

Hollingbury Park Pre-School Ltd

(A company limited by guarantee)

Charity No. 1150200

Company No. 07904951

Trustees' Report and Unaudited Accounts

31 March 2023

Hollingbury Park Pre-School Ltd
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Hollingbury Park Pre-School Ltd
Trustees Annual Report

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 2023.

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:

| | |
|--------------|-------------------------------|
| L. Hornsbury | (Appointed 16 September 2022) |
| E. Jenkins | (Appointed 16 September 2022) |
| T. Lee | (Resigned 16 September 2022) |
| S. O'Brien | (Appointed 16 September 2022) |
| M.L. Patel | (Resigned 16 September 2022) |
| B. Puddick | |
| E.T. Simpson | |
| S. Wooler | (Resigned 16 September 2022) |

Company Secretary

E. Jenkins

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 matters concerning the Charity.

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

2022/2023 has seen an increased number of children since the affects of covid 19.

We have found that there has been a higher number of children needing additional help with language. We have been supporting these children with professional help and also extra help in setting with us.

We had quite a few children leaving to go to school in September and we had a slow start to replacing them but it has been better than the year before. The staff have had to 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 been hosting a lot of events for the parents to be involved with the children since the restriction were all lifted. These events have been fantastic for bringing everyone together and getting feedback on our practise.

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

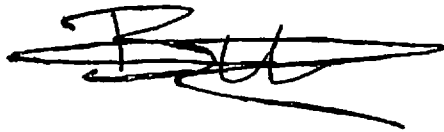
The trustees have established a policy of maintaining an appropriate level of reserves to enable the adequate function of the charity in order to maximise the charitable work that it carries out. The trustees review the level of reserves at regular intervals as a part of their annual review of the operational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

A handwritten signature in black ink, appearing to be 'B. Puddick', written over a horizontal line.

12 December 2023

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 2023 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 charity's trustees of the company (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:

- 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 2023

| | | Unrestricted funds 2023 £ | Total funds 2023 £ | Total funds 2022 £ |
|--|--------------|--|-----------------------------------|-----------------------------------|
| | Notes | | | |
| Income and endowments from: | | | | |
| Donations and legacies | 4 | 1,000 | 1,000 | 6,500 |
| Other | 5 | 76,916 | 76,916 | 91,733 |
| Total | | 77,916 | 77,916 | 98,233 |
| Expenditure on: | | | | |
| Charitable activities | 6 | 82,195 | 82,195 | 100,598 |
| Other | 7 | 1,694 | 1,694 | 2,057 |
| Total | | 83,889 | 83,889 | 102,655 |
| Net gains on investments | | - | - | - |
| Net expenditure | | (5,973) | (5,973) | (4,422) |
| Transfers between funds | | - | - | - |
| Net expenditure before other gains/(losses) | | (5,973) | (5,973) | (4,422) |
| Other gains and losses | | | | |
| Net movement in funds | | (5,973) | (5,973) | (4,422) |
| Reconciliation of funds: | | | | |
| Total funds brought forward | | 6,889 | 6,889 | 11,311 |
| Total funds carried forward | | 916 | 916 | 6,889 |

Hollingbury Park Pre-School Ltd**Balance Sheet****at 31 March 2023**

| Company No. | 07904951 | Notes | 2023 | 2022 |
|---|-----------------|---------------|-------------|--------------|
| | | | £ | £ |
| Current assets | | | | |
| Debtors | 10 | 530 | | 434 |
| Cash at bank and in hand | | 12,010 | | 9,041 |
| | | <u>12,540</u> | | <u>9,475</u> |
| Creditors: Amount falling due within one year | 11 | (11,624) | | (2,586) |
| Net current assets | | 916 | | 6,889 |
| Total assets less current liabilities | | 916 | | 6,889 |
| Net assets excluding pension asset or liability | | 916 | | 6,889 |
| Total net assets | | <u>916</u> | | <u>6,889</u> |
| The funds of the charity | | | | |
| Restricted funds | 12 | | | |
| Unrestricted funds | 12 | | | |
| General funds | | 916 | | 6,889 |
| | | <u>916</u> | | <u>6,889</u> |
| Reserves | 12 | | | |
| Total funds | | <u>916</u> | | <u>6,889</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 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

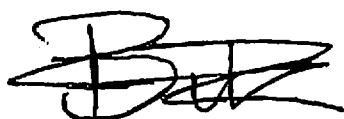
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 12 December 2023

And signed on its behalf by:

B. Puddick
Trustee



Hollingbury Park Pre-School Ltd
Notes to the Accounts
for the year ended 31 March 2023

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. |

Notes to the Accounts

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. |

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 2022 £ | Total funds 2022 £ |
|---|------------------------------------|--------------------------|
| Income and endowments from: | | |
| Donations and legacies | 6,500 | 6,500 |
| Other | 91,733 | 91,733 |
| Total | 98,233 | 98,233 |
| Expenditure on: | | |
| Charitable activities | 100,598 | 100,598 |
| Other | 2,057 | 2,057 |
| Total | 102,655 | 102,655 |
| Net income | (4,422) | (4,422) |
| Net income before other gains/(losses) | (4,422) | (4,422) |
| Other gains and losses: | | |
| Net movement in funds | (4,422) | (4,422) |
| Reconciliation of funds: | | |
| Total funds brought forward | 11,311 | 11,311 |
| Total funds carried forward | 6,889 | 6,889 |

4 Income from donations and legacies

| | Unrestricted £ | Total 2023 £ | Total 2022 £ |
|--------------------|-------------------|--------------------|--------------------|
| Donations received | 1,000 | 1,000 | 6,500 |
| | <u>1,000</u> | <u>1,000</u> | <u>6,500</u> |

The charity received a donation of £1,000 from Neighbourly Foundation towards the day-to-day running costs of the school.

