

BALLYMACWARD PRE-SCHOOL PLAYGROUP
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

BALLYMACWARD PRE-SCHOOL PLAYGROUP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Danielle O'Neill, Chair	(Appointed 16 January 2023)
	Hugh Kennedy, Vice Chair	
	Kelly Saunders, Trustee	
	Ciara Bird, Trustee	(Appointed 16 January 2023)
	Nyree Hogg, Treasurer	(Appointed 16 January 2023)
	Valerie McGreevy, Secretary	
Charity number	NIC105193	
Principal address	Ballymacward Pre School 22A Rock Road Stoneyford BT28 3SU	
Independent examiner	Miscampbell & Co 6 Annadale Avenue Belfast BT7 3JH	

BALLYMACWARD PRE-SCHOOL PLAYGROUP

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BALLYMACWARD PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their annual report and financial statements for the year ended 31 August 2023.

Objectives and activities

a. Policies and objectives

The Playgroup develops and delivers high quality early childhood education and care services for children and their families. As a member of the Early Years network, the Playgroup receives specialist support and guidance to ensure best practice informs its policies and services. The objectives of the Playgroup state that "the Group is established to promote play based learning environments for all children under statutory school age, (hereinafter referred to as the beneficiaries) of the Lisburn and Belfast area and its surrounding environs in County Antrim (hereinafter called the 'area of benefit') without distinction of age, gender, marital status, disability, sexual orientation, nationality, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular;

a) to advance the education of the beneficiaries by the provision of safe and satisfying group play, with the right of parents/carers to take responsibility for and to become involved in the activities of the group; and to promote the preservation of health of the beneficiaries; and

b) to support the values and principals of Early Years.

b. Main activities undertaken to further the Charity's purposes for the public benefit

The Pre-schools has continued to support the values and principals of Early Years. The results are listed below in the Review of Activities.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

Achievements and performance

a. Review of Activities

The Pre-schools income is generated predominantly from the monies received from the Education Authority via its Pre-School Education Programme. The pre-school received this funding for 17 places from September 2022 to January 2023 then 18 places from February 2023 to June 2023. The number of places funded by the Education Authority is likely to remain the core funding source for the pre-school. As such, the committee and staff remain focussed on advertising and promoting the pre-school in the local community to ensure a core number of application numbers for the next academic year. The programme for 3 years olds ran alongside the pre-school session from September 2022; this was attended by 9 children throughout the year.

A Grant of £1248 and £1664 Engage funding was received from the Education Authority, this money was used for mindfulness sessions to support childrens mental health and wellbeing.

The Pre-school has signage outside the school building and located in the car park to make it visible from the road. The preschool uses social media platforms such as Facebook and a school website to communicate with parents and the community, Seesaw app is also used to communicate with the parents of the pupils on a regular basis. The Preschool maintains its strong bond with the Primary school and jointly advertise in local newspapers and the parish bulletin when there are upcoming events. The preschool has a wonderful outdoor area; this outdoor space provides a safe, secure and vibrant play area for the children. The Pre-school staff and committee members received positive feedback from the parents following our open morning with regards to the facilities available on site for the children. The Pre-school was selected as first choice by many of the parents when deciding on a suitable pre-school for their child.

The pre-school is inspected on a yearly basis by Social Services. The last inspection was held on 29th November 2022 and no recommendations for improvement have been made at this time.

The Education and Training Inspectorate (ETI) provides inspection services for the Department for Education approximately every 5 to 7 years. The last ETI report, in March 2015 and it stated that "the quality of education provided by this playgroup is very good. The pre-school is meeting very effectively the educational and pastoral needs of the children; and has demonstrated its capacity for sustained self-improvement". The inspection report also stated that "the children are confident, well-motivated and have a very positive attitude to their learning; they are respectful to the staff and one another". The ETI report referenced a confidential questionnaire completed by parents/carers and stated that "all of the returns from the questionnaires indicated very high levels of satisfaction with all aspects of the work of the pre-school.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Principal risks and uncertainties

The trustees periodically conduct their own review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks. In order to minimize internal risks, and, to ensure the consistent quality of delivery for all operational aspects of the charity, procedures for authorisation of all transactions and projects have been implemented.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

c. Reserve policy

The trustees recommend that any deficit for the year be deducted from the fund to which it relates. The trustees will consider on an ongoing basis the level of reserves that is prudent for the charity to have in line with known future developments, liabilities and uncertainties.

