

UNAUDITED
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

Reference and administrative details of the charity, its trustees and advisers.

Trustees Report

Balance Sheet

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY ITS TRUSTEES AND
ADVISERS

FOR THE YEAR ENDED 31ST MARCH 2024

Trustees and Management Committee

Trustees

Denise Smith (Treasurer) (appointed May 2020)

Christine Copsey (Secretary) (appointed May 2020)

Management Committee

Nancy Nolan Barnes (appointed May 2020)

Sarah Froude (Manager)

Emma Williamson

Jill Green (Affiliated)

Charity Registered Number

1189582

Address:

The Social Centre

Balmoral Road

Lancaster

LA1 3BU

cathedral.preschool@yahoo.com

TRUSTEE'S REPORT

FOR THE YEAR ENDED 31ST MARCH 2024

The trustees submit their annual report and the financial statements of The Cathedral Pre School and Playgroup (the charity) for the year ended 31st March 2024. The Trustees confirm that the annual report and the financial statements comply with the requirements of the Charities Act 2011, the requirements of the charity's governing document and the Charities SORP (FRS102)

Structure, governance and management

Constitution - The charity is constituted under a Constitution reviewed annually and is a registered charity.

Method of appointment or election of Trustees - The strategic management of the charity is the responsibility of the Trustees who are elected or co-opted under the terms of Constitution. Trustees are appointed or reappointed annually at the AGM. All trustees give their time and professional advice voluntarily and receive no remuneration or other benefits.

Organisational decision making - The day to day management of the charity is delegated to the Pre School & Playgroup management team, who report to the management committee comprising the Chair, Treasurer and Secretary. Reporting back to committee can be face to face, video conference, or email.

Risk Management - The management committee has undertaken a risk assessment of all activities organised by the Pre School and Playgroup in furtherance of its objectives and of the facilities and these are fully up to date, appropriate and carried out daily/weekly/monthly as required.

There is a child protection policy in place, criminal records bureau checks are carried out prior to commencement of employment/trusteeship and checks are carried out again in line with statutory requirements. Sanitation, PPE and testing is available for staff who will isolate for five days if covid positive and parents will be informed so they can take reasonable precautions for their child. All statutory training is up to date and regularly monitored by the Manager. Supervision is also provided termly by the Manager.

Objectives, Activities and Policies.

The charity is constituted under a Constitution and is a registered charity no 1189582.

The playgroup aims to provide a service for the local community by providing a happy and relaxed environment for children of any culture and/or ability to learn through play. Children are encouraged by example and teaching to care for and respect not only themselves but also others and their environment.

The Pre School aims to:

- Increase personal confidence and self-esteem;
- Develop the concentration, communication and listening skills of the children;
Broaden their range of experiences and to deepen their levels of understanding;
- Develop their physical abilities.

The Pre School actively promotes creativity and imaginative play and equality of opportunity for everyone. Children are encouraged to feel part of their community by having visitors and visits to local facilities and places of interest in the town. This includes Lancaster Library, food shops and markets, book shops.

Events such as birthdays, Eid, Diwali, Chinese New Year, Christmas, Remembrance Day, Mothers Day and Fathers Day are celebrated within the setting with families sharing traditional food and crafts. We teach about diversity and British Values. The Pre School maintains a working partnership with parents as it is recognised as being of major value and importance in the education of children. We also encourage each individual child to progress towards the Early Learning Goals as set out by the DfE. We support parents/carers with referrals to health & social care within the local NHS/Social services and attend multi disciplinary team meetings. We offer placements for students from the local schools, colleges and universities.

The Trustees, voluntary management committee and parents, together with the staff, undertake fundraising activities as required to help provide equipment and activities.

Achievements and performance

The Pre School has fulfilled its aims and expectations in providing high quality care and education for pre-school children from the local area.

Once again this has been a stable year for Cathedral Pre School. We have followed all Government and County advice with the aim of maintaining an infection free setting. We continue to regularly review our

fee level, aiming to be the lowest in the area – ensuring that affordable, high quality provision is available to families in Lancaster. The opening times of the Pre-School match the working day and primary school hours to be more accessible to working parents.

Monday to Thursday 8.30 am to 5 pm

Friday 8.30 to 1 p.m.

Open 38 weeks per year

We are conscious of the financial restraints of some of the families that come to The Cathedral Pre School, especially since coming out of lock-down and with high prices of energy, food and transport.

When fundraising activities do take place they form part of our on-going approach to encourage greater parental involvement in the pre-school. Other activities related to this include 'stay and play' sessions, Parents open days, Graduation events and a visit from Father Christmas also help parents to participate in the active learning of the group.

We have purchased new learning resources/equipment and provide professional development opportunities for our staff that help ensure we continue to provide a high-quality experience for the families using our services.

Reserves policy

The reserves policy is designed to set aside designated funds to ensure that we can properly mitigate specific risks, namely, the legal liability to return the site to its original condition at the end of our lease term, one term's operating costs if funding was removed and to ensure that we could meet any financial responsibilities should we be forced to close and make staff redundant

Even with these designated funds we remain in a stable financial position (March 2024) but have yet again benefited from lowered rent (£10 per hour).

Future developments - Issues regarding funding for the following years remains at a critical level, Changes to childcare policy may also require changes to the playgroup. Trustees and Management continue to plan for these changes. The main financial risk to the charity is loss of funding from council and reduced numbers on roll. New members need to be encouraged to become part of the committee and be looking to be part of the charity committee as existing members leave and need replacing. It would be better to have increased numbers so that there is more support for the administration side before it becomes a necessity.

Trustees responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Charity law require the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing documents, the Charities Act 2011 and the Charities SORP (FRS 102). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to select suitable accounting policies and apply them consistently;

make judgements and estimates that are reasonable and prudent

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 and Charities SORP (FRS 102). They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 06/01/25 and signed on its behalf by
Christine Copsey - secretary

| <u>BALANCE SHEET</u> | | | |
|---------------------------------------|--------------------|----------------|--------------------|
| <u>1st April '23 - 31st March '24</u> | | | |
| Cash at Bank 1/4/23 | 17,569.47 | <u>Solanes</u> | |
| | | S. Froude | 20,500.96 |
| | | SR Halliday | 10,898.37 |
| | | D. Marshall | 6,803.21 |
| L.C.C. Funding | 87,186.39 | K. Yang | 10,244.18 |
| | | C. Leeds | 4,586.63 |
| | | K. Wilson | 3,309.24 |
| Funding re Jordan | 473.23 | A. Mortridge | 776.29 |
| | | S. Lawther | 2,160.30 |
| | | | <u>59,279.18</u> |
| Fees | 1,110.00 | Rent | 14,855.00 |
| | | H.M.R.C. | 2,810.44 |
| Refund Overpay on Wages | 140.67 | Insurance | 384.40 |
| | | Ofsted Reg | 35.00 |
| | | Course Fees | 455.00 |
| | | Play Equipment | 943.46 |
| | | Paint, Paper | 317.74 |
| | | Ink & Printing | 285.00 |
| | | Books | 65.00 |
| | | Photos | 38.36 |
| | | Sandwiches | 65.00 |
| | | Cash at Bank | 26,946.18 |
| | | 31/3/24 | |
| | <u>£106,479.76</u> | | <u>£106,479.76</u> |

EXAMINERS REPORT
FOR THE YEAR ENDED 31ST March 2024

EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members for the year ended 31st March 2024 on the accounts set out above.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)). It is my responsibility to :

- examine the accounts (under section 145 of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and ☐ state whether particular matters have come to my attention.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Christine Copsey

Date: 06/01/25