

Rathfriland Pre-School Playgroup

**Trustees' Annual Report
and Statement of Receipts and Payments and Assets and Liabilities**

For the year ended 31st August 2023

Northern Ireland Charities Number: 101066

Rathfriland Pre-School Playgroup

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Rathfriland Pre-School Playgroup

References and administrative details

Charity Name: Rathfriland Pre-School Playgroup

Charity Registration Number: 101066

Contact Address: 21 John Street
Rathfriland
Newry
County Down
BT34 5QH

Trustees: Grace Lynch
Ciara Monaghan
Victoria Costello
Tracey Nicholls
Aisling Devlin
Chantal Parsons
Bernice Hodgen
Michelle McClean
Therese McQuaid
Danielle McConville
Leona Lynch
Melissa Gawley
Keri Lynch

Independent Examiner: S.M. Vint & Co
8 Newry Road
Banbridge
BT32 3HN

Bankers: Danske Bank
37-39 Bridge Street
Banbridge
County Down
BT32 3JL



Rathfriland Pre-School Playgroup Trustee Annual Report 2022/2023

Charity name: Rathfriland Pre-School Playgroup

Charity No.: 101066

This report relates to the financial year: 1st September 2022 to 31st August 2023

Principal Address: 21 John Street, Rathfriland, Co Down, BT34 5QH

The following individuals served as charity trustees during the year:

Grace Lynch (Chairperson)

Cíara Monaghan (Treasurer)

Louise Crory (Vice Treasurer)

Victoria Costello (Secretary)

Committee Members:

Danielle McConville, Bernice Hodgen, Michelle McClean, Keri Fitzpatrick, Therese McQuaid, Leona Lynch, Melissa Gawley.

Charitable purposes

Rathfriland Pre-School was established in 1983 to promote and provide access to high quality Pre-School education to children and families in the Rathfriland area regardless of religion, culture, race or disability. The children in our care are provided with the opportunity to develop their skills of communication, problem solving while developing confidence, self-esteem along with the ability to relate to others before their transition to Primary School.

The Pre-School is registered to accept a maximum of 24 children. In the school year 2022/23 we placed 17 children in funded places, with this dropping to 16 in October as a child moved out of the area. We also placed 13 children in pre-Pre-School places over the year. The sessions run for 3 hours each day; from 9am to 12pm.

We have three highly qualified staff who continuously update their training and professional development to benefit the children. We also employed a 1:1 assistant as special needs support and two Relief staff members.

The Pre-School is governed by its constitution and governance documents as an unincorporated association. The constitution sets out the aims and powers of the Committee. Each year members, who are also trustees, are elected at an annual AGM. Monthly meetings are held to discuss Pre-School business and activity, to set admissions criteria and to ensure the Pre-School is meeting its benefit aims to the children and their families.

Throughout the year the Trustees have given careful consideration to the Charity Commissions Public Benefit requirement statutory guidance to ensure the activity of the setting has achieved the Charity's purpose and has benefitted the beneficiaries.

The parent's participation is extremely valued in importance to their children's learning. Staff and parents meet at least twice a year to discuss their child's progress; this year we had a return to face to face meetings with Covid 19 regulations no longer in place. The Settling in meetings took place as a school report to discuss the children's

development. Parents also received a Transition form in June to pass on to the their child's Primary One teacher. Feedback is gained from parents via a questionnaire to help ensure the benefits are being met in the Pre-School's provision and service.

The Pre-School is a member of Early Years-the organisation for young children, who provide advice and support throughout the year eg. staff training sessions, monitoring visits from a designated Early Years Specialist. Support was also provided by virtual means-Microsoft Teams support meetings and trainings.

The Pre-School is also under the Early Years Team (Southern Area Social Services Trust). This body are responsible for Inspections ensuring that the Pre-School is providing a care and educational setting in line with Minimum Standards. The report we receive including parents comments is used to improve our service and further benefit the children. Our annual Inspection was held on 5th April, the report showed a continued high standard of service .

Pre-School is also subject to Department of Education, Education Training Inspectorate Inspections. Our last Inspection was in 2016 in which we received the Every School A Good School in recognition of the Pre-School having being evaluated as having a high level of capacity for sustained improvement in the interest of all the learners. Recommendations for improved practice from all our Inspecting Bodies are taken on board and amendments made to ensure the best possible learning outcomes for the children. All staff participate in Self-Evaluation assessment processes eg. ISEF,PQA documents which ensure staff continue to be reflective of their practice and the setting as a whole to allow us to identify areas of improvement and make these changes for the benefit of the children.