5 Other income

| | Unrestricted £ | Total 2023 £ | Total 2022 £ |
|-------------------|-------------------|--------------------|--------------------|
| Fees and supplies | 76,916 | 76,916 | 91,622 |
| Other income | - | - | 111 |
| | <u>76,916</u> | <u>76,916</u> | <u>91,733</u> |

During the year, the Charity received funding totalling £61,308 (2022: £76,971) 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 2023 | Total 2022 |
|--|---------------|---------------|----------------|
| | £ | £ | £ |
| <i>Governance costs</i> | | | |
| Accountant Fees-other fees paid to auditors/accountants | 2,938 | 2,938 | 2,244 |
| Allocated support cost | 79,257 | 79,257 | 98,354 |
| | <u>82,195</u> | <u>82,195</u> | <u>100,598</u> |

Included within governance costs is £2,938 (2022: £2,244) in relation to accountancy and independent examination services provided.

7 Other expenditure

| | Unrestricted | Total 2023 | Total 2022 |
|------------------------------|--------------|---------------|---------------|
| | £ | £ | £ |
| Employee costs | 1,598 | 1,598 | 1,912 |
| General administrative costs | 96 | 96 | 145 |
| | <u>1,694</u> | <u>1,694</u> | <u>2,057</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 |
|------------|--------------|---------|-------------------|
| E. Jenkins | 8,675 | 260 | - |
| T. Lee | 11,855 | 356 | - |
| B. Puddick | 19,290 | 579 | - |

9 Staff costs

| | 2023 | 2022 |
|---------------|--------------|--------------|
| Pension costs | 1,598 | 1,912 |
| | <u>1,598</u> | <u>1,912</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:

| 2023 | 2022 |
|----------|----------|
| Number | Number |
| 5 | 6 |
| <u>5</u> | <u>6</u> |

10 Debtors

| | 2023 | 2022 |
|--------------------------------|------------|------------|
| | £ | £ |
| Prepayments and accrued income | 530 | 434 |
| | <u>530</u> | <u>434</u> |

Hollingbury Park Pre-School Ltd
Notes to the Accounts

11 Creditors:

amounts falling due within one year

| | 2023 | 2022 |
|---------------------------------|---------------|--------------|
| | £ | £ |
| Trade creditors | 9,295 | - |
| Other taxes and social security | 136 | 410 |
| Other creditors | 294 | 346 |
| Accruals | 1,899 | 1,830 |
| | 11,624 | 2,586 |

12 Movement in funds

| | At 1 April 2022 | Incoming resources (including other gains/losses) £ | Resources expended £ | At 31 March 2023 £ |
|----------------------------|----------------------------|---|-------------------------------------|---------------------------------------|
| Restricted funds: | | | | |
| Unrestricted funds: | | | | |
| General funds | 6,889 | 77,916 | (83,889) | 916 |
| Total funds | 6,889 | 77,916 | (83,889) | 916 |

| | 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 | 11,311 | 98,233 | (102,655) | 6,889 |

13 Analysis of net assets between funds

| | Unrestricted funds £ | Total £ |
|-------------------------|-------------------------------------|---|
| Current assets | 12,540 | 12,540 |
| Current liabilities | (11,624) | (11,624) |
| Total Net assets | 916 | 916 |
| | Unrestricted funds | Total funds at 31 March 2022 |
| Current assets | 9,475 | 9,475 |
| Current liabilities | (2,586) | (2,586) |
| Total Net assets | 6,889 | 6,889 |

14 Reconciliation of net debt

| | At 1 April 2022 £ | Cash flows £ | At 31 March 2023 £ |
|---------------------------|-------------------------|-----------------|-----------------------------|
| Cash and cash equivalents | 9,041 | 2,969 | 12,010 |
| | <u>9,041</u> | <u>2,969</u> | <u>12,010</u> |
| Net debt | <u>9,041</u> | <u>2,969</u> | <u>12,010</u> |

15 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

| | 2023 Land and buildings £ | 2023 Other £ | 2022 Land and buildings £ | 2022 Other £ |
|------------------------------------|------------------------------------|--------------------|------------------------------------|--------------------|
| Operating leases with expiry date: | | | | |

Pension commitments

| | 2023 £ | 2022 £ |
|---|--------------|--------------|
| The pension cost charge to the company amounted to: | <u>1,598</u> | <u>1,912</u> |

16 Related party disclosures

Controlling party

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