



Trustees' Annual Report for the period

From 1st October 2023 Period start date To 30th September 2024
Period end date

Charity name: Happy Bunnies Preschool

Charity registration number: 1129843

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Happy Bunnies purposes are to: <ul style="list-style-type: none">- benefit the public by offering high quality care and education for local children aged from 2 – 4 years of age in a safe and stimulating environment from Monday to Friday over 38 weeks of the year.- ensure local children benefit from having a broad range of knowledge and skills that provide the right foundation for good future progress through school.
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	The aims: <ul style="list-style-type: none">-to actively promote inclusion, equality of opportunity, the valuing of diversity and British values.-to benefit the families by supporting their individual needs by offering either morning (8.45am-11.45am), afternoon (11.45am-2.45pm) and all day (8.45am-2.45pm) sessions or a combination of different sessions.-to benefit the parents by working in partnership with them to help their children learn and develop to their full potential, keeping parents informed of their progress and providing ideas on how they can support their children at home-to benefit the children by providing a wide range of equipment and resources both indoors and outdoors which children can access through free flow play to enable them to develop their knowledge and skills in the 7 areas of learning.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	When considering the charity's aims and objectives the trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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	<p>During the year 57 local children benefitted from attending Happy Bunnies with a maximum of 32 children per session.</p> <p>Happy Bunnies employed 10 members of staff – Manager (qualified to Level 5), Lead (qualified to Level 3), Deputy (qualified to Level 3) and 7 Early Years Practitioners (6 qualified to Level 3 and 1 qualified to Level 2)</p> <p>Parents were invited to our annual Winter Wonderland Christmas event, World Book Day event and our end of term Leavers Picnic for children who would be starting school.</p> <p>This year in our outdoor area we purchased a hut where children were supported to be independent by putting on and taking off their coats and boots. We also purchased a large wooden water tray to support children's sensory skills and to learn about sinking/floating. Indoors we purchased resources to support children to develop their fine motor skills and a sound proof room divider to support children on a 1:1 basis in an area where they can be away from the main activities</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The trustees are satisfied with the financial position of Happy Bunnies Preschool
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Happy Bunnies main income is the Nursery Education funding received from the Local Authority and the trustees are aware this can be subject to change. We have a reserve fund to cover the possible costs in the event of changes to the income flow. We have a separate bank account to hold the charity's reserves of just over £62k. We aim to have money in reserve to cover main costs for at least three months and to meet our redundancy liabilities
Amount of reserves held	Para 1.22	£62000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	The Preschool has no deficits
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	This year we fundraised £325 by holding an Easter Exercise event
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Although the children on our books remain the same the increase in the National Living Wage has had an impact on our finances due to the increase in employees wages
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum & Articles of Association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Limited by Guarantee
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	Trustees are appointed at the AGM by nominations & with the highest number of votes from the parents attending the meeting

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	Happy Bunnies Preschool
Other name the charity uses	
Registered charity number	1129843
Charity's principal address	Happy Bunnies Preschool 6 Viceroy Road Sholing Southampton SO19 8FJ

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	Ms R Bosworth	Chair		
2	Ms E Ricketts	Secretary		
3	Ms S Cleverley	Treasurer		
4	Ms J Farmer			
5	Ms S Wylie			
6	Ms K Mckechnie			
7	Ms S Soutar			
8	Ms A Jennings			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

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

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)	MBOSWORTH	
Full name(s)	Rebecca Bosworth	
Position (eg Secretary, Chair, etc)	Chair	
Date	7/3/25.	

Happy Bunnies Pre-School (Southampton) Company Limited by
Company Registration Number 06368978
Charity Registration Number 1129843

Independent Examiners Report to the trustees of Happy Bunnies Pre -School (Southampton)

Year Ended 30 September 2024

I report to the trustees on my examination of the financial statements of Happy Bunnies Pre-School (Southampton) ('the charity') for the year ended 30 September 2024

Responsibilities and basis of the report

As the trustees of the company (and also its directors for the purposes of the company law) you are responsible for the preparation of the financial statements in accordance with requirements of the Companies Act 2006 ('the 2006 Act')

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity's Commission under section 145 (5) (b) of the 2011 Act.

