

Charity registration number: NIC103399

# Ballygowan Community Pre-School & Playgroup

Annual Report and Financial Statements

for the Year Ended 31 May 2023

Hamilton Morris Waugh  
Chartered Certified Accountants  
34 Dufferin Avenue  
Bangor  
Down  
BT20 3AA

## **Ballygowan Community Pre-School & Playgroup**

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## **Ballygowan Community Pre-School & Playgroup**

### **Reference and Administrative Details**

<b>Chairman</b>	Karen Stewart
<b>Trustees</b>	Karen Stewart Courtney Mills Sharon Spence Tasha Atcheson
<b>Charity Registration Number</b>	NIC103399
<b>Principal Office</b>	Ballygowan Community Preschool & Playgroup 2a Comber Road Ballygowan Co Down BT23 5TN
<b>Accountants</b>	Hamilton Morris Waugh Chartered Certified Accountants 34 Dufferin Avenue Bangor Down BT20 3AA
<b>Bankers</b>	Danske Bank Business Banking Donegall Square West Belfast BT1 6JS

## **Ballygowan Community Pre-School & Playgroup**

### **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 May 2023.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with The Charities Act (Northern Ireland) 2008.

#### **Trustees**

Karen Stewart (appointed 22 June 2021)

Suzanne Murdock (appointed 22 June 2021, resigned 6 September 2022)

Sara Louise Bowman (appointed 22 June 2021, resigned 6 September 2022)

Rebecca Ellison (appointed 6 September 2022, resigned 8 November 2022)

Sharon Spence (appointed 6 September 2022)

Tasha Acheson (appointed 6 September 2022)

Courtney Mills (appointed 31 January 2023)

#### **Structure, governance and management**

##### ***Recruitment and appointment of trustees***

The management Committee who served during the year and up to the date of this report are set out on page 1.

The management committee are appointed at the Annual General Meeting.

The management committee have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Objectives and activities**

##### ***Public benefit***

The charity was established to promote play based learning environments for all children under statutory school age, of Ballygowan and its surrounding environs without distinction of age, gender, marital status, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education and health and wellbeing.

The main aims of the setting are:

- The preparation of each individual child for primary education.
- Enabling children to become more competent in the skills of expression, communication, problem solving, early mathematics, creativity, knowledge of the world around us, experimentation and exploration and physical development.
- Enabling children to relate to other children and adults.

These aims are met by including amongst others the following activities:

- A play based learning environment.
- Interviews between staff and parents/carers where a two way sharing of information takes place, along with the staff observations and progress reports used to inform parents/carers.

## **Ballygowan Community Pre-School & Playgroup**

### **Trustees' Report (continued)**

- Parental questionnaires used to gain the opinion of parents/carers.
- Wellbeing and resilience of the child through Personal, Social and Emotional development and encouraging Healthy Eating and Physical exercise through our Food and Drink Policy and Play Policy.
- Annual Inspection by Social Services Trust and regular Inspections by Education and Training Inspectorate (Education Authority formerly Dept of Education).

The trustees confirm that they have complied with the requirements of the Charities Act (Northern Ireland) 2008 and the Charities (Accounts and Reports) Regulations (Northern Ireland) 2015 to have due regard to the public benefit guidance published by the Charity Commission.

#### **Achievements and performance**

- Parents / carers and staff availed of training, to gain a wider knowledge of the development and social needs and behaviours of children so that they can tailor their care and educational programme to the needs of individual children. This knowledge is then implemented into practice with an ongoing evaluation process.
- Parents/carers and other interested parties, represented on the management committee.
- Community involvement and interest.
- The provision of a safe, caring, welcoming and understanding environment within which the children obtain their first experience of education.


#### **Financial review**

The Management Committee are satisfied with the financial results of the year ended 31 May 2023

#### **Reserves Policy**

The Trustees have established a policy which is reviewed annually, whereby the unrestricted funds held by the charity should be a target of twelve months of average expenditure. The average expenditure in the next 12 months is expected to be £55,000 and unrestricted funds are currently sufficient to cover this cost.

