



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

Section A Reference and administration details

Charity name

Phoenix Pre-School

Other names charity is known by

Registered charity number (if any)

1080867

Charity's principal address

c/o Riders Infant School

Kingsclere Avenue

Leigh Park, Havant

Postcode

PO9 4RY

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	Sharon Dorn	Chairperson		
2	Rebecca Drain	Secretary		
3	Laura Wain	Treasurer		
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20				

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)	The charity is governed by constitution.
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Its committee is run by parents. Trustees are elected at the Annual General Meeting.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>The charity is run under Pre School Learning Alliance guidelines and is Ofsted inspected. There is a child protection policy in place. Criminal Record Bureau checks are carried out prior to commencement of employment or trusteeship.</p>
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Section C Objectives and activities

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

To enhance the development and education of children below statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:-

a) Offering appropriate play facilities and training courses

Encouraging the study of the needs of such children and their families.

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)

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.

Summary of the main achievements of the charity during the year

The Pre-School continues to be a popular choice for the local parents and we are fully subscribed. Our funds are mainly government funding and parent fees. Our main cost is staffing. We aim to keep a better than recommended staff to children ratio.

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees recommend that the pre-school always has funds in the bank reserves to cover one term's expenditure.

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

Because of CoVid19 the AGM has been postponed and matters usually raised at the meeting have been discussed by telephone and/or other digital means.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) *S Dorn*

Full name(s) Sharon Dorn

Position (eg Secretary, Chair, etc) Chairperson

Date 28.06.2021

PHOENIX PRE-SCHOOL - Charity no. 1080867
Financial report for year end 31st August 2020

	2020		2019
	£		£
RECEIPTS			
Fees	81,933		3,039
Funding	159,115		251,294
Interest	49		16
Fundraising			
Events	200		1,595
Other (lunch & uniform)	234		2,580
	<u>241,531</u>		<u>258,524</u>
PAYMENTS			
Staff costs	184,923		183,889
Premises	33,508		24,584
Subscriptions OFSTED			100
Course/TRAINING	2,609		9,498
Insurance	1,221		1,211
Consumables + clothing	1,158		1,220
Lunches	2,454		2,579
Equipment/Toys	5,357		8,557
Events	1,833		1,776
Travel	673		703
Administration/autopay charges/stationery	3,867		4,118
Phone	2,400		2,430
Craft,Glue etc	398		2,109
Miscellaneous Expenses	250		315
	<u>240,651</u>		<u>243,089</u>
SURPLUS/(DEFICIT)	880		15,435
Represented By:			
Opening Balance	223,625		
Closing Balance	224,505		
	<u>880</u>		

I certify that these accounts have been prepared from books, records, receipts and explanations provided to me and accurately reflect the Pre-School's activities over the period concerned.

V Morris

Veronica Morris
10/06/2021

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INDEPENDENT EXAMINER'S REPORT

To the Management Committee of Phoenix Pre-School

We report on the financial statements for the year ended 31st August 2020

Respective responsibilities of the Management Committee and Independent Examiner

The Management Committee is responsible for the initial preparation of the financial statements. These are checked and all transactions are verified by us. It is our responsibility to form an independent opinion and to report our opinion to you. Our examination includes a review of the accounting records, consideration of any unusual items or disclosures in the accounts and seeking explanations concerning any such matters.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention, which gives us reasonable cause to believe that accounting requirements have been met and enabled us to reach a proper understanding of all transactions.

V Morris

V Morris & Co

10/06/2021