

HIGHFIELD GRANGE PRE-SCHOOL
TRUSTEES REPORT
AND
FINANCIAL STATEMENTS
FOR YEAR ENDING 31ST MARCH 2021
Charity number: 1172681

Trustees Report

The Trustees are pleased to present their report, together with the financial statements for the year ending 31st march 2021.

Reference and administration details

Charity name: Highfield Grange Pre-school

Charity registration number: 1172681

Address of Charity: The Highfield Centre
Highfield Grange Avenue
Marus Bridge
Wigan
WN3 6GH

Trustees:	G.Ramsdale	(Chair)
	G. Grindle	(Secretary)
	S. Grindle	(Treasurer)

Committee: R. Flynn
K. Priestley
J.Clark
W.Meehan

Pre-school manager: S. Clark

Independent examiner: P A Hull & Company
23 Ladies Lane
Hindley
Wigan
WN2 2QA

Objectives and activities

The primary purpose of the Charity is to help children and young people with educational training, by providing pre-school care for children aged two to five years old for 5 day's week. Session times vary from 3 hours to 6 hours a day, the children also stay for lunch.

To enhance the development and education of children primarily under statutory age, by encouraging parents to understand and provide for the needs of the children through local community groups. Offering appropriate play and learning facilities and access to training courses together with the right of the parents to take responsibility for and to become involved in the activities of the preschool, ensuring that they offer opportunities for all children, regardless of race, culture, beliefs, religion, disability, means and background. Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

The Charity raises additional funds from the public to support the activities of the Charity but does not work with commercial participators.

In planning the objectives and activities of the Charity, the Trustees have reviewed the guidance provided by the Charity Commission.

Achievements and performance

The committee has made a conscious effort to keep spending in line with the budget, we continue to receive funding from Wigan council. We have been able to improve our indoor area by purchasing and upgrade the furniture and equipment within Pre-school.

Financial review

During the year, the Charity as seen a increase in income generated from fees received. This is due to the fact of government funding for 30 hours for some 3-4 year olds. This is as a result of the Charity being almost full each session during the year.

Expenditure for the Charity is closely monitored. The main cost being that of wages which were closely monitored and rose in the national living wage.

The Trustees consider the yearend financial position to be satisfactory and confirm that the Charity can meet all known obligations.

Structure, governance and management

Governing document Highfield Grange pre-school was established on 7th April 2017. Its constitution; the 'Highfield Grange Pre-school Constitution Document April 2017 was registered with the Charity Commission (registration number 117268) on 21st April 2017.

Appointment and recruitment of Trustees

Trustees are appointed at the Annual General Meeting. There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Trustees' induction and training

All new Trustees will be provided with a Committee Welcome Pack which includes copies of:

- The Charity's constitution
- The latest accounts of the Charity
- Code of Conduct
- Confidentiality Agreement

and are encouraged to read Charity Commission guidance notes CC3 - "The Essential Trustee, what you need to know, what you need to do" and PB3 - "Public benefit: Reporting".

In addition, Trustees are encouraged to read Charity Commission and other newsletters.

Organisational structure

The Trustees administer the Charity and meet regularly throughout the year, during these meetings all charitable matters are discussed including the raising of funds, income structure, ongoing performance and to approve forthcoming charitable expenditure.

The Charity monitors performance against budgeted targets and reports annually at the Annual General Meeting, where Trustees' resignation and appointments are made in line with the necessary roles and requirements of the foreseeable future.

Risk management

Management has reviewed the major risks to which the Charity is exposed. Where appropriate systems or procedures have been established to mitigate the risks the Charity faces. Highfield Grange Pre-School benefits from a diligent and dedicated team of Trustees. Costs are closely monitored to ensure the Charity operates within its means. The Charity maintains a separate bank account to cover its reserves, all of which minimise its exposure to risk.

The Charity's internal policies and procedures are reviewed by the manager of the Pre-school regularly and are in line with EYFS statutory framework.

Reserves policy

The Charity's reserves policy is to maintain reserves at a level adequate to protect its ongoing work from significant fluctuations in service income. This policy is reviewed annually. The Charity aims to hold sufficient reserves to cover three months' running costs.

At the year end, the Charity has total reserves of £00000 of which £Nil is restricted. The reserves of the Charity are therefore adequate and the Trustees consider that the Charity will continue as a going concern for the foreseeable future.

There are no material uncertainties about the Charity's ability to continue.

Plans for future periods

It is the Trustees' intention that the Charity will continue to provide services in line with the objectives and activities as noted in these financial statements.

- We forecast that our income for the coming year may be slightly lower this year because of the effect of Covid.
- We believe that our 30 hours a week childcare to parents will be increased because of more parents taking up the government funding.
- The committee will be closely monitoring our financial position to see that we do not lose any income by taking more 30 hour funded children.
- We hope with to continue to expand the setting by taking more room within the Highfield Centre and take on an apprentice at Level 3 so being able to offer more places for children.

