

Trustees Report 2024

Portishead Pre School

Brampton Way, Portishead, North Somerset, BS20 6YN

Trustees:

Abigail Aldridge – Chair (appointed December 2023)

Charlotte Cains (treasurer appointed September 2022)

Sarah Farthing (appointed January 2021)

Chloe Bailey (secretary appointed September 2022)

Caroline Millet (appointed October 2024)

Former Trustees:

Rebecca Rothon (appointed October 2023 resigned September 2024)

Rebecca Fuller – Chair (appointed 1.7.20 resigned December 2023)

Tim Oates – Treasurer (appointed 17.7.19 resigned September 2022)

Michelle Kerr (Appointed November 2020 resigned November 2022)

Hannah Harris – Chair (appointed 7.11.17 resigned 1.7.20)

Lucy Murdock – Secretary (appointed 16.11.15 resigned 5.11.20)

Donna King – Member (appointed 20.5.19 resigned 31.7.20.)

Sophie Luke – Member (appointed 20.5.19 resigned 31.7.20)

Kate Davies - Member (appointed 14.11.19 resigned 31.7.20)

Sarah Russell - Member (appointed 14.11.19 resigned 31.7.20)

Juliet Cartwright – Secretary (appointed November 2020 resigned September 2021)

Structure, governance and management

Description of the Charity's trusts

The Charity is governed by the Pre-School Learning Alliance Constitution 2011 and is constituted under those guidelines. The Committee is nominated, seconded and then voted on by members at the Annual General Meeting. With regards to Trustee recruitment, all parents are invited to become involved via newsletter, posters, email and social media.

The committee are given an induction pack outlining their responsibilities and duties as a committee member. Committee members complete a DBS and EY2 to check their suitability and criminal record. Committee members are given the opportunity to attend training where applicable. We also have Safeguarding Policies in place. All members have access to these and all our policies. We work with North Somerset Early Years Team and local network of early years' provision.

The charity completed the process of transferring to incorporation status. This was supported by Burroughs Day solicitors. This has resulted in the cessation of the charity (Portishead Playgroups 298053) and transfer of all assets and liabilities to the new incorporated entity (Portishead Pre-school 1180880), such that the unincorporated charity is no longer a going concern.

Objectives and Activities

Summary of the objects of the Charity

To provide a pre-school provision to children and families in the Portishead area subject to availability of places and according to our current Administration Policy and Ofsted registration and requirements.

Summary of the main activities undertaken for the public benefit in relation to these objects

Our main funding is through North Somerset Council. With this funding we aim to provide a nurturing, enabling and safe environment in which to learn.

At the time of collating this report, the charity employs thirteen members of staff. Ongoing training is provided to enable staff to educate the local children of the area.

Additional details of objectives and activities

Volunteers enable this provision to continue. The committee are the business managers of the charity; without their commitment and time the Pre-school would close. Parents and carers give their time to the Pre-school by assisting at the settings and at fundraising events. They are the support network.

Achievements and performance

Summary of the main achievements of the Charity during the year

As always, our Portishead preschool settings have been very busy. The Portishead preschool staff

always go above and beyond to give the children such a rich and exciting learning experience where children can thrive in all areas of development.

This academic year (2024 - 2025) we have 5 children with SEND needs that are all receiving funding. Our staff are amazing at supporting and enhancing these children's development. The children have had visits from North Somerset Sendco's and Speech and Language Therapist and Hearing Therapist.

This year back in the summer we continued to celebrate 60 years of pre school by bringing back the May Fair. This was a big thing before COVID.

The May fair made £1016.07p this was a very successful event and well supported.

One of our parents organised the selling of tea towels and made a small contribution to our charity pot.

One of our parents ran the Bristol half marathon and raised £410.00 for the preschool.

The Preschool did their obstacle course and raised £826.00.

Preschool are at the moment making connections with in the local community to bring awareness of our lovely preschools and showing what we offer by doing story times in the library. We are also making connections with a community café and hoping to be doing story time here too. Our numbers are low currently and looking at ways of getting more families to use our settings.

We are also going to start stay and play sessions and charge families £5.00. Another fun way for new families to see what the preschools offer.

We are looking forward to our carol concert in December. Last year this was a good fund raiser and plan to sell teas, coffees, and sweets

Financial Review

Charity's policy on reserves

We have reserves to enable the charity to comply with lease requirements which state we would have to remove the Brampton building and make the ground 'good' should we close; cover redundancy; cover any unforeseen costs; and to repair the Brampton building.