The annual report was approved by the trustees of the charity on 17 January 2024 and signed on its behalf by:

.....

Karen Stewart  
Chairman and Trustee

## **Ballygowan Community Pre-School & Playgroup**

### **Statement of Trustees' Responsibilities**

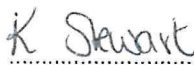
The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (FRS 102) and applicable law and regulations.

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 then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- 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 (Northern Ireland) 2008, the Charities (Accounts and Reports) Regulations (Northern Ireland) 2015, 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.

Approved by the trustees of the charity on 17 January 2024 and signed on its behalf by:

  
.....  
Karen Stewart  
Chairman and trustee

## **Ballygowan Community Pre-School & Playgroup**

### **Independent Examiner's Report to the trustees of Ballygowan Community Pre-School & Playgroup**

I report to the trustees on my examination of the accounts of Ballygowan Community Pre-School & Playgroup for the year ended 31 May 2023.

#### **Responsibilities and basis of report**

As the charity's trustees of Ballygowan Community Pre-School & Playgroup you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- to 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
- to state whether particular matters have come to my attention.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Ballygowan Community Pre-School & Playgroup as required by section 63 of the Charities Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the Charities Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Richard Hamilton  
Hamilton Morris Waugh  
34 Dufferin Avenue  
Bangor  
Co Down  
BT20 3AA

17 January 2024



# Ballygowan Community Pre-School & Playgroup

## Statement of Financial Activities for the Year Ended 31 May 2023

	Note	Unrestricted funds £	Total 2023 £
<b>Income and Endowments from:</b>			
Donations and legacies		67,922	67,922
Total income		67,922	67,922
<b>Expenditure on:</b>			
Raising funds		(10,833)	(10,833)
Charitable activities		(66,965)	(66,965)
Total expenditure		(77,798)	(77,798)
Net expenditure		(9,876)	(9,876)
Net movement in funds		(9,876)	(9,876)
<b>Reconciliation of funds</b>			
Total funds brought forward		73,430	73,430
Total funds carried forward	12	63,554	63,554
	Note	Unrestricted funds £	Total 2022 £
<b>Income and Endowments from:</b>			
Donations and legacies		82,722	82,722
Investment income	3	34	34
Total income		82,756	82,756
<b>Expenditure on:</b>			
Raising funds		(9,281)	(9,281)
Charitable activities		(73,291)	(73,291)
Total expenditure		(82,572)	(82,572)
Net income		184	184
Net movement in funds		184	184
<b>Reconciliation of funds</b>			
Total funds brought forward		73,246	73,246
Total funds carried forward	12	73,430	73,430

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2022 is shown in note 12.



## Ballygowan Community Pre-School & Playgroup

(Registration number: NIC103399)

Balance Sheet as at 31 May 2023

	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	9	6,760	2,052
Cash at bank and in hand	10	<u>58,121</u>	<u>73,040</u>
		64,881	75,092
<b>Creditors: Amounts falling due within one year</b>	11	<u>(1,327)</u>	<u>(1,662)</u>
<b>Net assets</b>		<u>63,554</u>	<u>73,430</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>63,554</u>	<u>73,430</u>
<b>Total funds</b>	12	<u>63,554</u>	<u>73,430</u>

The financial statements on pages 6 to 14 were approved by the trustees, and authorised for issue on 17 January 2024 and signed on their behalf by:



Karen Stewart  
Chairman and Trustee

The notes on pages 8 to 14 form an integral part of these financial statements.

## **Ballygowan Community Pre-School & Playgroup**

### **Notes to the Financial Statements for the Year Ended 31 May 2023**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act (Northern Ireland) 2008.

##### **Basis of preparation**

Ballygowan Community Pre-School & Playgroup meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **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 income will be received and the amount can be measured with sufficient reliability.

##### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### **Investment income**

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

##### **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 cannot be directly attributed to particular headings they have been 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 asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Raising funds**

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

## **Ballygowan Community Pre-School & Playgroup**

### **Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)**

#### ***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 those costs of an indirect nature necessary to support them.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### **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 or 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.