Trustees

The current Trustees are shown on page 1, including those who have served during the year and any appointment and resignation dates as required.

Public benefit

The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have had regards to this guidance.

Independent examiner reappointment

A resolution to appoint () of P A Hull & Company as independent examiner will be proposed at the next Annual General Meeting.

The Trustees' annual report was approved on May 21st and signed on behalf of the board of Trustees by:

G.Ramsdale(Chair)
Trustee

**HIGHFIELD GRANGE PRE-SCHOOL
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

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HIGHFIELD GRANGE PRE-SCHOOL BUSINESS INFORMATION

Partnership

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Highfield Grange Avenue
Wigan
Lancashire
WN3 6GH

Trading address

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Highfield Grange Avenue
Wigan
Lancashire
WN3 6GH

Accountants

P A Hull & Co
Beech House
23 Ladies Lane
Hindley, Wigan
Lancashire
WN2 2QA

**HIGHFIELD GRANGE PRE-SCHOOL
APPROVAL OF THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

We approve these accounts, comprising the Profit and Loss account, the Balance Sheet and the related notes. We confirm that we have made available all relevant records and information.

Mr Gareth Grindle - Secretary



Mrs Gillian Ramsdale - Chair



Mrs Susan Grindle - Treasurer



5 April 2022

CHARTERED ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS OF HIGHFIELD GRANGE PRE-SCHOOL FOR THE YEAR ENDED 31 MARCH 2021

In accordance with the engagement letter, we have prepared for your approval the accounts of HIGHFIELD GRANGE PRE-SCHOOL for the year ended 31 March 2021 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes from the entity's accounting record and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

Our work has been undertaken in accordance with the guidance of ICAEW as detailed at icaew.com/compilation.

P A Hull & Co
Chartered Accountants

Beech House
23 Ladies Lane
Hindley, Wigan
Lancashire
WN2 2QA

5 April 2022

**HIGHFIELD GRANGE PRE-SCHOOL
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	2021	2020
	£	£
Turnover	103,786	99,522
Cost of sales	(5,051)	(11,352)
Other direct costs	(78,110)	(70,458)
Gross profit	<u>20,625</u>	<u>17,712</u>
Other income/profits	1,000	-
Expenses		
Employee costs	2,440	4,288
Premises costs	12,684	13,688
Repairs	-	184
General administrative expenses	1,943	1,714
Legal and professional costs	1,305	372
Depreciation and loss/profit on sale	651	563
Other expenses including partnership charges	224	582
	<u>19,247</u>	<u>21,391</u>
Profit/(loss)	<u><u>2,378</u></u>	<u><u>(3,679)</u></u>
Allocation of profits	£	
Mr Gareth Grindle - Secretary	793	33.33%
Mrs Gillian Ramsdale - Chair	793	33.33%
Mrs Susan Grindle - Treasurer	792	33.34%
	<u><u>2,378</u></u>	<u><u>100%</u></u>

**HIGHFIELD GRANGE PRE-SCHOOL
BALANCE SHEET
AS AT 31 MARCH 2021**

	Notes	2021 £	2020 £
Fixed assets			
Plant, machinery and motor vehicles	2	2,172	1,789
Current assets			
Bank/building society balances		33,674	29,650
Current liabilities			
Trade creditors/accruals		720	288
Other liabilities		1,597	-
		<u>2,317</u>	<u>288</u>
Net current assets		<u>31,357</u>	<u>29,362</u>
Net business assets		<u>33,529</u>	<u>31,151</u>
Capital accounts			
Balance at start of period		31,151	34,830
Net profit/(loss)		2,378	(3,679)
	3	<u>33,529</u>	<u>31,151</u>

**HIGHFIELD GRANGE PRE-SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1 Accounting policies

Accounting basis

The accounts have been prepared under the historical cost convention and in accordance with UK Generally Accepted Accounting Practice.

Turnover

Turnover represents the value, net of VAT and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Tangible fixed assets policy

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Fixtures & fittings	25% Reducing Balance
Computer equipment	25% Reducing Balance

2 Plant, machinery and motor vehicles

	Computer equipment £	Fixtures & fittings £	Total £
Cost			
At 1 April 2020	1,489	1,409	2,898
Additions	734	300	1,034
At 31 March 2021	2,223	1,709	3,932
Depreciation			
At 1 April 2020	563	546	1,109
Charge for the year	373	278	651
At 31 March 2021	936	824	1,760
Net book value			
At 31 March 2021	1,287	885	2,172
At 31 March 2020	926	863	1,789

3 Capital accounts

	At 01/04/2020 £	Profit £	Capital introduced £	Drawings £	At 31/03/2021 £
Mr Gareth Grindle - Secretary	10,383	793	-	-	11,176
Mrs Gillian Ramsdale - Chair	10,383	793	-	-	11,176
Mrs Susan Grindle - Treasurer	10,385	792	-	-	11,177
	31,151	2,378	-	-	33,529

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