Independent examiners statement

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of any independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statements of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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

Fielders Accounting Payroll & VAT Services
Mrs KF Fielder MAAT
7 Tilbrook Road
Southampton
SO15 4HP

November 2024.



Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Trustee's Annual Report (Incorporating the Directors Report)

Year ended 30 September 2024

The trustees, who are also the directors for the purpose of the company law, present their report and the unaudited financial statements of the charity for the year ended 30 September 2024

Reference and Administrative details

Registered charity name	Happy Bunnies Pre-School (Southamp
Charity registration number	1129843
Company registration number	6368978
Principal office and registered office	Happy Bunnies Pre-School 6 Viceroy Road Sholing Southampton SO19 8FJ

The trustees

Chair Rebecca Bosworth
Treasurer Samantha Cleverley
Secretary Emily Ricketts

Appointed as Trustee November 2021
Appointed as Trustee November 2021
Appointed as Trustee November 2021

Independent examiner

Fielders Accounting Payroll & VAT Ser
Mrs KF Fielder MAAT
7 Tilbrook Road
Southampton
SO15 4HP

Structure, governance and management

The company is run by the Trustees who also form the management committee. The day to day operating decisions are taken by the Group Leader, with the assistance of two deputies.

Objectives and activities

The company's continuing objectives and activities are the provision of childcare and pre-school activities under Ofsted guidelines.

Achievement and performance

The Trustees consider this years achievements to be satisfactory.

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Trustee's Annual Report (Incorporating the Directors Report) (continued)

Year ended 30 September 2024

Financial review

The trustees are satisfied with the financial position of the company.

The Charity is dependant on local authority grant funding for its income, and the trustees are aware that this source of funding can be subject to change at short notice. Therefore the trustees have designated £60,000 of its unrestricted reserves for possible redundancy costs in the event of changes to the Charity's income stream. The trustees are not aware of any such proposed changes.

Plans for future periods

The Trustees are continuing to plan for the charity to provide satisfactory childcare and pre-school activities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved and signed on behalf of the board of trustees by:

Sign 

Date 11/11/2024

Charity Secretary

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Statement of Financial Activities
(Including income and expenditure account)

Year Ended 30 September 2024

			2024	2023
	Unrestricted	Restricted		
	Funds	Funds	Total Funds	Total Funds
Note	£	£	£	£
Income and endowments				
Donations and legacies	5 0	0	0	0
Charitable activities	6 205,040	0	205,040	168,228
Other Trading income	7 6,617	0	6,617	606
Total Income	<u>211,658</u>	<u>0</u>	<u>211,658</u>	<u>168,834</u>
Expenditure				
Expenditure on raising funds:				
Cost of other trading activities	8 0	0	0	0
Expenditure on charitable activities	9,10 201,063	0	201,063	164,332
Total Expenditure	<u>201,063</u>	<u>0</u>	<u>201,063</u>	<u>164,332</u>
Net Income and net movement in funds	<u>10,594</u>	<u>0</u>	<u>10,594</u>	<u>4,502</u>
Reconciliation of funds				
Total funds brought forward	174,534	0	174,534	170,032
Total of funds carried forward	<u>185,128</u>	<u>0</u>	<u>185,128</u>	<u>174,534</u>

The Statement of Financial activities includes all gains and losses recognised in the year.
All income and Expenditure derive from continuing activities.

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
 Company Registration Number 06368978
 Charity Registration Number 1129843

Statement of Financial Position
Year Ended 30 September 2024

		2024	2023
	Note	£	£
Current Assets			
Debtors			
Cash at bank and in hand	14	0	
		185,128	174,533
		185,128	174,533
Creditors: Amounts falling due within one year	15	0	
Net Current assets		185,128	174,533
Total assets less current liabilities		185,128	174,533
Net assets		185,128	174,533
Funds of the charity			
Unrestricted funds		185,128	174,534
Total Charity funds	17	185,128	174,534

For the year ending 30 September 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

* The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

* The directors acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustee's and authorised for issue, and are signed on behalf of the board by:

M Bosworth
 Trustee
 Date 15/11/24

Greenerley
 Trustee
 Date 20/11/24

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Year Ended 30 September 2024

Notes to the Financial Statements

1 General information

The charity is a public benefit entity and a Private Company Limited by Guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Happy Bunnies Pre-School, 6 Viceroy Road, Sholing, Southampton, SO19 8FJ.

