

Charity registration number: 1084456

Hawley Pre School

Annual Report and Financial Statements
for the Year Ended 31 August 2023

Hawley Pre School
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Hawley Pre School

Reference and Administrative Details

Chairman

Martin Stone

Other Officers

Vicky Orlik, - Treasurer

Debbie Pompei, - Secretary

Mandy Quinn, - Committee Member

Caitlin McEniry, - Committee Member

Rob Bullen, - Committee Member

Danielle Beardsley, - Committee Member

Charity Registration Number

1084456

Principal Office

Holy Trinity Hall
Fernhill Road
Blackwater
Camberley
Surrey
GU17 9BN

Independent Examiner

AIMs Accountants for Business
Twitchen
Odiham Road
Riseley
Berks
RG7 1SD

Bankers

HSBC
Farnborough
30 Pricesmead Shopping Centre
Farnborough
Hampshire
Surrey
GU14 6YB

Hawley Pre School

HAWLEY PRE-SCHOOL, BLACKWATER, GU17 9BN TRUSTEES' ANNUAL REPORT FOR THE 2022-2023 SCHOOL YEAR

- 1 This report covers the period from 1st September 2022 to 31st August 2023.
- 2 Hawley Pre-school is a registered Charity run by a Parents' Committee. Committee members have equal responsibilities as Trustees of the Charity.
- 3 The Committee is the employing body, having legal responsibility for the Pre-school.
- 4 The role of the staff is to care for the children, to manage the sessions, and to implement and carry out the work that helps the pre-school achieve its overall purpose, which is to enhance the development and education of children over the age of two years and under statutory school age, in a parent-involving, community-based body.
- 5 The Pre-school Supervisor is responsible for day-to-day operation, and ensuring that the staff are adequately qualified and briefed.
- 6 The latest OfSTED inspection was undertaken in May 2022. The setting was found to be **GOOD**.
- 7 In the year ending August 31st 2023, income was £112,423 (**last year £159,456**). Outgoings were £125,022. (**£139,751**). We also benefitted from £844 interest in our reserve bank account (last year £18)
- 8 On 31st August 2023, we had £51,224 in the current bank account, £70,685 in the reserve account, and a further £18,204 in the Asset renewal account. Total assets were £140,113 (**£151,868 at 31st August 2022**).
- 9 In this reporting year the nett loss was close to £12,600.
- 10 The major reason for the drop in income was the lower number of children/sessions compared to recent years.
- 11 However, this year we have invested £8,500 in tuition and study fees to help 3 of our staff to gain recognised NVQ level 3 qualifications. Taking this expenditure into account, our "operating" deficit reduces to £4,100.
- 12 Staff were awarded a 5% pay rise in October 2022. At this time, we introduced a Sick Pay scheme to top up our obligations under Statutory Sick Pay. This initiative will help staff at times of sickness.
- 13 The Gross wages bill was £95,402 (**last year £97,910**).
- 14 Hire of Holy Trinity Hall was our second highest continuing cost, at £11,640 (**£10,072**)
- 15 Together, wages and hall hire amounted to 86% of our expenditure.
- 16 Our principal income stream is the children's session fees. 3 and 4 year old children are funded for up to 5 sessions (15 hours) a week from the term following their third birthday (funding comes from the Government and the hourly rate is determined and paid by Hampshire County Council (HCC)). A further 15 hours, at the same funding rate, is available if parents fall within financial criteria set by the Government.
- 17 Under specific circumstances, some 2-year- old children qualify for funding from Hampshire.
- 18 Overall, funding for sessions from HCC was £86,150 (**£108,947**).
- 19 Income from parents' fees was £23,265 (**£35,209**)
- 20 In the year under review, we spent over £3000 on renewing equipment.
- 21 We will continue to replace equipment in the current year as deemed necessary.
- 22 We believe that these improvements increase the Pre-school's value to the local community, and help to provide a suitable environment for the children to learn and play.
- 23 Fundraising and donations brought in £1606 this year and our thanks go to all who helped raise this amount, and to those who donated.
- 24 The staff put in many hours preparing for sessions and ensuring we keep up to date with the many changes to standards, and the requirements of governing bodies.