Main Activities and Achievements during the year

Throughout the year the children are provided with activities and resources to allow learning through play both indoors and outdoors, while following the Pre-School Curriculum. We offer a wide range of play activities: arts/crafts, sand/water play, writing table, table top and floor activities, Home Corner, role play, construction area, book corner, ICT area, songs/rhymes, mud kitchen, nature areas, gardening, cookery activities. Staff continuously observe the children and evaluate their use of the activities to ensure the opportunities given are developing and progressing the children's learning and skills.

The activities are planned to develop all areas of the children's development to help in their preparation for Primary School. The areas of learning are divided into 6 areas: Personal, social and emotional Development, Language Development, Physical Development, The Arts, Mathematical Development and The World Around Us. The activities are implemented to progress the children's personal value, confidence, communication skills, hand/eye co-ordination, fine/gross motor skills, concentration along with having a fun filled positive Pre-School experience. To benefit the children's learning and development staff ensure the activities provided are relevant to their interests. This then determines the topics covered and the activities/resources provided.

This year through successful Regional Childcare Partnership Small Grants Scheme funding application we were very pleased to be able to add large outdoor equipment to our provision to promote wellbeing and physical activity. The Engage Funding we received has enabled us to extend our provision through purchasing resources to encourage and extend the children's communication and social interaction skills.

During the year we enhance the children's learning and development through visitors and outings. We had visits from the Primary 1 teachers of the schools the children will be transitioning to. For our annual School Trip we visited Fort Evergreen, Warrenpoint; this was a great day thoroughly enjoyed by all.

Throughout the year various Fundraising activities were organised. We held a 'Wear your favourite colour day and Picnic with Pudsey to raise money for Children in Need. We fundraised for Pre-School funds with a Christmas Raffle, a Sponsored Sports Day which was thoroughly enjoyed by all the children and a Collection in the Milestone; our local shop.

Our annual Graduation Day to celebrate the children's year in Pre-School was held in the Pre-School with parents in attendance followed by a Bouncy Castle party in the adjoining Community Centre. The children all received an individual Learning Journey which documented their year filled with photographs, the children's thoughts and art work as a keepsake of their time in Pre-School. The day was enjoyed by all and was very special for the children, their parents and staff to have this opportunity to celebrate each of the children and their journey of development and learning through Pre-School.

The Trustees really appreciate the help and support from the parents throughout the year and are very grateful to the staff for their commitment to the children throughout their Pre-School experience.

Financial Position 2022/2023

The Pre-School is governed by the Education Authority as a PSEP setting. The Education Authority Funding is our main source of income. They provide funding for the children of Pre-School age over the course of 10 months. This payment is received on a monthly basis; it is calculated on a flat rate per place in accordance with the attendance per month.

As we did not fill all the funded places we were able to place 13 pre-Pre-School aged children. Cost per session was £10.00 per day.

Our PSEP funding and fee-paying income is further subsidised by Fundraising activities throughout the year e.g. Non-uniform days, Sponsored events etc. The Trustees are grateful to the parents for the help and support throughout the year and to those local businesses that helped our fundraising efforts through events and donations.

The Pre-School seek to apply for eligible funding each year to help with the cost of resources for the children when there is opportunity for such funding. We have been successful in receiving the Regional Childcare Partnership Small Grants Scheme Funding to purchase Outdoor Equipment. Education Authority Engage Funding was also received which enabled us to purchase resources to further Independence, communication and social interactions.

The Pre-School holds two Bank accounts; a Current Account and a Savings Account.

The Pre-School has various running expenses including staff wages, rent, resources etc. The Committee recognise that a Reserve must be held to ensure a contingency for unforeseen circumstances and expenses. The Committee can report that the Reserve remains in a healthy position for this financial year.

Accounts for the year 1st September 2022 to 31st August 2023 show receipts totalling £57,808, payments totalling £68,420, showing a deficit of £10,612 income over expenditure.

The Current Account bank balance at 31st August 2023 shows we have £833. Total Reserves £20,794

There are no funds held by the charity that are materially in deficit.

All payments in the account were for the benefit of the Pre-School.

Signature:  (VICE-CHAIRPERSON)

Print name: KERI LYNCH

Date: 6/2/2024

On behalf of Rathfriland Pre-School Playgroup Committee

Independent Examiner's Report to the Trustees of Rathfriland Pre-School Playgroup

I report on the accounts of the charity for the year ended 31st August 2023 which are set out on pages 4-7.

