

Hollingbury Park Pre-School Ltd

( A company limited by guarantee)

Charity No. 1150200

Company No. 07904951

Trustees' Report and Unaudited Accounts

31 March 2022

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2022.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07904951

Charity No. 1150200

Principal Office

Ditchling Road  
Brighton  
East Sussex  
United Kingdom  
BN16JU  
Registered Office

Ditchling Road  
Brighton  
East Sussex  
BN1 6JU

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

H. Freeman  
T. Lee  
D. Parker  
M.L. Patel  
B. Puddick  
E.T. Simpson  
S. Wooler  
J. Mepham (Resigned 1 January 2022)

Company Secretary

M. Winder

Accountants

Time Accounts Limited  
Room 34  
Basepoint Business Centre  
Little High Street  
Shoreham-by-sea  
BN43 5EG

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trustees meet annually to discuss and approve the company accounts. The Governing Document —PLA Constitution 2008 are also approved at the AGM along with election of Trustees to the board are carried out at the AGM.

All staff and Trustees are required to have a Disclosure and Barring Service (DBS) check in line with statutory requirements and to be at the required appropriate level for supervision and guidance of the children in our care.

The general manager reports to the trustees on all matters relating to the running of the playgroup and financial

## OBJECTIVES AND ACTIVITIES

The company is limited by guarantee and its objectives are to provide quality care and education for children in the local community aged from two years to primary school age, following Statutory Framework for the Early Year Foundation Stage.

## ACHIEVEMENTS AND PERFORMANCE

2021/2022 has been a challenging year due to the Covid-19 pandemic and returning to normal life. This has caused an impact on the amount of children attending the setting. This has resulted in a loss of top up and general fees which caused a drop in hours given to staff.

We have supported the children and their families throughout the pandemic. We have talked to the children about it, giving support where needed. We have also supported parents through telephone conversations. We have an open-door approach allowing parents to ring anytime they feel they need to and someone will always make themselves available.

We had quite a few children leaving to go to school in September and we do not have the same number of children replacing them. The staff have cut hours to make sure the business stays financially stable. Although we will not be up to full capacity in September, we continue to have enquiries and visits from prospective parents, so anticipate that attendance will increase.

We have also had a new sign put up on the front of the building and had large banners printed and displayed to increase advertising.

## FINANCIAL REVIEW

The trustees receive annual reports on operational and financial matters. These provide a formal check that the charity is performing legally, safely and within its means.

All Trustees have assessed major risks to which the Charity is exposed, in particular, those related to the operations and finances of fund held and are satisfied that systems are in place to mitigate exposure.

The Charity holds its funds at HSBC bank and is satisfied that they have procedures in place to ensure funds are held securely. The business is funded by fees from parents and carers and from the Early Years Entitlement Provision for two (where applicable), three- and four-year olds.

The Income received by the charity is applied to various running costs ranging from staff wages, rent, supplies, equipment and general running costs.

The trustees have established a policy of maintaining an appropriate level of reserves to enable the adequate function of the charity in order to maximise the charitable work that it carries out. The trustees review the level of reserves at regular intervals as a part of their annual review of the operational and financial matters reports which they receive.

#### Policy on reserves

The trustees have established a policy of maintaining an appropriate level of reserves to enable the adequate function of the charity in order to maximise the charitable work that it carries out. The trustees review the level of reserves at regular intervals as a part of their annual review of the operational and financial matters reports which they receive.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

B. Puddick  
Trustee

Independent Examiner's Report to the trustees of Hollingbury Park Pre-School Ltd

I report to the charity trustees on my examination of the financial statements of Hollingbury Park Pre-School Ltd for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 your charity's financial statements 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 Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (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 this report in order to enable a proper understanding of the financial statements to be reached.

Mrs Hannah Thatcher, FCA LLB  
Institute of Chartered Accountants England and Wales  
Time Accounts Limited  
Room 34  
Basepoint Business Centre  
Little High Street  
Shoreham-by-sea  
BN43 5EG

Hollingbury Park Pre-School Ltd  
Statement of Financial Activities  
for the year ended 31 March 2022

	Notes	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:				
Donations and legacies	4	6,500	6,500	-
Other	5	91,733	91,733	99,511
Total		98,233	98,233	99,511
Expenditure on:				
Charitable activities	6	100,598	100,598	103,062
Other	7	2,057	2,057	-
Total		102,655	102,655	103,062
Net expenditure		(4,422)	(4,422)	(3,551)
Transfers between funds		-	-	-
Net expenditure before other gains/(losses)		(4,422)	(4,422)	(3,551)
Other gains and losses				
Net movement in funds		(4,422)	(4,422)	(3,551)
Reconciliation of funds:				
Total funds brought forward		11,311	11,311	14,862
Total funds carried forward		6,889	6,889	11,311

Hollingbury Park Pre-School Ltd

Balance Sheet

at 31 March 2022

Company No. 07904951	Notes	2022 £	2021 £
Current assets			
Debtors	10	434	1,171
Cash at bank and in hand		9,041	13,405
		<u>9,475</u>	<u>14,576</u>
Creditors: Amount falling due within one year	11	(2,586)	(3,265)
Net current assets		6,889	11,311
Total assets less current liabilities		6,889	11,311
Net assets excluding pension asset or liability		6,889	11,311
Total net assets		<u>6,889</u>	<u>11,311</u>
The funds of the charity			
Unrestricted funds	12		
General funds		6,889	11,311
		<u>6,889</u>	<u>11,311</u>
Total funds		<u>6,889</u>	<u>11,311</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2022 the charitable company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on

And signed on its behalf by:

B. Puddick  
Trustee



## 1 Accounting policies

### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) (effective 1 January 2019) - (Charities SORP 2019 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and Charities Act 2011.