Financial results for the year

The funds report a loss this year. The accounts show an annual fall of £13,180.

Further financial details

Income for the year was £197,777 We have reserves of £163,252. Some of this is allocated to the final payment for the property improvements on the Brampton site. This amount is included in the payables figure in the accounts. The remainder of these funds are held to ensure the long-term future of the charity. The charity holds investment funds of £18,481. Please see below for further information on the registration of current investment funds. In the year £2,009 was made through all the fundraising events. Our reserve and fundraising allowed

us to continue to provide this provision for the community.

Registration of investment funds

The investment that the charity holds with M&G Investments is, at the date of these accounts, held in the name of the former charity (Charity No. 298053). This investment is in the process of being registered in the name of Portishead Pre-School. The funds are held in a charity specific bond.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, consisting of a large 'C' followed by a loop and a horizontal line ending in a vertical stroke.

Charlotte Cains
Treasurer

Date: 03/03/2024

Registered Company No. CE015725
Registered Charity No. 1180880

Portishead Pre-School
Annual Report and Financial Statements
For the Year Ended 31st August 2024

Portishead Pre-School
Registered Company No. CE015725
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Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE015725

Registered Charity number

1180880

Registered office

Brampton Way
Portishead
North Somerset
BS20 6YN

Trustees

Abigail Aldridge – Chair (appointed December 2023)
Charlotte Cains (treasurer, appointed September 2022)
Sarah Farthing (appointed January 2021)
Chloe Bailey (secretary, appointed September 2022)
Rebecca Rotheron (appointed October 2023)

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Accountants

TaxAssist Accountants
B7 Kestrel Court, Harbour Road, Portishead, North Somerset BS20 7AN

Independent Examiner

BW Business Accountants & Advisers Limited,
Henleaze Business Centre, Harbury Road, Bristol BS9 4PN

Solicitors

Ince Metcalfe
Combe House
Combe Road
Portishead
BS20 6BJ

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

Statement of Trustees' Responsibilities

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- * Select suitable accounting policies and apply them consistently
- * Observe the methods and principles in the Charities SORP
- * Make judgements and estimates that are reasonable and prudent
- * State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- * Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (accounts and reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024
Trustees Report 2024

Structure, governance and management

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Summary of the main achievements of the Charity during the year

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Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

Financial results for the year

The funds report a gain this year. The accounts show an annual gain of £52,101.

Further financial details

Income for the year was £283,979. We have reserves of £282,754. These funds are held to ensure the long-term future of the charity. The charity holds investment funds of £19,203. Please see below for further information on the registration of current investment funds. In the year, £4,409 was made through all the fundraising events. Our reserve and fundraising allowed us to continue to provide this provision for the community.

Registration of investment funds

The investment that the charity holds with M&G Investments is, at the date of these accounts, held in the name of the former charity (Charity No. 298053). This investment is in the process of being registered in the name of Portishead Pre-School. The funds are held in a charity specific bond.

Approved by the Trustees and signed on their behalf by:



Charlotte Cains
Treasurer

11 Nov 2024
Date:

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Incoming resources			
Donations and legacies		226,847	146,532
Charitable activities		47,551	47,063
Other trading activities		8,778	3,563
Investment income		803	619
Total incoming resources		<u>283,979</u>	<u>197,777</u>
Resources expended			
Charitable activities		223,566	202,382
Raising funds		2,097	1,226
Governance costs		6,215	7,349
Total resources expended		<u>231,878</u>	<u>210,957</u>
Net incoming resources for the year		52,101	-13,180
Reserves brought forward		230,654	243,833
Total funds carried forward		<u>282,754</u>	<u>230,654</u>

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

		2024		2023	
	Notes	£	£	£	£
CURRENT ASSETS					
Tangible Fixed Assets	1	32,798		51,208	
Investments	2	19,203		18,481	
Debtors	3	2,629		1,782	
Cash at the bank and in hand	4	236,230		163,252	
		<u>290,859</u>		<u>234,723</u>	
CREDITORS					
Amount falling due within one year	5	<u>8,105</u>		<u>4,069</u>	
NET CURRENT ASSETS			<u>282,754</u>		<u>230,654</u>
NET ASSETS			<u><u>282,754</u></u>		<u><u>230,654</u></u>
RESERVES					
Profit and loss account			<u>282,754</u>		<u>230,654</u>
TOTAL FUNDS			<u><u>282,754</u></u>		<u><u>230,654</u></u>

For the year ended 31st August 2024, the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006.