Respective responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



B Magennis FCCA FCA
For and behalf of S.M. Vint & Co
Chartered Certified Accountants & Registered Auditors
8 Newry Road
Banbridge
BT32 3HN

Rathfriland Pre-School Playgroup

Statement of Receipts & Payments for the year ended 31st August 2023

	Note	Unrestricted funds	Restricted funds	Total funds	Prior year total funds
Income and endowments from:					
Donations	2	0	0	0	0
Fundraising	3	1,821	0	1,821	1,501
Grants	4	41,029	0	41,029	55,450
Income from Charitable Activities	5	13,947	0	13,947	4,200
Other Income	6	134	0	134	35
Total income		56,931	0	56,931	61,186
Expenditure on:					
Raising Funds	7	388	0	388	332
Charitable Activities	7	68,027	0	68,027	72,549
Total expenditure		68,415	0	68,415	72,881
Net income / (expenditure) resources		-11,484	0	-11,484	-11,695

Rathfriland Pre-School Playgroup

Statement of Assets & Liabilities- Year Ended 31st August 2023

	2023	2022
Reconciliation of funds at 31.08.21		
Total funds brought forward	33,125	44,820
Surplus/(deficit) this year end	<u>-11,484</u>	<u>-11,695</u>
Total funds carried forward	<u>21,641</u>	<u>33,125</u>
Bank & Cash Balances		
Cash at bank and in hand	<u>21,641</u>	<u>33,125</u>
	<u>21,641</u>	<u>33,125</u>
Represented by		
Unrestricted funds	21,641	33,125
Restricted funds	<u>0</u>	<u>0</u>
Total Funds	<u>21,641</u>	<u>33,125</u>

Notes on pages 9 to 10 are an integral part of these financial statements.

The financial statements on pages 7 to 8 were approved by the Board of Trustees on

February 2024 and signed on its behalf by:



Grace Lynch - Trustee

Rathfriland Pre-School Playgroup
Notes to the financial statements for the year ended 31st August 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Preparation of accounts on a going concern basis

The charity generally meets its day to day working capital requirements from its annual income. The Trustees have obtained and reviewed cash flow forecasts for the coming year and based on these are satisfied that the charity has resources to provide a reasonable expectation that it can continue to meet its financial obligations as they fall due for the foreseeable future. Therefore these financial statements have been prepared on a going concern basis

b) Income

Income is accounted for on a cash receipts basis as the amount is collected and are allocated as either restricted or unrestricted funds according to the terms of the donation.

c) Expenditure

Expenditure is recognised on a cash payments basis.

d) Cash and cash equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.

e) Funds

Funds are classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the Club.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

2. Donations

	Unrestricted	Restricted	Total 2023	Total 2022
Donations	0	0	0	0
	0	0	0	0

3. Fundraising

	Unrestricted	Restricted	Total 2023	Total 2022
Fundraising	1,649	0	1,649	1,501
Cash for Cobble	172	0	172	0
Quiz/raffle	0	0	0	0
Other Fundraising	0	0	0	0
	1,821	0	1,821	1,501

4. Grants

	Unrestricted	Restricted	Total 2023	Total 2022
EA -PSEP Funding	33,616	0	33,616	44,422
EA -Engage Funding	2,912	0	2,912	4,368
EA -Outdoor Learning Project		0	0	1,000
EA -SEN Costs	2,551	0	2,551	1,647
EA -Jubilee Payment	0	0	0	200
SH&SCT Funding	0	0	0	0
Other Grants	1,950	0	1,950	3,813
	41,029	0	41,029	55,450

Rathfriland Pre-School Playgroup**Notes to the financial statements for the year ended 31st August 2023 (continued)****5. Income from Charitable Activities**

	Unrestricted	Restricted	Total 2023	Total 2022
Pre-School Fund	12,905	0	12,905	4,130
Miscellaneous	1,042	0	1,042	70
	<u>13,947</u>	<u>0</u>	<u>13,947</u>	<u>4,200</u>

6. Other Income

	Unrestricted	Restricted	Total 2023	Total 2022
Bank Interest Received	134	0	134	35
Refunds	0	0	0	0
Early Years - Childcare Recovery Support Fund	0	0	0	0
	<u>134</u>	<u>0</u>	<u>134</u>	<u>35</u>

7. Analysis of Expenditure

	Unrestricted	Restricted	Total 2023	Total 2022
Raising Funds				
Fundraising costs	0	0	0	0
Postage & Stationary	333	0	333	235
General	0	0	0	0
Computer Costs	0	0	0	80
Bank Fees	55	0	55	17
	<u>388</u>	<u>0</u>	<u>388</u>	<u>332</u>
Charitable Activities				
Wages and salaries	56,549	0	56,549	58,461
Running Costs	5,843	0	5,843	8,773
Donations	0	0	0	0
Administration Costs	5,635	0	5,635	5,315
	<u>68,027</u>	<u>0</u>	<u>68,027</u>	<u>72,549</u>
Total Expenditure	<u>68,415</u>	<u>0</u>	<u>68,415</u>	<u>72,881</u>

8. Taxation

Rathfriland Pre-School Playgroup is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities.

9. Analysis of trustee remuneration and expenses.

No Trustee received any payments other than for out of pocket expenses incurred.