Hawley Pre School

HAWLEY PRE-SCHOOL, BLACKWATER, GU17 9BN TRUSTEES' ANNUAL REPORT FOR THE 2022-2023 SCHOOL YEAR

- 25** In the year of this report, 4 staff left our employment, and we welcomed 2 permanent staff and 2 new members of the “bank” staff who we can call upon if needed.
- 26** In the year of this report, staff were qualified to, or being funded by the Pre-school to gain, a minimum of NVQ Level 3.
- 27** Our thanks go to the staff for their commitment to the Pre-school.
- 28** The Pre-school is required to operate within the guidelines of a set Constitution, overseen by the Pre-school Learning Alliance and the Charity Commission.
- 29** We also follow the requirements of OfSTED.
- 30** The Committee is made up of volunteer parents and co-opted volunteers.
- 31** The Committee is elected at each AGM.
- 32** And finally, the Staff and the Committee thank all the parents for choosing Hawley Pre-school, and for entrusting us to look after their children.

Martin Stone (Chairman)

Vicky Sylvester (Treasurer)

Debbie Pompei (Secretary)

Other Committee members for the period of this report were;

Caitlin McEniry, Danielle Beardsley, Rob Bullen and, (co-opted), Mandy Quinn (Pre-school Supervisor)

(MS November 2023. Trustee Annual Report 2023. Annual Reports.)

Hawley Pre School

Statement of Financial Activities for the Year Ended 31 August 2023

Year to 31 August 2023

	Note	Unrestricted funds £	Total 2023 £
Income and Endowments from:			
Donations and legacies		85,879	85,879
Other trading activities		25,843	25,843
Investment income		844	844
Total income		112,566	112,566
Expenditure on:			
Raising funds		(7,101)	(7,101)
Charitable activities		(116,949)	(116,949)
Total expenditure		(124,050)	(124,050)
Net expenditure		(11,484)	(11,484)
Net movement in funds		(11,484)	(11,484)
Reconciliation of funds			
Total funds brought forward		153,275	153,275
Total funds carried forward		141,791	141,791

The notes on pages 7 to 9 form an integral part of these financial statements.

Hawley Pre School

Statement of Financial Activities for the Year Ended 31 August 2023 (continued)

Year to 31st August 2022

	Note	Unrestricted funds £	Total 2022 £
Income and Endowments from:			
Donations and legacies		107,132	107,132
Other trading activities		38,541	38,541
Investment income		24	24
Total income		145,697	145,697
Expenditure on:			
Raising funds		(10,929)	(10,929)
Charitable activities		(114,914)	(114,914)
Total expenditure		(125,843)	(125,843)
Net income		19,854	19,854
Net movement in funds		19,854	19,854
Reconciliation of funds			
Total funds brought forward		133,421	133,421
Total funds carried forward		153,275	153,275

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note .

The notes on pages 7 to 9 form an integral part of these financial statements.

Hawley Pre School
(Registration number: 1084456)
Balance Sheet as at 31 August 2023

	Note	2023 £	2022 £
Current assets			
Debtors		1,400	1,127
Cash at bank and in hand		140,471	152,228
		<u>141,871</u>	<u>153,355</u>
Creditors: Amounts falling due within one year		<u>(80)</u>	<u>(80)</u>
Net assets		<u>141,791</u>	<u>153,275</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>141,791</u>	<u>153,275</u>
Total funds		<u>141,791</u>	<u>153,275</u>

The financial statements on pages 4 to 9 were approved by the trustees, and authorised for issue on 17 November 2023 and signed on their behalf by:

Martin Stone

.....
Martin Stone
Chairman

Vicky Sylvester

.....
Vicky Orlik
Other officer

The notes on pages 7 to 9 form an integral part of these financial statements.

Hawley Pre School

Notes to the Financial Statements for the Year Ended 31 August 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Hawley Pre School meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Hawley Pre School

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Hawley Pre School

Notes to the Financial Statements for the Year Ended 31 August 2023 (continued)

2 Taxation

The charity is a registered charity and is therefore exempt from taxation.

