



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From September 2021 Period start date To August 2022 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 support and bring forward all children in a happy environment, to help them to shine and reach their full potential
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	Harefield Community Pre-school aim to show parents their child/ren's full potential with guidance from the EYFS. We have online journals so parents can see their child/ren's next steps being achieved as they are happening.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We accommodate children with funding from two years of age to 30 hours. We hold AGM meeting every year. Our termly meetings are held for discussion on matters arising. All new committee members have welcome packs. We employ an administrator to help with bookwork and to keep updated with 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 are trying to introduce volunteers back to the setting, but this is still tricky as Covid is still here with us, and protection of staff is our main priority.
		Committee members are getting harder to

Other		get on board, We intend to update our constitution to the 2011 version.
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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	This year financially has been tough, with having to dip into our reserve to help keep us afloat, not every month, just on odd occasions for essentials (Paper towels, arts and crafts etc). We have achieved at last, going over to on line Journals. This has been a big expense, but will over time save money on printing and paper and be better for the environment. With this though, comes expense as monthly payments need to be paid to "Blossom" our on line journal, and to "IT Squad" for the upkeep of our computers, licencing, web site and break downs. Staffing has also been an issue, with two ladies retiring, (only one replaced) a new apprentice, and a member of staff who we have had to help due to Covid leaving her limited in her ability. This member is under review, and may have to, in the future, go to our capability policy, mainly as we were told her limitations would be ok after one year, this unfortunately is proving not to be the case. A review of her role will have to be considered.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have at last achieved our objective of going to online journals. We have achieved teaching staff how to use this, especially older staff who are not as confident as some of the younger staff.
Performance of fundraising activities against objectives set	Para 1.41	We have signed up to Amazon smile, which is a fundraising tool. As of yet this has been only a small return. We have had a one off donation from a company so our school leavers would be able to enjoy a day out before they started "Big school"
Investment performance against objectives	Para 1.41	This year we have invested in new equipment which has made a considerable hole in our finances, our objectives for the coming year is to keep spending to a minimum with no huge financial pay outs hopefully.
Other		Hopefully now Covid is better known, we can concentrate on fundraising events

		and build our monies for extra curricular events.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We have had to finally catch up with the times and have installed new computers, and every staff member now has a tablet to do observations on. This has been a huge cost to the pre-school, with having to upgrade our WIFI as well as new equipment. Hopefully over the next few years this will bring down the cost of buying paper and be better for the environment.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have a reserves policy so we are able to pay redundancies if needed. This account will also pay any outstanding invoices, and is there for us to use to fund any big project we may wish to undertake. (E.G the computer overhaul)
Amount of reserves held	Para 1.22	£120000.00
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	Nothing to report, even though the birth rate has been dropping these last few years, we are just about managing to have enough children to keep us afloat. We have a waiting list which helps, but unfortunately early years in Southampton deemed it a good idea to place a pre-school in the same building as we are in, and this has effected our waiting list considerably

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 Main source of income. We charge parents a termly fee, but this is kept to a minimum, as we are from an area of deprivation.
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 and having a pre-school in the same building.
Other		Our outgoings this year has been large, due to paying out for new equipment, and staffing.

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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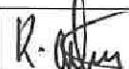
Other optional information

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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 / Kerry Anteney	
Position (eg Secretary, Chair, etc)	Chairperson / Administrator	
Date	23/03/2023	

Charity Commission Annual Return 2022

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 2022.

PART A - Charity information

Financial period

Financial period start date

01/09/2021

Financial period end date

31/08/2022

Income and spending

Income £

£ 129,850

Spending £

£ 163,595

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?

£ 113,844

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)

£ 12,876

Volunteers

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

0

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 2022**

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 2022

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**

HAREFIELD COMMUNITY PRE-SCHOOL

Receipts and payments account or the year ended 31st August 2022

	£ 2022 £	£ 2021 £
Receipts		
Total Fees	128835	157239
LCF	0	1317
Grant	0	600
Bank Interest	63	14
Refuge (Paint Pots)	552	595
Fundraising	400	0
Donation	<u>0</u>	<u>0</u>
	129850	159765
Payments		
Insurance	994	0
Premises	3033	974
Consumables & Equipment	13724	10127
Catering Costs	2038	1714
Office Costs	8276	4912
Accountancy	300	590
Wages	130896	125392
Other Payments	1033	1228
Bank Charges	63	58
Pension Costs	3238	2057
Training	<u>0</u>	<u>562</u>
	<u>163595</u>	<u>147614</u>
Deficiency/Surplus	33745	12151
Balance brought forward	<u>174456</u>	<u>162305</u>
Balance carried forward	<u>140711</u>	<u>174456</u>
Balance at Bank	<u>140711</u>	<u>174456</u>