The Members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for:

- (i) ensuring the company keeps accounting records which comply with Sections 386; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and its profit or loss for the financial year, in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

The accounts have been prepared in accordance with the Charities SORP (FRS102) and the Charities Act 2011.

Approved by the Trustees and signed on their behalf by:



11 Nov 2024

Date:

Charlotte Cains, Treasurer

The notes on page 9 onwards form part of these financial statements.

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material to the company's financial statements.

Basis of preparation

The accounts have been prepared in accordance with the Charities SORP (FRS102) and in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011.

These accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts

Cash Flow statement

The charity has taken the exemption available in FRS102 not to prepare a cash flow statement.

Going concern

The accounts have been prepared on a Going Concern basis

Public benefit

The charity is a Public Benefit Entity

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured

Grants receivable

Grants are receivable when the charity has an entitlement to the funds and any conditions linked to the grants have been met

Deferred income

Deferred income represents amounts received for future periods and is released to Incoming resources

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs can not be directly attributed to particular headings they are allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent and depreciation charges allocated on the portion of the assets use. Other support costs are allocated based on the spread of staff costs.

Raising funds

There are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and these costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributed to the charities compliance with constitutional and statutory requirements including audit, strategic management and trustees meetings and reimbursed expenses

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Accordingly the charity is potentially exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable gains Act 1992 to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over the expected useful life as follows:

Freehold buildings - straight line method over 8 years

Investments

Listed investments are measured at market value at the balance sheet date. Changes in value are included in the Statement of Financial Activities.

Cash at bank

Cash and cash equivalents, cash on hand and other short term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Debtors

Short term debtors are measured at transaction price and are due from customers for services provided in the ordinary course of activities

Creditors

Short term creditors are measured at transaction price and are obligations to pay for goods or services that have been acquired in the ordinary course of activities from suppliers

Pensions

Contributions to defined contribution plans are expenses in the period to which they relate

Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

Trustee expenses

No trustee expenses have been incurred

Key Management Personnel

The trustees are considered the key management personnel and received no remuneration for their work

Related party transactions

There have been no related party transactions

Restricted funds

There have been no restricted or designated funds received in the year

Staff numbers

There was one full time member of staff and an average of 12 part-time members of staff

Staff banding

No employee received employee benefits or more than £60,000

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

1 FIXED ASSETS

	<u>Land and buildings</u>	<u>Computer equipment</u>
Cost		
At 1 September 2023	86,452	1,168
Addition	-	-
Disposal	-8,250	-
At 31 August 2024	78,202	1,168
Depreciation		
At 1 September 2023	35,634	778
Charge for the year	9,775	385
Eliminated on disposal	-	-
At 31 August 2024	45,409	1,163
Net Book Value		
At 31 August 2024	32,793	5
At 1 September 2023	50,818	390

2 INVESTMENTS

	<u>Listed investments</u>
Cost - M&G Investments	18,481
Increase (decrease) in Valuation	722
	19,203

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2022

3 DEBTORS	2024	2023
	£	£
Trade Debtors	1,413	554
Prepayments	1,216	1,228
	<u>2,629</u>	<u>1,782</u>
4 CASH AT BANK		
Cash in hand	-	-
NatWest 99648024	-	-
NatWest 34002502	-	-
Co-op 6720272800	236,230	163,252
	<u>236,230</u>	<u>163,252</u>
5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Trade creditors	2,899	250
PAYE/NI	-116	12
Pensions	577	571
Accruals	3,549	3,236
Wages payable	1,196	0
	<u>8,105</u>	<u>4,069</u>

6 CHARITABLE STATUS

The company is a registered charity.

7 TAXATION

The directors are of the opinion that the company's present activities are exempt from corporation tax.