Structure, governance and management

a. Constitution

The playgroup has a charitable tax status reflecting the social and community work undertaken. The playgroup was registered as a charity with the Charity Commission for Northern Ireland on 25th April 2016. This process clarified the geographic area of benefit within the Playgroup's objectives to include the Lisburn and Belfast area and its surrounding environs in County Antrim.

b. Methods of appointment or election of Trustees

Parents and guardians of those children who attend/attended the Playgroup can apply to become Family Members providing their application is accepted by the Management Committee. These members over the age of eighteen shall be eligible to be nominated for election to the committee. The committee must be made up of at least five members and not more than twelve. Each member of the committee shall hold office for two years, retiring in rotation with the longest serving third to retire at each AGM.

c. Organisational structure and decision-making policies

The management committee are responsible for the running of the charity and all decisions made.

Danielle O'Neill, Chair	(Appointed 16 January 2023)
Donna Hughes, Chair	(Resigned 16 January 2023)
Hugh Kennedy, Vice Chair	
Rachel McCusker, Trustee	(Resigned 16 January 2023)
Kelly Saunders, Trustee	
Ciara Bird, Trustee	(Appointed 16 January 2023)
Nyree Hogg, Treasurer	(Appointed 16 January 2023)
Valerie McGreevy, Secretary	

The Trustees' report was approved by the Board of Trustees.



Danielle O'Neill, Chair
Trustee

6 February 2024

BALLYMACWARD PRE-SCHOOL PLAYGROUP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BALLYMACWARD PRE-SCHOOL PLAYGROUP

I report to the Trustees on my examination of the financial statements of Ballymacward Pre-School Playgroup (the Trust) for the year ended 31 August 2023.

Responsibilities and basis of report

As the Trustees of the Trust you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act (Northern Ireland) 2008.

I report in respect of my examination of the Trust's financial statements carried out in accordance with the Charities Act (Northern Ireland) 2008. In carrying out my examination I have followed all the applicable directions given by the Charity Commission under the Charities Act (Northern Ireland) 2008.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 the Trust as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Jonathan R Bethel
Miscampbell & Co

6 Annadale Avenue
Belfast
BT7 3JH

Dated: 6 February 2024

BALLYMACWARD PRE-SCHOOL PLAYGROUP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<u>Income from:</u>							
Charitable activities	2	54,789	600	55,389	51,043	2,775	53,818
<u>Expenditure on:</u>							
Charitable activities	3	55,703	-	55,703	44,790	2,815	47,605
Net (expenditure)/income for the year/							
Net movement in funds		(914)	600	(314)	6,253	(40)	6,213
Fund balances at 1 September 2022							
		10,425	1,000	11,425	4,172	1,040	5,212
Fund balances at 31 August 2023							
		9,511	1,600	11,111	10,425	1,000	11,425

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	8		1,156		1,241
Current assets					
Debtors	9	1,581		1,217	
Cash at bank and in hand		10,115		10,401	
		<u>11,696</u>		<u>11,618</u>	
Creditors: amounts falling due within one year	10	<u>(1,741)</u>		<u>(1,434)</u>	
Net current assets			9,955		10,184
Total assets less current liabilities			<u>11,111</u>		<u>11,425</u>
Income funds					
Restricted funds			1,600		1,000
Unrestricted funds			9,511		10,425
			<u>11,111</u>		<u>11,425</u>

The financial statements were approved by the Trustees on 6 February 2024



Danielle O'Neill, Chair
Trustee

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

Ballymacward Pre-School Playgroup is a charity limited by guarantees. The school is registered as a charity in Northern Ireland and has the charity number NIC105193. The registered office address and principal place of business is 22 Rock Road, Lisburn, BT28 3SU. The principal activity of the charity is to be providing the advancement of education.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act (Northern Ireland) 2008.

