

**HIGHFIELD GRANGE PRE-SCHOOL  
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FOR THE YEAR ENDING 2024**

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**HIGHFIELD GRANGE PRE-SCHOOL  
TRUSTEES REPORT  
FOR YEAR ENDING 31<sup>ST</sup> MARCH 2024  
Charity number 1172681**

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FOR THE YEAR ENDING 2024**

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**Trustees Report**

The Trustees are pleased to present their report for the year ending 31<sup>st</sup> 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  
M. Greenhalgh  
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

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**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 updating our indoor area. Making a Wellbeing area where children have time to relax in a cosy space. We also had family sessions on Wellbeing to show adults how we were interacting with the children and give them ideas to use at home.

**Financial review**

We have continued to generate a good income from fees and funding received but this year to enable so to spend more money on updating equipment and to take on 2 new members of staff.

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 year of end 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 7<sup>th</sup> April 2017. Its constitution: the 'Highfield Grange Pre-school Constitution Document April 2017 was registered with the Charity Commission (reg number 117268 on 21<sup>st</sup> April 2017).

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**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.

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**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 31<sup>st</sup> March 2024 the charity has total reserves of £26,260 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 2024 and the increase in Government funding.
- The government have increased the funding for 3-4 years old's and 15 hours free childcare for 2-year-olds and we have raised our session fees in line with funding.
- We continue to have a 'good' rating from Ofsted and this is 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.
- We are looking at extending our age group to include children from 9 months but as this is a very big step for us lots of things need to be considered i.e. cost of extra room hire, furniture for the room and extra staff so this may take about 12 months + to do.

**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.

**Pubic Benefit**

The Trustees have considered the Charity Commission's guidance on pubic 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 17<sup>th</sup> June 204 and signed on behalf of the board of Trustees by:

Gareth Grindle (secretary)  
Trustee

**HIGHFIELD GRANGE PRE-SCHOOL  
UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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UNAUDITED ACCOUNTS  
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**HIGHFIELD GRANGE PRE-SCHOOL  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2024**

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**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

## STATEMENT OF FINANCIAL POSITION

### AS AT 31 MARCH 2024

|   | Notes | 2024<br>£     | 2023<br>£     |
|---|-------|---------------|---------------|
| <b>Fixed assets</b>                                   |       |               |               |
| Tangible assets                                       | 4     | 2,158         | 2,049         |
| <b>Current assets</b>                                 |       |               |               |
| Debtors   |       | -             | 244           |
| Cash at bank and in hand                              |       | 25,847        | 27,860        |
|   |       | <u>25,847</u> | <u>28,104</u> |
| <b>Creditors: amounts falling due within one year</b> |       | (1,745)       | (1,162)       |
| <b>Net current assets</b>                             |       | <u>24,102</u> | <u>26,942</u> |
| <b>Net assets</b>                                     |       | <u>26,260</u> | <u>28,991</u> |
| <b>Capital and reserves</b>                           |       |               |               |
| Profit and loss account                               |       | 26,260        | 28,991        |
| <b>Shareholders' funds</b>                            |       | <u>26,260</u> | <u>28,991</u> |

For the year ending 31 March 2024 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.

The members have agreed to the preparation of abridged accounts for the year in accordance with Section 444(2A).

These accounts have been prepared and delivered 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 profit and loss account has not been delivered to the Registrar of Companies.

The financial statements were approved by the Board of Directors and authorised for issue on 23 May 2024 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 2024**

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**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**

**Cost or valuation**

|                  |         |
|------------------|---------|
| At 1 April 2023  | 5,136   |
| Additions        | 939     |
| Disposals        | (1,010) |
| At 31 March 2024 | 5,065   |

**Depreciation**

|                     |       |
|---------------------|-------|
| At 1 April 2023     | 3,087 |
| Charge for the year | 595   |
| On disposals        | (775) |
| At 31 March 2024    | 2,907 |

**Net book value**

|                  |       |
|------------------|-------|
| At 31 March 2024 | 2,158 |
| At 31 March 2023 | 2,049 |

**5 Average number of employees**

During the year the average number of employees was 7 (2023: 7).

**HIGHFIELD GRANGE PRE-SCHOOL  
UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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UNAUDITED ACCOUNTS  
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|                          | <b>Total<br/>£</b> |
|--------------------------|--------------------|
| <b>Cost or valuation</b> |                    |
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| Additions                | 939                |
| Disposals                | (1,010)            |
| At 31 March 2024         | <u>5,065</u>       |
| <b>Depreciation</b>      |                    |
| At 1 April 2023          | 3,087              |
| Charge for the year      | 595                |
| On disposals             | (775)              |
| At 31 March 2024         | <u>2,907</u>       |
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