



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month Sept	Year 2021		Day 31	Aug	Year 2022

## Section A Reference and administration details

**Charity name**

Holcombe Brook Methodist Preschool

**Other names charity is known by**

**Registered charity number (if any)**

1147111

**Charity's principal address**

Holcombe Brook Methodist Church

Bolton Road West

Ramsbottom, Bury

**Postcode**

BL0 9QZ

### 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	Helen Massingham	Chairperson		
2	Claire Smith	Secretary		
3	Hazel Brookes	Treasurer		
4	Elizabeth O'Brien			
5	Elizabeth Webber			
6	Margaret Barker			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

### 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 management

## Structure, governance and

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Preschool Learning Alliance – now known as Early Years Alliance)
How the charity is constituted (eg. trust, association, company)	Association consisting of family and affiliate members
Trustee selection methods (eg. appointed by, elected by)	Appointment/Reappointment at annual general meeting or during year

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Disclosure and Barring Service Checks are carried out by our regulator, OFSTED, for newly appointed trustees. DBS checks for staff members are carried out by ourselves prior to appointment and every three years thereafter.

Holcombe Brook Methodist Preschool is a member of the Early Years Alliance which provides advice and resources.

We operate in accordance with the Early Years Foundation Stage curriculum and are regulated by OFSTED.

We receive local authority funding for some of our children and operate within the terms of the contract for that funding.

All trustees give their time voluntarily and receive no remuneration or other financial benefits.

## 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 under statutory school age.

**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)**

In planning our activities we keep in mind the Charity Commission's guidance on public benefit at our trustee meetings.  
The focus of our activities is to deliver the EYFS and to provide high quality childcare through a well planned and child/parent led curriculum.

**Additional details of objectives and activities (Optional information)**

Our committee is made up of volunteers from the church in which we operate and parents of children currently attending the preschool plus affiliate members. These volunteers ensure that the preschool is governed according to our constitution and in line with Charity Commission guidelines. Our parents also organise fundraising events.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

We have provided childcare for 38 children over the year.

We held our annual nativity, Christmas party and leaver's concert.

We also held a sponsored 'bounce' to raise funds. We also had other fundraising activities such as selling crafts items.

We were awarded the Golden Apple gold award for promoting healthy eating, good hygiene and oral hygiene.

We support children with a range of needs and are inclusive of all children.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We hold a business reserve account of £21600 held in 2 accounts, one with instant access and one with a 35 day notice period. These funds are held in order to meet any unforeseen expenditure that may occur and in particular to enable to pay statutory redundancy pay and payment in lieu of notice (if applicable) to staff should we cease to operate

**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.

Our main source of funds is through the Early Education Care funding for 3 and 4 year olds which we claim from the local authority on behalf of parents of eligible children. Some children are also eligible for 2 year old funding. We also receive income from fees paid by parents who are not yet eligible for funding or are only eligible for part of their time at preschool. We had 2 children who received additional funding through the Early Years Pupil Premium, this funding was used to purchase resources to particularly enhance the provision for those individual children in terms of their interests and development goals. We hold fundraising events to enable us to purchase additional resources to further enhance our provision. We had a surplus of £2467 at the end of the financial year.

**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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Helen Massingham	Hazel Brookes
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	Treasurer
<b>Date</b>		

**SUMMARY STATEMENTS 2021/22**

Opening cash / bank 01.09.21		37,451.47
Income for year	81,351.83	
Expenditure for the year	(78,885.20)	
Net Income / (Expenditure) for the year		2,466.63
Closing cash / bank		39,918.10
Business reserve account		(21,610.84)
Available balance		18,307.26

**Income**

	Bank	Petty cash	Total
Fees	28,284.05	-	28,284.05
EEC Funding	48,481.02	-	48,481.02
Disability Access Funding	615.00		615.00
Lunch club	719.25	-	719.25
Milk	-	-	-
Snacks	2,097.75	95.06	2,192.81
Fundraising	334.18		334.18
Donations	435.58	49.23	484.81
Pension contributions repayment	-		-
Miscellaneous	213.12	20.32	233.44
Interest on Direct Business Reserve Account	7.27	-	7.27
Transfer to Business Reserve Account	-	-	-
	81,187.22	164.61	<b>81,351.83</b>

Current account	31.08.20	15,817.42
Business Reserve Account	31.08.20	21,603.57
Petty Cash		30.48
		<b>37,451.47</b>

**Expenditure**

	Bank	Petty cash	Total
Staff	64,868.88	-	64,868.88
PAYE/NIC	3,465.96	-	3,465.96
SMP	-	-	-
EYPP	93.18		93.18
Rent	4,225.00	-	4,225.00
Insurance	-	-	-
Milk	-	-	-
Snacks	346.98	15.40	362.38
Expenditure from Fundraising	412.32	-	412.32
Pension Contributions	1,746.13	-	1,746.13
Expenditure from Craft donations	0.00		
Equipment/Resources	541.63	3.98	545.61
Stationery	415.58	-	415.58
Hygiene	153.56	2.49	156.05
Sundries	-	-	-
Training	295.55	-	295.55
Mobile phone	82.50	-	82.50
Miscellaneous	2,106.64	109.42	2,216.06
	78,753.91	131.29	<b>78,885.20</b>

Current account	18,243.46
Business Reserve Account	21,610.84
Petty Cash	63.80
Uncleared cheques	
	<b>39,918.10</b>



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Holcombe Brook Methodist Preschool

On accounts for the year  
ended

31<sup>st</sup> August 2022

Charity no  
(if any)

1147111

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and 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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

6 Nov 22

Name:

SL MORTON

Relevant professional  
qualification(s) or body  
(if any):

ACMA



Address:

16 LANSDOWNE CLOSE

RAMSBOTTOM, BURY

BLO 9WE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

