

**HIGHFIELD GRANGE PRE-SCHOOL
CONTENTS
FOR THE YEAR ENDING 2023**

**HIGHFIELD GRANGE PRE-SCHOOL
TRUSTEES REPORT
FOR YEAR ENDING 31ST MARCH 2023
Charity number 1172681**

**HIGHFIELD GRANGE PRE-SCHOOL
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FOR THE YEAR ENDING 2023**

Trustees Report

The Trustees are pleased to present their report for the year ending 31st March 2023.

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 6RS

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

Committee: John Clark
K. Priestley
W. Meehan
K. Tickle
B. Greenhalgh

Pre-school Manager: S. Clark

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

**HIGHFIELD GRANGE PRE-SCHOOL
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FOR THE YEAR ENDING 2023**

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 age two to five years old for 5 days a week. Session times vary from 3 to 6 hours a day with the children also having lunch.

To enhance the development and education of children primarily under statutory age for school, 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 parent 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, religion, disability, means and background. Encouraging the study of the needs of such children and their families and promoting interest 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 participants.

In planning the objectives 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 carry on update our outdoor equipment as and when it is needed. We have purchased a new wooden climbing frame and various bikes and exercise equipment to promote the children's physical wellbeing.

Financial review

We have continued to generate a good income from fees received but this year has been harder because in the current climate parents seem to be waiting for their child to receive government funding. This means that we were only running at full capacity from January 2023 instead of September 2022.

Expenditure for the Charity is closely monitored. The main costs being wages and the rent of the rooms we hire for Douglas Valley Community who own the building.

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

Structure, governance and management

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

**HIGHFIELD GRANGE PRE-SCHOOL
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FOR THE YEAR ENDING 2023**

Appointment and recruitment of Trustees

Trustees are appointed at the Annual General Meeting. There must be a least three charity trustees. If the number falls below the minimum, the remaining trustee or trustees may act only to call a meeting for the charity trustees or to 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 the 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 given all updated information for the Charity Commission and other newsletters.

Organisational structure

The trustees administer the Charity and meet regularly throughout the year, during these meetings all charitable matter are discussed including fund raising, 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 any major risks to which the Charity may be exposed and have established appropriate systems and procedure 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 the EYFS statutory framework.

**HIGHFIELD GRANGE PRE-SCHOOL
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FOR THE YEAR ENDING 2023**

Reserves policy

The Charity's reserve 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 end of the year 31st March 2023 the charity has total reserves of £28,991 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.

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 the financial statement.

- We are forecasting that our income for the coming year will increase due to children on the waiting list due to start in January 2023.
- The government have increased the funding for 3-4 years old's and we have raised our session fees in line with funding.
- We have been informed that as of 1st April 2023 that there will be an increase in rent and that this may increase again later in the year.
- We were happy to receive a 'good' rating again in our Ofsted inspection in February and this will encourage all involved to go forward in the coming year and continue to give the children in our care the best start in their education.

Trustees

The current Trustees are shown on page 2 including those who have served during the year and any appointments and resignation dates as required.

Public Benefit

The Trustees have considered the Charity Commission's guidance on public benefits. 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 P A Hull & Company as independent examiner will be proposed at the next Annual General Meeting for the coming year.

The Trustees' annual report was approved on the 6th December 2022 and signed on behalf of the board of Trustees by:

Gareth Grindle (secretary)
Trustee

**HIGHFIELD GRANGE PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

**HIGHFIELD GRANGE PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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**HIGHFIELD GRANGE PRE-SCHOOL
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2023**

Directors	Mrs Susan Grindle (Treasurer) Mrs Gillian Ramsdale (Chair)
Secretary	Mr Gareth Grindle
Company Number	00000000 (England and Wales)
Registered Office	The Highfield Centre Highfield Grange Avenue Wigan WN3 6GH
Accountants	P A Hull & Co Beech House 23 Ladies Lane Hindley, Wigan Lancashire WN2 2QA

HIGHFIELD GRANGE PRE-SCHOOL
(COMPANY NO: 00000000 ENGLAND AND WALES)
DIRECTORS' REPORT

The directors present their report and accounts for the year ended 31 March 2023.

Directors

The following directors held office during the whole of the period:

Mrs Susan Grindle (Treasurer)
Mrs Gillian Ramsdale (Chair)

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....
Mrs Susan Grindle (Treasurer)
Director

Approved by the board on: 6 December 2023

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE
PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF HIGHFIELD GRANGE
PRE-SCHOOL FOR THE YEAR ENDED 31 MARCH 2023**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of HIGHFIELD GRANGE PRE-SCHOOL for the year ended 31 March 2023 as set out on pages 6 - 9 from the company's accounting records and from information and explanations you have given 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](https://www.icaew.com/membershandbook).

