that all staff members received a wage increase effective from 1st April 2024 and this was approved by all committee members. Wages increased by 7.5%. Overall, attendance numbers for preschool have been steady for this academic year and in September 2023 the committee introduced a £40 consumables fee payable by all families at the start of the academic year. This has helped balance the raise in staff wages and ensure preschool is financially secure. Although fees stayed the same, it was suggested that fees should be increased from September 2024. It was agreed by the committee that the Treasurer and Bookkeeper should draw up a new fee structure and present it to the committee before September 2024. A grant for £1000 was also obtained from Henley Educational Trust in February 2024 to help develop the outside space with a view to develop an outdoor classroom.

In terms of marketing flyers were circulated to houses in the nearby area and events were planned to raise the profile of the preschool, including a visit from the Fire Brigade on 10 May. This involved both preschool and reception, and the local paper was in attendance as well which further publicised the event and hopefully brought more parents to the preschool. There was also an Easter sport event on Sunday 24th March, open to all 2 – 4-year-olds in Henley, which helped to promote the preschool.

A TLC Day took place on Saturday 23rd March 2024 with most of the jobs involving maintenance of the outside area. The preschool also held a stall at the Henley May Fayre on Monday 6th May and a cake sale after school on 22nd March 2024.

There is hope that the new academic year from 24/25 will prove more fruitful in terms of fundraising activities. While the investigation will not be concluded until 2026, it is now being handled by the police and no more questions are being asked of preschool, leaving preschool free to focus on raising funds and marketing. With a new Chair from November 2024, preschool should be in a good position to achieve its fundraising aims as well as continuing to excel in excellence of care. The group of staff are dedicated and work well as a team to provide a nurturing and educational environment, in a calm and compassionate way. Despite recent troubles, preschool continues to ensure the best early years learning environment is provided for all children and 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 30/09/2024

SACRED HEARTS PRE-SCHOOL PLAYGROUP

Accounts

Period of accounts

Start date: 01 September 2023

End date: 31 August 2024

SACRED HEARTS PRE-SCHOOL PLAYGROUP
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SACRED HEARTS PRE-SCHOOL PLAYGROUP
Business Information
For the year ended 31 August 2024

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 2024

We have approved the accounts for the year ended 31 August 2024.

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

.....

12 June 2025

Client Approval Certificate

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

12 June 2025

Alau Draper

SACRED HEARTS PRE-SCHOOL PLAYGROUP
Profit and Loss Account
For the year ended 31 August 2024

	Notes	2024 £	2023 £
Turnover		134,105	110,257
Cost of sales		(4,717)	(4,487)
Gross profit		129,388	105,770
Administrative expenses		(98,534)	(93,688)
Net Profit/(Loss)		30,854	12,082

SACRED HEARTS PRE-SCHOOL PLAYGROUP
Balance Sheet
As at 31 August 2024

	Notes	2024 £	2023 £
Current assets			
Debtors	1	15,469	7,862
Cash at bank and in hand		74,792	48,171
		90,261	56,033
Creditors: amount falling due within one year	2	(5,849)	(2,477)
Net current assets		84,412	53,556
Total assets less current liabilities		84,412	53,556
Net assets		84,412	53,556
Capital Account			
Restricted Funds		6,354	6,354
Net profit/loss		30,854	12,082
Unrestricted Funds		47,204	35,120
		84,412	53,556

SACRED HEARTS PRE-SCHOOL PLAYGROUP
Notes to the Financial Statements
For the year ended 31 August 2024

1. Debtors: amounts falling due within one year

	2024	2023
	£	£
Trade Debtors	225	725
Other Debtors	15,244	7,137
	<u>15,469</u>	<u>7,862</u>

2. Creditors: amount falling due within one year

	2024	2023
	£	£
Trade Creditors	2,013	-
Accrued Expenses	3,836	2,476
Other Creditors	-	1
	<u>5,849</u>	<u>2,477</u>

SACRED HEARTS PRE-SCHOOL PLAYGROUP
Detailed Profit and Loss Account
For the year ended 31 August 2024

	2024	2023
	£	£
Turnover		
Donations and Grants	4,098	11,792
Fees/Photographs	40,251	23,103
Vouchers	89,591	75,282
Bank Interest	165	80
	134,105	110,257
Cost of sales		
Other Direct Costs	1,750	4,187
Household Support Funds	2,967	300
	(4,717)	(4,487)
Gross profit	129,388	105,770
Administrative expenses		
Wages & Salaries	76,864	63,113
Employer's PAYE & NI Contributions	-	9,861
Pension Contributions	1,614	5,245
Staff Training	237	846
Other Staff-Related Expenses	350	-
Accountancy Fees	1,360	6,663
Legal and Professional Fees (Allowable)	4,849	495
Rates & Water	4,244	-
Rent	-	3,576
Cleaning of Premises	1,362	-
General Travel Expenses	43	-
Bad Debts Written Off (Specific)	2,277	-
Entertainment	552	-
General Insurance	1,017	976
Computer Expenses	670	460
Repairs & Renewals	6,745	-
Stationery & Postage	92	229
Telephone, Fax & Internet	863	686
Landscaping	-	1,523
Sundry Expenses	707	15
Subscriptions	2,795	-

SACRED HEARTS PRE-SCHOOL PLAYGROUP
Detailed Profit and Loss Account
For the year ended 31 August 2024

Fraudulent Transactions	<u>(8,107)</u>	<u>-</u>
	(98,534)	(93,688)
Net Profit/(Loss)	<u>30,854</u>	<u>12,082</u>

CERTIFICATE *of* SIGNATURE

REF. NUMBER
DXUJS-K4GWV-KQULM-UXBLW

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20 JUN 2025 11:59:38 UTC

SIGNER

ALAN DRAPER

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ALAN.DRAPER@COMMONGROUND.UK.COM

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12 JUN 2025 12:36:17 UTC

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