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

## Ballygowan Community Pre-School & Playgroup

### Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Grants, including capital grants;		
Government grants	50,166	50,166
Donations from community groups	430	430
Regular giving and capital donations	<u>17,326</u>	<u>17,326</u>
<b>Total for 2023</b>	<u><u>67,922</u></u>	<u><u>67,922</u></u>
<b>Total for 2022</b>	<u><u>82,722</u></u>	<u><u>82,722</u></u>
	Unrestricted funds General £	Total 2022 £
Grants, including capital grants;		
Government grants	60,063	60,063
Donations from community groups	6,030	6,030
Regular giving and capital donations	<u>16,629</u>	<u>16,629</u>
	<u><u>82,722</u></u>	<u><u>82,722</u></u>

#### 3 Investment income

	Unrestricted funds General £	Total funds £
<b>Total for 2023</b>	<u>-</u>	<u>-</u>
<b>Total for 2022</b>	<u><u>34</u></u>	<u><u>34</u></u>

# **Ballygowan Community Pre-School & Playgroup**

## **Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)**

### **4 Expenditure on raising funds**

#### **a) Costs of trading activities**

	<b>Note</b>	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
Costs of goods sold		10,833	10,833
<b>Total for 2023</b>		<u>10,833</u>	<u>10,833</u>
<b>Total for 2022</b>		<u>9,281</u>	<u>9,281</u>
	<b>Note</b>	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>
Costs of goods sold		9,281	9,281
		<u>9,281</u>	<u>9,281</u>

## Ballygowan Community Pre-School & Playgroup

### Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

#### 5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Total funds £
Employment costs		58,598	58,598
Establishment costs		1,840	1,840
Repairs and maintenance		364	364
Telephone and fax		489	489
Printing, postage and stationery		1,986	1,986
Cleaning		15	15
Bank charges		119	119
Governance costs		3,554	3,554
<b>Total for 2023</b>		<u>66,965</u>	<u>66,965</u>
<b>Total for 2022</b>		<u>73,291</u>	<u>73,291</u>

	Note	Unrestricted funds General £	Total 2022 £
Employment costs		58,266	58,266
Establishment costs		2,927	2,927
Repairs and maintenance		4,365	4,365
Staff training		24	24
Telephone and fax		387	387
Printing, postage and stationery		2,343	2,343
Sundry and other costs		216	216
Cleaning		232	232
Advertising		53	53
Bank charges		145	145
Governance costs		4,333	4,333
		<u>73,291</u>	<u>73,291</u>



## Ballygowan Community Pre-School & Playgroup

### Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

#### 6 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Other fees paid to examiners	900	900
Legal fees	2,654	2,654
<b>Total for 2023</b>	<b>3,554</b>	<b>3,554</b>
<b>Total for 2022</b>	<b>4,333</b>	<b>4,333</b>
	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Other fees paid to examiners	870	870
Legal fees	3,463	3,463
	<b>4,333</b>	<b>4,333</b>

#### 7 Staff costs

The aggregate payroll costs were as follows:

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Employee	6	7

4 (2022 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

No employee received emoluments of more than £60,000 during the year.

#### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.



# Ballygowan Community Pre-School & Playgroup

## Notes to the Financial Statements for the Year Ended 31 May 2023 (continued)

### 9 Debtors

	2023 £	2022 £
Other debtors	6,760	2,052

### 10 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	24	14
Cash at bank	58,097	73,026
	58,121	73,040

### 11 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	98	550
Other creditors	329	242
Accruals	900	870
	1,327	1,662

### 12 Funds

	Balance at 1 June 2022 £	Incoming resources £	Resources expended £	Balance at 31 May 2023 £
<b>Unrestricted funds</b>				
General	55,930	67,922	(77,798)	46,054
Designated	17,500	-	-	17,500
<b>Total funds</b>	73,430	67,922	(77,798)	63,554
	Balance at 1 June 2021 £	Incoming resources £	Resources expended £	Balance at 31 May 2022 £
<b>Unrestricted funds</b>				
General	55,746	82,756	(82,572)	55,930
Designated	17,500	-	-	17,500
<b>Total funds</b>	73,246	82,756	(82,572)	73,430