2 Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the companies act 2006.

3 Accounting Policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income and expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the Financial statements requires management to make judgements, estimates and assumptions that affect the amount reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor to through the terms of an appeal, and fall into on of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to the particular categories of income.

- * income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and it amount can be measured reliably.
- * legacy income is recognised when receipt is probable and entitlement is established.
- * income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources explained

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financials activities to which it relates.

- * expenditure on raising funds includes the cost of all fundraising activities, events, non charitable trading activities, and the sale of donated goods.
- * expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- * other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provision of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Year Ended 30 September 2024

Notes to the Financial Statements (CONTINUED)

3 Accounting policies (continued)

Defined contribution plans

Contributions to defined contributions plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

4 Limited by guarantee

The company is limited by guarantee and does not have a share capital. The members guaranteed liability is limited to £1.

The company's profits can only be applied to the promotion of the objects of the company as stated in its Memorandum of Association.

No profits of the company can be distributed amongst its members, and in the event of dissolution of the company any residual property or assets cannot be paid to the members, but may only be applied in accordance with the Memorandum of Association.

5 Donations and legacies

	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Donations	0	0	0

6 Charitable activities

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £
Sale of goods/services made or provided by the beneficiaries of the charity	8,325	0	8,325
Payments from government or public authorities in normal course of trading	195,355	0	195,355
Other grants	0	0	0
	<u>203,679</u>	<u>0</u>	<u>203,679</u>

	Unrestricted Funds £	Restricted Funds £	2023 Total Funds £
Sale of goods/services made or provided by the beneficiaries of the charity	11,989	0	11,989
Payments from government or public authorities in normal course of trading	155,489	0	155,489
Other grants	0	0	0
	<u>167,477</u>	<u>0</u>	<u>167,477</u>

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
Company Registration Number 06368978
Charity Registration Number 1129843

Year Ended 30 September 2024

Notes to the Financial Statements (CONTINUED)

7 Other trading activities

	Unrestricted Funds	2024 Total Funds	Unrestricted Funds	2023 Total Funds
	£	£	£	£
Fundraising events	325	325	606	606

8 Cost of other trading activities

	Unrestricted Funds	2024 Total Funds	Unrestricted Funds	2023 Total Funds
	£	£	£	£
Cost of fund raising activities- purchases	121	121	134	134

9 Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	2024 Total Funds
	£	£	£
Provision of pre-school facilities	201,063		201,063
Support costs	0		0
	201,063	0	201,063

	Unrestricted Funds	Restricted Funds	2023 Total Funds
	£	£	£
Provision of pre-school facilities	164,332	0	164,332
Support costs	0	0	0
	164,332	0 0	164,332

10 Expenditure on charitable activities by activities type

	Unrestricted Funds	Support Costs	2024 Total Funds	2023 Total Funds
	£	£	£	£
Provision of pre-school Facilities	201,063		201,063	164,332
Governance costs		0	0	0
	201,063	0	201,063 0	164,332

11 Independent examination fees

	2024	2023
Fees payable to the independent examiner for: Independent examination of the financial statements	220	220

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee

Company Registration Number 06368978

Charity Registration Number 1129843

Year Ended 30 September 2024

Notes to the Financial Statements (CONTINUED)

12 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	169,569	138,456
Contributions to pensions plans	7,365	4,743
	<u>176,934</u>	<u>143,199</u>

The average head count of employees during the year was 10 (2021:10) The average number of fulltime equivalated employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of operating staff	<u>10</u>	<u>10</u>

No employees received employee benefits of more than £60,000 during the year. (2023: Nil).

13 Trustee remuneration and expense

No remuneration or other benefit from employment with the charity were received by the trustees.