8 COMPANY STATUS

The Company is a Charitable incorporated organisation controlled by the Trustees

Portishead Pre-School
Registered Company No. CE015725
For the Year Ended 31st August 2024

	2024	2023
INCOME	£	£
Donations and legacies	226,847	146,532
Charitable activities		
Pre-School Operations	47,551	47,063
Other trading activities		
Fundraising events	4,409	2,009
Rental Income	2,010	1,170
Other trading income	2,360	384
Investment Income		
Bank interest receivable	0	0
Other Income from Fixed Asset investment	802	619
Total Incoming Resources	<u>283,978</u>	<u>197,777</u>
EXPENDITURE		
Raising funds		
Fundraising cost	689	8
Other trading cost	1,408	1,218
	<u>2,097</u>	<u>1,226</u>
Preschool operations		
Rent	10,107	8,602
Rates and Water	1,489	1,071
Wages	172,506	160,970
Staff-Employers NI	4,304	3,975
Employers Pensions	3,062	2,594
Telephone and internet charges	5,323	2,927
Printing, postage and stationery	596	177
Repairs and Renewals	4,158	1,935
Staff training and welfare	1,425	980
Light and heat	3,547	5,303
Equipment expensed	4,714	1,167
Cleaning	1,088	948
Establishment costs	564	536
Land and Buildings - depreciation	10,161	11,196
	<u>223,044</u>	<u>202,381</u>
Support costs Management		
Advertising	395	0
Insurance	1,484	677
Subscriptions	69	148
Computer software	666	638
Sundry Expenses	127	
	<u>2,741</u>	<u>1,463</u>
Governance costs		
Audit and Accountancy Fees	4,717	4,877
Listed investment revaluation	-722	764
	<u>3,995</u>	<u>5,887</u>
Total expenditure	<u>231,877</u>	<u>210,957</u>
Net Income (loss)	<u>52,101</u>	<u>-13,180</u>



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Parties involved with this document

Document processed	Party + Fingerprint
Mon, 11th Nov 2024 11:11:50 GMT	Ms Charlotte Cains - Signer (100b9630ea29319ae9dabc869456e4ca)
Mon, 11th Nov 2024 11:11:51 GMT	Sergey Pimonov - Copied In (5a24aab002026605c2acf4c92ce6a67d)

Audit history log

Date	Action
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Mon, 11th Nov 2024 10:54:15 GMT	Document generated with fingerprint b2cb0efabff80ecfddfcdb20e0c7111da.18.133.63.166
Mon, 11th Nov 2024 10:54:15 GMT	Ms Charlotte Cains has been assigned to this envelope.18.133.63.166
Mon, 11th Nov 2024 10:54:15 GMT	Sergey Pimonov has been assigned to this envelope.18.133.63.166
Mon, 11th Nov 2024 10:54:15 GMT	Envelope has been set to automatically remind the active signer every 3 day(s).18.133.63.166
Mon, 11th Nov 2024 10:54:25 GMT	Envelope generated
Mon, 11th Nov 2024 10:54:25 GMT	Sent the envelope to Ms Charlotte Cains for signing
Mon, 11th Nov 2024 10:54:25 GMT	Document emailed to party email18.175.199.255
Mon, 11th Nov 2024 11:11:37 GMT	Ms Charlotte Cains viewed the envelope82.34.83.76
Mon, 11th Nov 2024 11:11:50 GMT	Ms Charlotte Cains signed the envelope82.34.83.76
Mon, 11th Nov 2024 11:11:51 GMT	Sent the envelope to Sergey Pimonov for signing82.34.83.76
Mon, 11th Nov 2024 11:11:51 GMT	This envelope has been signed by all parties82.34.83.76
Mon, 11th Nov 2024 11:11:51 GMT	Document emailed to party email13.40.210.253
Mon, 11th Nov 2024 11:11:51 GMT	Ms Charlotte Cains viewed the envelope82.34.83.76



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Portishead Pre-School

On accounts for the year
ended

31 August 2024

Charity no
(if any)

1180880

Set out on pages

1-2

(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 August 2024.

Responsibilities and
basis of report

As the charity's trustees of the Company, (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or • the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

Signed:

Glenda Hagger

Date:

17 March 2025

Name:

Glenda Hagger on behalf of Glenda Hagger Accountancy Services Ltd

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

ICAEW; Chartered Accountant No. 8466257

Address: Toad House, Brockley Way,
Claverham,
North Somerset. BS49 4PA

Section B

Disclosure

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.

It has come to our attention that Fixed Asset Investments valued at £18,481, remain registered in the name of Portishead Playgroups, the previous unincorporated charity which has now ceased operations. We understand that the application to transfer these Fixed Asset Investments to the Company is still pending and that this matter will be rectified in due course.