Our work has been undertaken in accordance with AAF 7/16 as detailed at [icaew.com/compilation](https://www.icaew.com/compilation).

P A Hull & Co
Chartered Accountants

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

6 December 2023

**HIGHFIELD GRANGE PRE-SCHOOL
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2023**

	2023	2022
	£	£
Turnover	119,798	88,815
Cost of sales	(87,773)	(81,500)
Gross profit	<u>32,025</u>	<u>7,315</u>
Administrative expenses	(24,293)	(20,086)
Other operating income	-	500
Operating profit/(loss)	<u>7,732</u>	<u>(12,271)</u>
Interest receivable and similar income	1	-
Profit/(loss) on ordinary activities before taxation	<u>7,733</u>	<u>(12,271)</u>
Tax on profit/(loss) on ordinary activities	-	-
Profit/(loss) for the financial year	<u><u>7,733</u></u>	<u><u>(12,271)</u></u>

**HIGHFIELD GRANGE PRE-SCHOOL
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2023**

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	4	2,049	2,237
Current assets			
Debtors	5	244	-
Cash at bank and in hand		27,860	21,576
		<u>28,104</u>	<u>21,576</u>
Creditors: amounts falling due within one year	6	(1,162)	(2,555)
Net current assets		<u>26,942</u>	<u>19,021</u>
Net assets		<u>28,991</u>	<u>21,258</u>
Capital and reserves			
Profit and loss account		<u>28,991</u>	<u>21,258</u>
Shareholders' funds		<u>28,991</u>	<u>21,258</u>

For the year ending 31 March 2023 the company was entitled to exemption from audit 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 directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 6 December 2023 and were signed on its behalf by

Mrs Susan Grindle (Treasurer)
Director

Company Registration No. 00000000

HIGHFIELD GRANGE PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Statutory information

HIGHFIELD GRANGE PRE-SCHOOL is a private company, limited by shares, registered in England and Wales, registration number 00000000. The registered office is The Highfield Centre , Highfield Grange Avenue, Wigan, WN3 6GH.

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. 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

4 Tangible fixed assets

	Fixtures & fittings	Computer equipment	Total
	£	£	£
Cost or valuation			
At 1 April 2022	1,709	2,992	4,701
Additions	435	-	435
At 31 March 2023	2,144	2,992	5,136
Depreciation			
At 1 April 2022	1,046	1,418	2,464
Charge for the year	229	394	623
At 31 March 2023	1,275	1,812	3,087
Net book value			
At 31 March 2023	869	1,180	2,049
At 31 March 2022	663	1,574	2,237

5 Debtors

	2023	2022
	£	£
Amounts falling due within one year		
Other debtors	244	-

**HIGHFIELD GRANGE PRE-SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

6 Creditors: amounts falling due within one year	2023	2022
	£	£
Taxes and social security	359	464
Other creditors	-	892
Accruals	803	1,199
	<hr/>	<hr/>
	1,162	2,555
	<hr/>	<hr/>

7 Average number of employees

During the year the average number of employees was 7 (2022: 7).

**HIGHFIELD GRANGE PRE-SCHOOL
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

This schedule does not form part of the statutory accounts.

	2023	2022
	£	£
Turnover		
Sales	119,798	88,815
Cost of sales		
Purchases	5,113	5,522
Direct labour	80,801	74,694
Other direct costs	1,859	1,284
	<u>87,773</u>	<u>81,500</u>
Gross profit	<u>32,025</u>	<u>7,315</u>
Administrative expenses		
Pensions	945	853
Staff training and welfare	1,612	1,037
Travel and subsistence	20	-
Rent	14,197	13,521
Cleaning	34	201
Telephone and fax	672	490
Stationery and printing	3,166	1,194
Subscriptions	208	197
Insurance	648	505
Repairs and maintenance	504	56
Depreciation	623	703
Sundry expenses	50	45
Accountancy fees	1,380	1,284
Other legal and professional	234	-
	<u>24,293</u>	<u>20,086</u>
Other operating income		
Other operating income	-	500
Operating profit/(loss)	<u>7,732</u>	<u>(12,271)</u>
Interest receivable		
Interest receivable	1	-
Profit/(loss) on ordinary activities before taxation	<u><u>7,733</u></u>	<u><u>(12,271)</u></u>

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ANNUAL REPORT AND UNAUDITED ACCOUNTS
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