



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From September 2020 Period start date To August 2021 Period end date

Charity name: Harefield Community Pre-school

Charity registration number: 1106454

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To have a happy environment, where children of all faiths, cultures and ability have space to show their true qualities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We aim to have a stimulating environment where children will develop their skills with activities to suit all abilities. Using guidelines from the EYFS we aim to give all children the best start in their school life, we encourage and nurture their wellbeing.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We welcome children from 2years to 4 years old. We have children who receive 2,3,and 30 hour funding. We have an A.G.M every year, and have termly meetings. All new committee members have a welcome pack. Our administrator is employed to keep our books, and try to keep up with all new legislation.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	We have been unable to encourage volunteers due to the continuing risk of the Covid 19 Corona virus.
Other		We have been lucky enough to have a great committee who have been on board as much as they can with Zoom meetings and

		keeping in contact, all have agreed to stay on until things can get back to more normality, with hopefully an AGM in person.
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We have had a tough year financially with the amount of money having to be spent for children's individual resources, PPE, cleaning equipment, salaries and numerous amounts of hand sanitisers. Our children have made the transition to school very well because we were able to stay open, parents with other children of school age were able to concentrate on home schooling them along with working from home as well. To say its been a tough year for parents is an understatement and we are proud that we have helped them as much as we could.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We set out to achieve an environment that would hopefully be covid free and we feel that we have achieved this.
Performance of fundraising activities against objectives set	Para 1.41	We applied for a grant which we were successful in getting to take the children to the New Forest (outside activity) We applied for the grant as fundraising has still been hard to organise due to the pandemic.
Investment performance against objectives	Para 1.41	Our objective this past year was to invest in keeping our setting running. This we have achieved but at a financial cost, as well as staffing.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Due to having to pay for PPE it has been a costly year. Lower numbers of children have not helped with this years finances.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have reserves to fund our staff for secure redundancy, and to pay any outstanding invoices we may have if we have to close
Amount of reserves held	Para 1.22	£145000.00
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None to report, as long as we have children we will stay open.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Government funding is our only source of funding. Parents fee's only contribute a small percentage of our income.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Low birth rates have a big impact on our ability to keep going.
Other		We try to keep our outgoings as low as possible. This year this has been very challenging with so much extra PPE, cleaning solutions and trying to provide bubbles for the children to stay in which means duplicate resources.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Committee
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Harefield Community Pre-school
Other name the charity uses	N/A
Registered charity number	1106454
Charity's principal address	Harefield Community Pre-school, Harefield Primary School Yeovil Chase Bitterne Southampton SO18 5NZ

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	Stephen Read	Chairperson		
2	Barry Bowerman			
3	Carly Walton	Treasurer		
4	Jelena Balandina	Secretary		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Stephen Read	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	27/04/2022	

Charity Commission Annual Return 2021

HAREFIELD COMMUNITY PRE-SCHOOL

Charity registration number: 1106454

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2021.

PART A - Charity information

Financial period

Financial period start date

01/09/2020

Financial period end date

31/08/2021

Income and spending

Income £

£ 159,765

Spending £

£ 174,456

Serious Incidents

For the period of this return, were there any serious incidents in your charity that have not been reported to the Charity Commission?

No

Fundraising - professional fundraiser

Did your charity raise funds from the public?

Yes

Did the charity work with any professional fundraisers?

No

Fundraising - commercial participator

Did your charity work with any commercial participators?

No

Government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?

No

Government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

Yes

How many grants did your charity receive from central government or local authorities?

1

What was the total value of these grants?

£ 155,550

Income from outside the UK

Did your charity receive income from outside the UK ?

No

Spending outside England & Wales

Did your charity operate outside England and Wales?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Did the charity have any subsidiaries?

No

Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more?
Select No if your charity does not have any staff or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?

(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)

£ 0

Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

2

Financial controls

Did your charity review its internal financial controls?

Yes

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

HAREFIELD COMMUNITY PRE-SCHOOL

**Accounts for the year ended
31st August 2021**

ADVISORY ASSOCIATES ACCOUNTANTS

**78A St Johns Rd
Hedge End
Southampton**

**Tel No 01489 782685
Mobile 07976 734052
E-mail stelonoufriou@aol.com**

Harefield Community Pre-School

Independent Examiner's Report and Statement for the year ended 31st August 2021

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my intention to :

1. Examine the accounts (under section 43(3) of the Act)
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7) (b) of the Act)
3. State whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements :
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been metor
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

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**Advisory Associates (Accountants)
78a St Johns Rd
Hedge End
Southampton
SO30 4DF**

Date
21st October 2021

HAREFIELD COMMUNITY PRE-SCHOOL

Receipts and Payments account for year ended 31st August 2021

	£ 2021 £	£ 2020 £
Receipts		
Total Fees	157239	209886
LCF	1317	0
Grant	600	0
Bank Interest	14	122
Refuge (Paint Pots)	595	0
Resources	0	960
Donation	<u>0</u>	<u>2141</u>
	159765	213109
Payments		
Premises	974	1837
Consumables & Equipment	10127	8605
Catering Costs	1714	1982
Office Costs	4912	5113
Accountancy	590	0
Wages	125392	121695
Other Payments	1228	3469
Bank Charges	58	64
Pension Costs	2057	2578
Training	<u>562</u>	<u>1401</u>
	<u>147614</u>	<u>146744</u>
Surplus	12151	66365
Balance brought forward	<u>162305</u>	<u>95940</u>
Balance carried forward	<u>174456</u>	<u>162305</u>
Balance at Bank		<u>162305</u>

