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# Charity Commission Annual Return 2024

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THE HOLY EPIPHANY PRE-SCHOOL  
Charity registration number: 1165698

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2024.**

## PART A - Charity information

### Financial period

Financial period start date

01/09/2023

Financial period end date

31/08/2024

### Income and spending

Income £

£ 70,923

Spending £

£ 93,577

### Number of contracts from government

**How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?**

1

### Value of contracts from government

**What was the total value of the contracts received from central government or a local authority during the financial period for this return?**

£ 62,432

### Number of grants from government

**How many grants did your charity receive from central government or a local authority during the financial period for this return?**

0

### Grantmaking

**Is grant making the main way your charity carries out its purposes?**

No

## Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).

### Individuals

£ 0

### Other charities

£ 0

### Other organisations that are not charities

£ 0

## Trustee payments

**Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?**

☒ e. None of the trustees have been paid

**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

## Income from outside the UK

**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

## Delivering activities outside the United Kingdom

**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

## Spending outside England & Wales

**Did your charity spend funds outside of the United Kingdom in the financial period of this return?**

No

### Total Spending outside England & Wales

£

## Trading subsidiaries

**Does the charity have any trading subsidiaries?**

No

## Charity contact details correct

**Is the contact address displayed from the Register of Charities, correct?**

Yes

## Charity headquarters details correct

**Is this the same address that you use as your charity's administrative headquarters?**

Yes

#### Charity contact address

**Address Line 1**

THE HOLY EPIPHANY PRE-SCHOOL

**Address Line 2**

Church of the Holy Epiphany

**Address Line 3**

46 Castle Lane West

**Address Line 4**

BOURNEMOUTH

**Address Line 5**

**Postcode**

BH9 3JT

**Country**

#### Charity Headquarters address

**Address Line 1**

THE HOLY EPIPHANY PRE-SCHOOL

**Address Line 2**

Church of the Holy Epiphany

**Address Line 3**

46 Castle Lane West

**Address Line 4**

BOURNEMOUTH

**Address Line 5**

**Postcode**

BH9 3JT

**Country**

#### Membership type

**Is your charity part of a wider group structure with a parent body and subsidiary bodies?**

no, the charity is not part of a wider group structure

#### Employment contract types

**People were permanently employed by your charity**

7

**People were on fixed-terms contracts with your charity**

0

**Self-employed people were working for your charity**

0

**Total overseas employees**

**How many of the people above work on behalf of your charity outside of the United Kingdom?**

0

**Total employee payroll**

**What was the total amount spent on employee payroll during the financial period relating to this return?**

£ 78,347

**Employees' salaries**

**Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?**

No

**Governance policies**

**Internal charity financial controls policy and procedures**

Yes

**Safeguarding policy and procedures**

Yes

**Financial reserves policy and procedures**

No

**Complaints policy and procedures**

Yes

**Serious incident reporting policy and procedures**

Yes

**Internal risk management policy and procedures**

Yes

**Trustee expenses policy and procedures**

Not applicable

**Trustee conflicts of interest policy and procedures**

Not applicable

**Investing charity funds policy and procedures**

Not applicable

**Campaigns and political activity policy and procedures**

Not applicable

**Bullying and harassment policy and procedures**

No

**Social media policy and procedures**

No

**Engaging external speakers at charity events policy and procedures**

No

**Safeguarding****Has your charity provided services to children and/or adults at risk in the financial period of the return?**

No

**Serious Incidents****Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?**

There were no incidents to report

**External risk and impact****Donations**

Unknown/No Change/Not Applicable

**Other income - grants**

Unknown/No Change/Not Applicable

**Other income - contracts**

Unknown/No Change/Not Applicable

**Other income - investment**

Unknown/No Change/Not Applicable

**Expenditure on charitable activities**

Negative

**Expenditure on overheads**

Negative

**Number of volunteers**

Unknown/No Change/Not Applicable

**Number of employees**

Unknown/No Change/Not Applicable

**Number of trustees**

Negative

**Fundraising activities**

Unknown/No Change/Not Applicable

**Capacity to deliver services**

Unknown/No Change/Not Applicable

**Total service demand**

Unknown/No Change/Not Applicable

**Volunteers****Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?**

0

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

## Declaration

**This annual return has not been submitted and no Declaration has been made**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>The Holy Epiphany Pre-School</b>	No (if any) <b>1165698</b>
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## Receipts and payments accounts

CC16a

For the period from	Period start date 9/1/2023	To	Period end date 8/31/2024
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### 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 £
<b>A1 Receipts</b>					
EE Funding	62,432	-	-	62,432	73,925
Parental Direct Credits	8,491	-	-	8,491	7,797
Wages refund (cleaner)	-	-	-	-	4,663
Fund Raising	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	70,923	-	-	70,923	87,384
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	70,923	-	-	70,923	87,384
<b>A3 Payments</b>					
Wages	78,347	-	-	78,347	72,722
Rent	10,250	-	-	10,250	9,400
Staff development	210	-	-	210	369
Minor consumables	185	-	-	185	684
General play equipment	1,651	-	-	1,651	2,126
Office/Hygiene etc	1,116	-	-	1,116	1,146
Furniture	-	-	-	-	74
Staff gifts	375	-	-	375	425
Insurances	678	-	-	678	131
PP Licence	131	-	-	131	118
Telephones/WiFi	635	-	-	635	865
	-	-	-	-	-
<b>Sub total</b>	93,577	-	-	93,577	88,060
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	93,577	-	-	93,577	88,060
<b>Net of receipts/(payments)</b>	- 22,655	-	-	- 22,655	- 676
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	- 22,655	-	-	- 22,655	- 676

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	Curent Account	17,476	-	-
	Petty Cash	-	-	-
		-	-	-
	<b>Total cash funds</b>	17,476	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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	
		Alan Paul Knight	5/1/2025	



**Compatibility Report for HE PS 2024**  
**Accounts.xls**

**Run on 01/05/2025 10:17**

If the workbook is saved in an earlier file format or opened in an earlier version of Microsoft Excel, the listed features will not be available.

Minor loss of fidelity	No. of occurrences	Version
This workbook has workbook link information that will be lost or not visible if the file is saved as an earlier Excel format.	1	Excel 97-2003
		Excel 2007
		Excel 2010
		Excel 2013
		Excel 2016
		Excel 2019
		Excel 2021

# **Independent Examiner's Report to the Trustees of The Holy Epiphany Pre-School**

I report to the trustees on my examination of the accounts of The Holy Epiphany Pre-School for the year ended 31<sup>st</sup> August 2024.

## **Responsibilities and basis of report**

As trustees 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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 accounts to be reached.

Mrs Jacqueline Featherstone BSc (Hons), ACA

3 Headswell Avenue  
Bournemouth  
BH10 6JU

Dated 2<sup>nd</sup> May 2025