### Basis of preparation

Hollingbury Park Pre- School Limited meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

## Expenditure

Recognition of 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.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

## 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.

## Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

## Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

#### Going concern

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Exemption from preparing a cash flow statement

The charity adopted Bulletin 1 published on 2 February 2016 and have thereof not included a cash flow statement in these financial statements.

#### Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

#### Financial instruments

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

#### Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

#### Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

## 2 Charity Status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation. The charity is incorporated in England and Wales.

The address of its registered office is:

Hollingbury Park Pavillion  
Ditchling Road  
Brighton  
Sussex  
BN1 7HS

## 3 Statement of Financial Activities - prior year

	Unrestricted funds 2021 £	Total funds 2021 £
Income and endowments from:		
Other	99,511	99,511
Total	<u>99,511</u>	<u>99,511</u>
Expenditure on:		
Charitable activities	103,062	103,062
Total	<u>103,062</u>	<u>103,062</u>
Net income	<u>(3,551)</u>	<u>(3,551)</u>
Net income before other gains/(losses)	(3,551)	(3,551)
Other gains and losses:		
Net movement in funds	<u>(3,551)</u>	<u>(3,551)</u>
Reconciliation of funds:		
Total funds brought forward	14,862	14,862
Total funds carried forward	<u><u>11,311</u></u>	<u><u>11,311</u></u>

## 4 Income from donations and legacies

	Total 2022 £	Total 2021 £
Donations received	6,500	-
	<u><u>6,500</u></u>	<u><u>-</u></u>

The charity received a donation of £6,500 towards cost and fitting of an artificial grass Astro turf for the children.

5 Other income

	Unrestricted	Total 2022	Total 2021
	£	£	£
Fees and supplies	91,622	91,622	98,540
Other Income	111	111	971
	<u>91,733</u>	<u>91,733</u>	<u>99,511</u>

During the year the Charity received funding totalling £76,971 (2021: £90,278) included in fees and supplies from Brighton and Hove City Council as part of the Early Years Free Entitlement (EYFE) scheme. The funds are used towards providing services carried out by the charity and are designated towards such use.

6 Expenditure on charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
<i>Governance costs</i>			
Accountant Fees-other fees paid to auditors/accountants	2,244	2,244	1,777
Allocated support cost	98,354	98,354	101,285
	<u>100,598</u>	<u>100,598</u>	<u>103,062</u>

Included within governance costs is £2,244 (2021: £1,777) in relation to accountancy and independent examination services provided.

7 Other expenditure

	Unrestricted	Total 2022	Total 2021
	£	£	£
Employee costs	1,912	1,912	-
General administrative costs	145	145	-
	<u>2,057</u>	<u>2,057</u>	<u>-</u>

8 Trustee remuneration and expenses

One or more of the trustees has been paid remuneration in the current or prior periods.

Trustee	Remuneration	Pension	Other benefits
T. Lee	16,204	486	-
D. Parker	16,559	497	-

9 Staff costs

	2022	2021
Pension costs	1,912	1,784
	<u>1,912</u>	<u>1,784</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

2022	2021
Number	Number
6	6
<u>6</u>	<u>6</u>

10 Debtors

	2022	2021
	£	£
Prepayments and accrued income	434	1,171
	<u>434</u>	<u>1,171</u>

11 Creditors:

amounts falling due within one year

	2022	2021
	£	£
Other taxes and social security	410	488
Other creditors	346	365
Accruals	1,830	2,412
	<u>2,586</u>	<u>3,265</u>

12 Movement in funds

	At 1 April 2021	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2022 £
Unrestricted funds:				
General funds	11,311	98,233	(102,655)	6,889
Total funds	<u>11,311</u>	<u>98,233</u>	<u>(102,655)</u>	<u>6,889</u>

	At 1 April 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2021 £
Unrestricted funds:				
General funds	14,682	99,511	(103,062)	11,311

## 13 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Current assets	9,475	9,475
Current liabilities	(2,586)	(2,586)
Total Net assets	<u>6,889</u>	<u>6,889</u>
	Unrestricted funds	Total funds at 31 March 2021
	£	£
Current assets	14,576	14,576
Current liabilities	(3,265)	(3,265)
Total Net assets	<u>11,311</u>	<u>11,311</u>

## 14 Reconciliation of net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash and cash equivalents	<u>13,405</u>	<u>(4,364)</u>	<u>9,041</u>
	13,405	(4,364)	9,041
Net debt	<u>13,405</u>	<u>(4,364)</u>	<u>9,041</u>

*Pension commitments*

	2022	2021
	£	£
The pension cost charge to the company amounted to:	<u>1,912</u>	<u>1,784</u>

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme.

## 16 Related party disclosures

*Controlling party*

The company is limited by guarantee and has no share capital; thus no single party controls the company.