



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2021		31	08	2022

## 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	Fay Riley	Secretary		
3	Lorna-May Anslow	Treasurer		
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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)	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 <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<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

## 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 28.06.2023

PHOENIX PRE-SCHOOL - Charity no. 1080867  
Financial report for year end 31st August 2022

	<b>2022</b>		<b>2021</b>
	<b>£</b>		<b>£</b>
<b>RECEIPTS</b>			
Fees	10,126		3,024
Funding	188,531		228,974
Interest	52		49
Food Vouchers/Government COVID	3,632		3,810
Events	2,143		
Other (lunch & uniform)	2,959		3,155
	<u>207,442</u>		<u>239,012</u>
<b>PAYMENTS</b>			
Staff costs	197,552		192,813
Premises	16,567		22,822
Subscriptions OFSTED	50		98
Course/TRAINING	4,591		69
Insurance	1,062		4,357
Consumables + clothing	5,597		1,272
Lunches/Food Vouchers	5,517		5,483
Equipment/Toys	10,510		8,470
Events	272		300
Travel	458		-
Administration/autopay charges/stationery	4,281		4,298
Phone	2,317		2,217
Craft,Glue etc	424		46
Miscellaneous Expenses	3,136		6,176
	<u>252,335</u>		<u>248,421</u>
<b>(DEFICIT)/SURPLUS</b>	<b>(44893)</b>		<b>(9409)</b>

Represented By:

Opening Balance 215,304

Closing Balance 170,411

(44893)

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  
30/06/2023

22 Stroud Lane, Christchurch BH23 3QU

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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 31<sup>st</sup> August 2022

### **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

30/06/2023