The financial statements are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £.

Ballymacward Pre-School Playgroup meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Trust.

1.4 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	20% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

Basic financial liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Trust's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.12 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

1.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

BALLYMACWARD PRE-SCHOOL PLAYGROUP
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023

2 Charitable activities	Unrestricted funds		Restricted funds		Total		Unrestricted funds		Restricted funds		Total	
	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	2022	2022
	£	£	£	£	£	£	£	£	£	£	£	£
Donations and gifts	7,677	-	-	7,677	37,801	37,801	-	-	-	-	37,801	37,801
Grants received	47,112	600	600	47,712	13,242	13,242	2,775	2,775	2,775	2,775	16,017	16,017
	<u>54,789</u>	<u>600</u>	<u>600</u>	<u>55,389</u>	<u>51,043</u>	<u>51,043</u>	<u>2,775</u>	<u>2,775</u>	<u>2,775</u>	<u>2,775</u>	<u>53,818</u>	<u>53,818</u>

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

3 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Staff costs	41,560	36,489
Depreciation and impairment	289	310
	<u>41,849</u>	<u>36,799</u>
Share of support costs (see note 4)	11,393	8,799
Share of governance costs (see note 4)	2,461	2,007
	<u>55,703</u>	<u>47,605</u>
Analysis by fund		
Unrestricted funds	55,703	44,790
Restricted funds	-	2,815
	<u>55,703</u>	<u>47,605</u>

4 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Bank fees	83	-	83	80	-	80
Office costs, general, post & stationery	1,952	-	1,952	1,556	-	1,556
Telephone	707	-	707	830	-	830
Heat & light	1,591	-	1,591	1,671	-	1,671
Repairs	235	-	235	948	-	948
Cleaning	117	-	117	73	-	73
Computer	38	-	38	21	-	21
Grant spending	4,004	-	4,004	1,448	-	1,448
Insurance	1,441	-	1,441	1,053	-	1,053
Subscriptions	1,225	-	1,225	1,119	-	1,119
Audit fees	-	1,496	1,496	-	1,250	1,250
Legal and professional	-	965	965	-	757	757
	<u>11,393</u>	<u>2,461</u>	<u>13,854</u>	<u>8,799</u>	<u>2,007</u>	<u>10,806</u>
Analysed between Charitable activities	<u>11,393</u>	<u>2,461</u>	<u>13,854</u>	<u>8,799</u>	<u>2,007</u>	<u>10,806</u>

Governance costs includes payments to the auditors of £1,280 (2022- £1,250) for audit fees.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

5 Auditor's remuneration

Fees payable to the Trust's auditor and associates:	2023 £	2022 £
Audit of the Trust's annual accounts	1,496	1,250

6 Trustees

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 August 2022, no Trustee expenses have been incurred (2022 - £NIL).

7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	4	3
Employment costs	2023 £	2022 £
Wages and salaries	40,026	36,031
Social security costs	44	-
Other pension costs	1,490	458
	41,560	36,489

There were no employees whose annual remuneration was more than £60,000.

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

8 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 September 2022	4,370
Additions	204
	<u>4,574</u>
At 31 August 2023	
Depreciation and impairment	
At 1 September 2022	3,129
Depreciation charged in the year	289
	<u>3,418</u>
At 31 August 2023	
Carrying amount	
At 31 August 2023	1,156
	<u>1,241</u>
At 31 August 2022	<u>1,241</u>

9 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Prepayments and accrued income	1,581	1,217
	<u>1,581</u>	<u>1,217</u>

10 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	1,741	1,434
	<u>1,741</u>	<u>1,434</u>

11 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 August 2023 are represented by:					
Tangible assets	1,028	128	1,156	1,081	1,241
Current assets/(liabilities)	8,483	1,472	9,955	840	10,184
	<u>9,511</u>	<u>1,600</u>	<u>11,111</u>	<u>1,000</u>	<u>11,425</u>

BALLYMACWARD PRE-SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

12 Pension commitments

The school operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions paid by the company amounted to £1,490 (2022: £458).

13 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).