

Rathfriland Pre-School Playgroup

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

For the year ended 31st August 2024

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 Keri Lynch Ciára Monaghan Victoria Costello
Committee Members:	Natasha Corbett Aisling Devlin Melissa Gawley Suzanne McAlinden Michelle McClean Danielle McConville Thérèse McQuaid Tracy Nicholls Chantal Parsons
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 2023/2024

Charity name: Rathfriland Pre-School Playgroup

Charity No: 101066

This report relates to the financial year: 1st September 2023 to 31st August 2024

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

The following individuals served as charity trustees on the date this report was approved:

Grace Lynch (Chairperson), Keri Lynch (Vice Chairperson), Ciára Monaghan (Treasurer), Victoria Costello (Secretary), Committee members: Natasha Corbett, Aisling Devlin, Melissa Gawley, Suzanne McAlinden, Michelle McClean, Danielle McConville, Thérèse McQuaid, Tracy Nicholls, Chantal Parsons.

The following individuals served as charity trustees during the year:

Grace Lynch (Chairperson), Keri Lynch (Vice Chairperson), Ciára Monaghan (Treasurer), Victoria Costello (Secretary), Committee members: Aisling Devlin, Melissa Gawley, Leona Lynch, Michelle McClean, Danielle McConville, Thérèse McQuaid, Tracy Nicholls, Chantal Parsons.

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 2023/24 we placed 23 children in funded places. We also placed 2 children in pre Pre-School places over the year. The sessions run 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 employ two relief staff members to cover in cases of absence etc.

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 benefited the beneficiaries.

Parental participation is extremely valued in the importance of their children's learning. Staff and parents meet at least twice a year to discuss their child's progress. 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 their child's Primary One teacher. Feedback is gained from parent via a questionnaire to help us ensure the benefits are being met in the Pre-School's provision and service.

The Pre-School is a member of Early Years – the organization for young children, who provide advice and support throughout the year e.g. Online PSEP Forums, Leader's Days and staff training sessions. Online and onsite monitoring visits from a designated Early Years Specialist also take place to give support and advice.

The Pre-School is also under the Early Years Team (Southern Area Social Services Trust). This body is 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 30th April, the report showed a continued high standard of service and positive feedback from the parents and children.

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 award 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 e.g. 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 in to 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 coordination, 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 cover costs of restructuring our playframe to create a separate climbing frame and playhouse which allowed for greater play and learning opportunities for the children.

During the year we enhance the children's learning and development through visitors and outings. We had visits from 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 organized. 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 pub quiz, shopping trip to Blanchardstown, Christmas raffle, sale of Christmas cards, Easter raffle and bucket collections in the Milestone and Eurospar in Rathfriland and in Tesco Banbridge. We also had two Cash for Clobber collections during the year. Our successful fundraisers has enabled us help cover running costs and provide new equipment and activities for the children.

Our annual Graduation Day to celebrate the children's year in Pre-School was held in the Pre-School with parents in attendance. 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 learning and development during their time in 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 2023/24

The Pre-School is governed by the Education Authority as a PSEO 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 2 pre Pre-School aged children. Cost per session was £10.00 per day.

Our PSEP funding and the fee-paying income is further subsidized by fundraising activities throughout the year e.g. Cash for Clobber collections, Bucket Collections, Raffles, etc. The Trustees are grateful to the parent 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 Extended Services Funding which was used to purchase items to extend our provision with the introduction of a sensory room. We also used funding from the Regional Childcare Partnership Small Grants Scheme to cover costs of restructuring our playframe to create a separate climbing frame and playhouse. We were also very kindly donated some lovely art and craft items by Tesco Banbridge.

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 2023 to 31st August 2024 show receipts totaling £65,034, payments totaling £66,683, showing a net deficit of -£1,649.

The Current Account bank balance at 31st August 2024 shows we have £3,910. Total Reserves £16,071.

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: 

Print name: Grace Buckley Lynch

Date: 11/12/24

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 2024 which are set out on pages 7-10.

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 2024

	Note	Unrestricted funds	Restricted funds	Total funds	Prior year total funds
Income and endowments from:					
Donations	2	0	0	0	0
Fundraising	3	4,503	0	4,503	1,821
Grants and Funding	4	54,359	0	54,359	41,029
Income from Charitable Activities	5	5,888	0	5,888	13,947
Other Income	6	284	0	284	134
Total income		65,034	0	65,034	56,931
Expenditure on:					
Raising Funds	7	336	0	336	388
Charitable Activities	7	66,347	0	66,347	68,027
Total expenditure		66,683	0	66,683	68,415
Net income / (expenditure) resources		-1,649	0	-1,649	-11,484

Rathfriland Pre-School Playgroup

Statement of Assets & Liabilities- Year Ended 31st August 2024

	2024	2023
Reconciliation of funds at 31.08.24		
Total funds brought forward	21,641	33,125
Surplus/(deficit) this year end	-1,649	-11,484
Total funds carried forward	<u>19,992</u>	<u>21,641</u>
Bank & Cash Balances		
Cash at bank and in hand	<u>19,992</u>	<u>21,641</u>
	<u>19,992</u>	<u>21,641</u>
Represented by		
Unrestricted funds	19,992	21,641
Restricted funds	0	0
Total Funds	<u>19,992</u>	<u>21,641</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

11th December 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 2024

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 2024	Total 2023
Donations	0	0	0	0
	0	0	0	0

3. Fundraising

	Unrestricted	Restricted	Total 2024	Total 2023
Fundraising	4,207	0	4,207	1,649
Cash for Clobber	296	0	296	172
Other Fundraising	0	0	0	0
	4,503	0	4,503	1,821

4. Grants

	Unrestricted	Restricted	Total 2024	Total 2023
EA -PSEP Funding	49,235	0	49,235	33,616
EA -Extended Service Funding	1,224	0	1,224	2,912
Other Funding	3,900	0	3,900	2,551
Other Grants	0	0	0	1,950
	54,359	0	54,359	41,029

Rathfriland Pre-School Playgroup

Notes to the financial statements for the year ended 31st August 2024 (continued)

5. Income from Charitable Activities

	Unrestricted	Restricted	Total 2024	Total 2023
Pre-School Fund	5,360	0	5,360	12,905
Miscellaneous	528	0	528	1,042
	<u>5,888</u>	<u>0</u>	<u>5,888</u>	<u>13,947</u>

6. Other Income

	Unrestricted	Restricted	Total 2024	Total 2023
Bank Interest Received	284	0	284	134
Refunds	0	0	0	0
Early Years - Childcare Recovery Support Fund	0	0	0	0
	<u>284</u>	<u>0</u>	<u>284</u>	<u>134</u>

7. Analysis of Expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
Raising Funds				
Fundraising costs	0	0	0	0
Postage & Stationary	276	0	276	333
General	0	0	0	0
Computer Costs	0	0	0	0
Bank Fees	60	0	60	55
	<u>336</u>	<u>0</u>	<u>336</u>	<u>388</u>
Charitable Activities				
Wages and salaries	52,614	0	52,614	56,549
Running Costs	5,618	0	5,618	5,843
Donations	126	0	126	0
Administration Costs	7,989	0	7,989	5,635
	<u>66,347</u>	<u>0</u>	<u>66,347</u>	<u>68,027</u>
Total Expenditure	<u>66,683</u>	<u>0</u>	<u>66,683</u>	<u>68,415</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.