

Accepted Identity Documents for UK & EEA Nationals

Applicants should produce *all* the documents they have from 'Group 1'. All documents must be originals. At least one document must confirm the applicant's current address. Documents printed from the internet are not acceptable.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard – (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate – issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate – issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man
All driving licences must be valid	

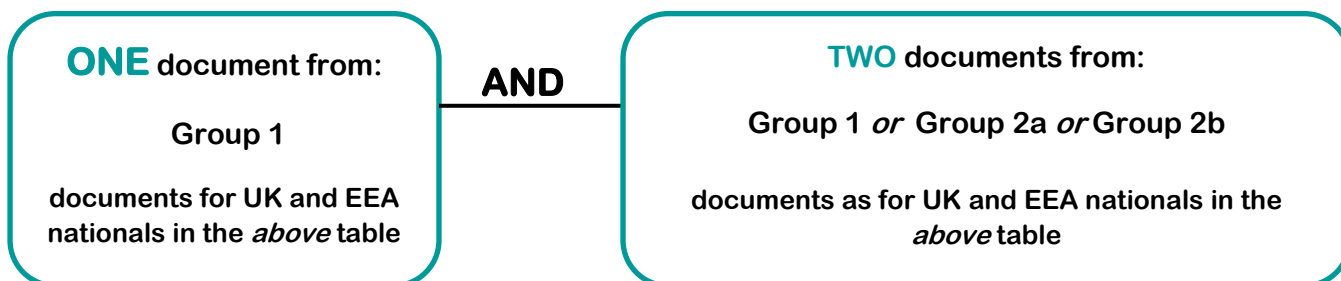
Group 2b: Financial and social history documents

Document	Notes
Mortgage Statement	UK or EEA Issued in last 12 months
Bank or building society statement	UK and Channel islands or EEA Issued in last 3 months

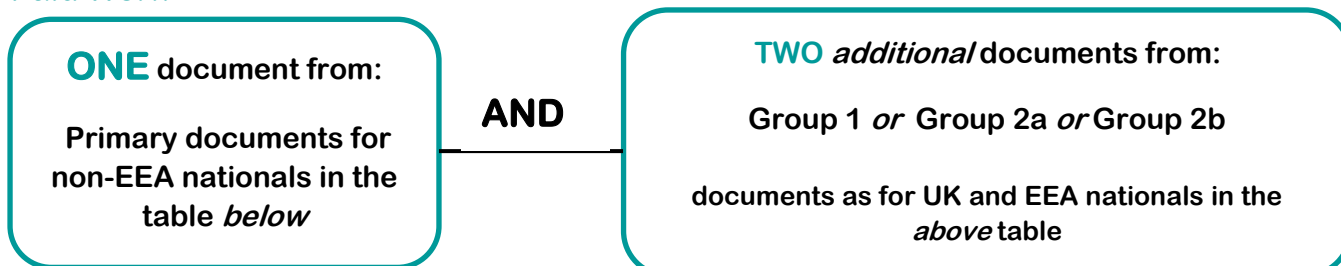
Bank or building society statement	Countries outside the EEA Issued in last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK Issued in last 3 months
Credit card statement	UK or EEA Issued in last 3 months
Financial statement, for example pension or endowment	UK Issued in last 12 months
P45 or P60 statement	UK and Channel Islands Issued in last 12 months
Council Tax statement	UK and Channel Islands Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application Must still be valid
Utility bill	UK – not mobile telephone bill Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel islands Issued in last 3 months
EEA National ID card	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided Must still be valid

Accepted Identity Documents Non-UK/EEA Nationals

Voluntary Work



Paid Work



Primary Documents for Non-EEA Nationals

Document

A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.

A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.

A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Receipts and payments accounts		
For the period from		To

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	33,113	-	-	33,113	23,033
Booking Fees	1,140	-	-	1,140	1,110
Nursery Funding Grant (SMBC)	90,354	-	-	90,354	106,756
Stay & Play	-	-	-	-	-
Vouchers	-	-	-	-	266
Other	33	-	-	33	1
Fundraising					
General Fundraising & Donations	1,038	-	-	1,038	1,645
Trips	-	-	-	-	-
Uniforms	341	-	-	341	138
Room Hire	-	-	-	-	-
Gift Aid	-	-	-	-	-
Loan	-	-	-	-	-
Interest	-	9	-	9	2
Sub total (Gross income for AR)	126,018	9	-	126,027	132,951

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	126,018	9	-	126,027	132,951

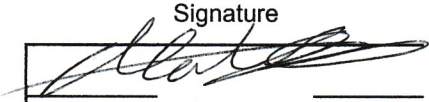

A3 Payments					
Employee Costs					
Wages/NI	88,883	-	-	88,883	94,092
Training	47	-	-	47	1,088
Facilities					
Rent to SMBC	12,500	-	-	12,500	12,061
Insurance & Memberships	1,593	-	-	1,593	1,176
Utilities	828	-	-	828	641
Waste	769	-	-	769	710
Alarm Co	1,452	-	-	1,452	1,308
Consumables					
Equipment	4,119	-	-	4,119	9,586
Stationery	725	-	-	725	794
Craft	765	-	-	765	777
Supplies	-	-	-	-	-
Food/Toliletries	1,508	-	-	1,508	1,514
Advertising / Web					
Rates	864	-	-	864	898
Overpayment refund	1,203	-	-	1,203	307
Other	418	-	-	418	418
Other					
Loan Repayment	-	-	-	-	4,250
Misc	-	-	-	-	139
Uniforms	711	-	-	711	758
Other	1,632	-	-	1,632	2,240
Sub total	118,018	-	-	118,018	132,757

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
CCXX R1 accounts (SS)	-	1	-	-	-

Sub total	-	-	-	-	-
Total payments	118,018	-	-	118,018	132,757
Net of receipts/(payments)	8,000.04	9	-	8,009	194
A5 Transfers between funds				-	-
A6 Cash funds last year end					
	17,713	16,927	-	34,640	34,502
Cash funds this year end	25,713	16,936	-	42,649	34,696

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	25,585	-	-
	Petty Cash	128	-	-
	Linked Savings Account	-	16,936	-
	Total cash funds	25,713	16,936	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Martin Pyne	30/10/2023
		Debra Silver	30/10/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

St Margarets Pre School (Olton)

**On accounts for the year
ended**

31/12/2022

**Charity no
(if any)**

1157816

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

K. Gentles

Date:

13/12/23

Name:

KELLY GENTLES

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

Address:

2.60 MILLMEAD ROAD

BARLEY GREEN, BIRMINGHAM

B32 3AM

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A.