3 Related party transactions

Hawley Pre School

Detailed Statement of Financial Activities for the Year Ended 31 August 2023

	Total 2023 £	Total 2022 £
Income and Endowments from:		
Donations and legacies (analysed below)	85,879	107,132
Other trading activities (analysed below)	25,843	38,541
Investment income (analysed below)	844	24
Total income	<u>112,566</u>	<u>145,697</u>
Expenditure on:		
Raising funds (analysed below)	(7,101)	(10,929)
Charitable activities (analysed below)	<u>(116,949)</u>	<u>(114,914)</u>
Total expenditure	<u>(124,050)</u>	<u>(125,843)</u>
Net (expenditure)/income	<u>(11,484)</u>	<u>19,854</u>
Net movement in funds	(11,484)	19,854
Reconciliation of funds		
Total funds brought forward	<u>153,275</u>	<u>133,421</u>
Total funds carried forward	<u>141,791</u>	<u>153,275</u>

This page does not form part of the statutory financial statements.

Hawley Pre School

Detailed Statement of Financial Activities for the Year Ended 31 August 2023 (continued)

	Total 2023 £	Total 2022 £
<i>Donations and legacies</i>		
Appeals and donations	-	900
UK Government grants	85,879	106,232
	<u>85,879</u>	<u>107,132</u>
<i>Other trading activities</i>		
Sales of purchased goods	315	352
Fundraising	1,719	1,921
Fees and supplies	23,809	36,268
	<u>25,843</u>	<u>38,541</u>
<i>Investment income</i>		
Interest on cash deposits	844	24
	<u>844</u>	<u>24</u>
<i>Raising funds</i>		
Purchases	(7,101)	(10,929)
	<u>(7,101)</u>	<u>(10,929)</u>
<i>Charitable activities</i>		
Wages and salaries	(92,276)	(94,571)
Staff pensions (Defined contribution) - pension scheme 1	(2,568)	(1,341)
Staff training	(4,677)	(1,488)
Rent	(11,640)	(10,072)
Insurance	(976)	(877)
Telephone and fax	(533)	(533)
Office expenses	-	53
Computer software and maintenance costs	(402)	(1,147)
Trade subscriptions	(238)	(1,438)
Charitable donations	255	(117)
Accountancy fees	(2,378)	(2,328)
Office expenses	(1,444)	(998)
Bank charges	(72)	(57)
	<u>(116,949)</u>	<u>(114,914)</u>

This page does not form part of the statutory financial statements.

Hawley Pre School

Independent Examiner's Report to the trustees of Hawley Pre School

I report to the trustees on my examination of the accounts of Hawley Pre School for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity trustees of Hawley Pre School you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the Hawley Pre School's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Hawley Pre School as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
AIMs Accountants for Business

Twitchen
Odiham Road
Riseley
Berks
RG7 1SD

17 November 2023

Hawley Pre School

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on 17 November 2023 and signed on its behalf by:

Martin Stone

.....
Martin Stone
Chairman

Vicky Sylvester

.....
Vicky Orlik
Other officer

Signature Certificate

Reference number: CQAUV-5MYAE-JTBBF-Y9SJ7

Signer

Timestamp

Signature

Vicky Sylvester

Email: vixcsylvester@gmail.com

Sent:

20 Nov 2023 13:06:48 UTC

Viewed:

23 Nov 2023 12:27:51 UTC

Signed:

23 Nov 2023 12:29:04 UTC



Recipient Verification:

✓ Email verified

23 Nov 2023 12:27:51 UTC

IP address: 90.216.77.167

Location: Aldershot, United Kingdom

Martin Stone

Email: mstone1048@hotmail.com

Sent:

20 Nov 2023 13:06:48 UTC

Viewed:

20 Nov 2023 13:31:00 UTC

Signed:

24 Nov 2023 13:33:08 UTC



Recipient Verification:

✓ Email verified

20 Nov 2023 13:31:00 UTC

IP address: 82.23.163.75

Location: Camberley, United Kingdom

Document completed by all parties on:

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