14 Debtors

	2024	2023
	£	£
Prepayments and accrued income	<u>0</u>	<u>0</u>

15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	<u>0</u>	<u>0</u>

16 Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income and expenditure as an expense in relation to defined contribution plans was £7365 (2023 £4743)

Happy Bunnies Pre-School (Southampton) Company Limited by
Guarantee

Company Registration Number 06368978

Charity Registration Number 1129843

Year Ended 30 September 2024

17 Analysis of charitable funds

Unrestricted funds

	At 01.10.2023	Income	Expenditure	Transfers	At 30.09.2024
	£	£	£		£
General funds	114,534	211,658	201,063	0	125,128
Designated Funds	0				0
Redundancy reserve	60,000			0	60,000
	<u>174,534</u>	<u>211,658</u>	<u>201,063</u>	<u>0</u>	<u>185,128</u>

Restricted funds

	At 01.10.2023	Income	Expenditure	Transfers	At 30.09.2024
	£	£	£		£
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

18 Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£
Current Assets	185,128	185,128	174,533
Creditors less than 1 year	0	0	0
Net Assets	<u>185,128</u>	<u>185,128</u>	<u>174,533</u>

Happy Bunnies Pre-School (Southampton) Company Limited by Guarantee
 Company Registration Number 06368978
 Charity Registration Number 1129843

30th September 2024

Balance sheet of Financial position as at

	Sep-24	Sep-23
<u>Current Assets</u>		
Cash at Bank - Santander	122,696	113,463
Cash at Bank - Nationwide - Reserves	62,431	61,071
Cash in Hand	0	0
Prepayments	0	0
	<u>185,128</u>	<u>174,533</u>
<u>Current Liabilities</u>		
Creditors: (amounts falling due within one year)	0	0
	<u>0</u>	<u>0</u>
Net Current Assets and Total Assets	<u>185,128</u>	<u>174,533</u>
Financed by Capital Account		
Balance at 1st October 2024	174,534	170,032
Surplus for the year	10,594	4,502
	<u>185,128</u>	<u>174,534</u>

Income and Expenditure account for the year ended 30th September 2024

Sep-24 Sep-23

Income

Grant Funding	195,355	155,489
Fee received -Parents	8,325	11,989
Fundraising	325	606
Other income/Ecat	6,292	0
Bank interest rec'd	1,361	751
Total Income	211,658	168,833

Expenditure

Wages	152,117	128,022
Tax & Ni & Pensions	24,817	15,176
Rent & Waste From SCC & Premises costs	11,187	9,686
Consumables Inc O2 mobile & Workwear	1,390	1,903
Insurance	1,155	764
Food & Snacks	245	233
Cleaning & Hygiene	1,481	1,609
Proffesional and Ofsted: Inc SAGE fee's DBS	1,512	1,810
Accountants Fee	650	650
Fund Raising	121	134
Other	4078.24	750
Equipment	2,309	3,594

Total Expenditure

201,063 164,332

Net Surplis for the year

10,594 4,502

Happy Bunnies Pre-School (Southampton)
Company Registration Number 06368978
Charity Registration Number 1129843

NOTES: Independent Examination covering year ending 30th September 2024

Income and expenditure are currently recorded using excel spreadsheets where every transaction is recorded and numbered, this allows for ease of tracking and transparency. The number is written on the document which is then scanned in for future referral and quick retrieval.

The system is very workable to follow and transparent.

Where invoices for expenses are not held in paper format they can be located within the scanned folder held securely.

THERE WERE NO ERRORS OF CONCERN FOUND.

Expenditure

For everyday essential items purchased and paid by the staff these are cleared for reimbursement on production of receipt straight into the staff members bank account. For more costly items these requests are put to the Trustee's for approval before purchasing.

Income

The majority of income received comes from grants from the government.

All transactions are recorded in the spreadsheet.

The preschools preferred method of payment from parents is by Standing Order.

Payroll

Payroll is run monthly and paid at the end of month. Paid online and recorded in the spreadsheet. A breakdown of payroll including pensions is held within the online accessed software (Sage Online and NEST Online) accessed by authorised personnel only.

Income and expenditure spreadsheet

The spreadsheet works really well and is a good basis for keeping the accounts in order.

Petty Cash

The Charity does not hold a petty cash float.

POINTS TO NOTE:

Trustee's

The trustee's officers continued from 2023 to 2024