

ST MATTHEWS PRE-SCHOOL GROUP
ANNUAL REVIEW AND TRUSTEES REPORT
2021/2022

Introduction

St Matthews Pre-School Group is a registered Charity (Number 1019336) and as such is obliged to hold an AGM. It is necessary to present a Trustees Report (an overview of the year) and Financial Report for the financial year. Both documents are subsequently submitted to the Charities Commission and displayed on their website for anyone to view.

St Matthews Pre-School Group has signed onto and follows the Constitution as set out by the Early Years Alliance, of which we are members. We are legally obliged to elect a committee whose responsibility it is to oversee the running of the pre-school group. The committee needs to comprise a Chairperson, Secretary, Treasurer, and other members (minimum of 2) to achieve a quorum for all decision making.

We are registered with Ofsted – registration number is 315246.

Parents of all children of 3 years and over are eligible to claim up to 15 hours free childcare (30 hours if eligible). St Matthews Pre-School Group receives its funding from Warrington Borough Council.

Overview of the Year 2021/22

At the start of the year, with 15 children on our register, we were pleased to welcome returning children and settle our new starters quickly. Covid Risk Assessments were still in place and staff were still testing regularly for Covid but, apart from adhering to government guidelines and maintaining our rigorous health and safety procedures, we were determined to resume normal practice as much as possible.

The new Early Years Foundation Stage Framework became effective from 1st September and we have embraced the key messages that state that the safeguarding and welfare of children are paramount, that children should be at the centre of planning and provision in the setting with excessive data and evidence collection greatly reduced.

The initial low headcount meant that income was reduced, and staff hours were adjusted accordingly. A permanent reduction in hours taken by the manager and deputy manager was also part of the plan to increase Pre-School's financial reserves again.

We are very grateful for donations of resources, stationery and toys/games received from the Link Club (as it closed), staff and their families, and parents, both past and present. In March we were grateful to receive a generous monetary donation arranged through a parent's workplace scheme. Our Bag2School collections continued to prove successful, and some supporters continued to use 'Easyfundraising' each time they shopped online allowing us the commission from the retailers.

Fundraising featured heavily throughout the year, especially as so little had been able to take place the previous year. We raised money through sponsored activities, fun sessions, stalls and raffles. The Autumn Toddle, Pumpkin Hunt, Elf Hunt and Jubilee Summer Fayre all proved to be lots of fun as well as raising hundreds of pounds, despite facing challenging weather conditions on occasions! Wreath

making, Santa visits, calendar sales and our Nativity not only helped us celebrate Christmas but also provided us with around £500 funds. We are grateful for those who organised and supported all these events.

During the first term, the pre-school children engaged in various activities on the themes of Families, Pets and Vets, Autumn, Goldilocks and Light and Dark. We celebrated Bonfire Night, Remembrance Day, Road Safety Week and Christmas, learning about their significance, history and relevance. Our Fun French sessions started with most of our parents taking up the opportunity for their child to learn French in an informal way through songs, games and activities. We were delighted that this year we were able to invite parents to join us for our Nativity and the children certainly enjoyed dressing up and performing our special Christmas songs.

As Winter turned to Spring we continued to have fun and learn both inside and, whenever possible, outside. We enjoyed observing the seasonal changes in our environment and finding out about different birds – especially robins, blackbirds, owls and penguins. We celebrated Chinese New Year with dragon dances, role play and Chinese food and embraced World Book Day by dressing as a character from a book and sharing a story with our friends. For Mothers Day and Fathers Day we invited parents into Pre-School for an Afternoon Tea and a Play and Sing Session. As we approached Easter, we learnt about being healthy and growing plants, sowing our own cress and sunflower seeds.

In the Summer term we continued to use outdoors to investigate and exercise and made the most of the school field for games and our annual Sports Day. We found out about our community and talked about the People Who Help Us and began to learn how we can look after our world. We finished the year by thinking about Holidays and Travel. It was great fun to become cabin crew and fly off to different countries and make our own passports. At the very end of term, we said a fond farewell to the class of 2022 at our Leavers Pre-School Celebration and enjoyed an afternoon of entertainment, food and fun.

Staff

The 6 Pre-School staff have remained consistent throughout the year and have worked hard to maintain a positive, effective learning environment for the children, reflecting the changes in the new Early Years Foundation Stage Framework.

Miss Dobbs became Mrs Graham in June and the children enjoyed seeing her photographs and hearing about her wedding which took place in Turkey.

There are currently 6 staff on the payroll and salaries are based on affordability. The current rates of pay are £12.00 / hr for a manager, £11.70 / hr for a deputy manager and £10.00 / hr for an assistant. A review of salaries will be necessary in April to ensure that salaries keep pace with the National Living Wage rates which are due to change.

We are also pleased that we now have two practitioners who are happy to provide cover when necessary if a member of staff is unable to work.

As we approached September 2022, we were mindful that staff hours may have needed to be temporarily reduced, as in previous years, to reflect the lower numbers of children in each session but so far this has resolved itself due to staff voluntary reductions for personal reasons. It is, however, under constant review.

Committee

The committee members for 2021/22 were as follows:

Chair – Alison Baird

Secretary – Vicky Lockwood

Treasurer – Ceri Roberts

Member – Lizzy Overend

Member – Beth Fawcett

Appointed trustees were Alison Baird, Ceri Roberts, Vicky Lockwood and Beth Fawcett. Alison Lockie is the nominated person for Ofsted and contact for the Charities Commission is Tracy-Anne Clancy. Signatories for the payroll remain Alison Baird and Tracy-Anne Clancy but will change as appropriate to reflect new appointed officers.

The closing balance on the current account was £2,694 and our reserve account was £8,521. The financial report will cover this area more fully.

Looking Forwards to 2022/23

Pre-school is now open for 23 hours per weeks which includes 3 full days sessions, 8.45am- 3.15pm Monday- Wednesday and Thursday morning 8.45am -12.15pm. This has been changed in line with the St Matthew's Primary School day.

We have had a great start to our new academic year and have so far welcomed 8 new starters, who are all settling really well. We have a healthy waiting list and there are more children due to start in January too.

Thank You

Finally, thanks are due to the staff for all their hard work and commitment to the job and for their care of the children, which is excellent in every way. The staff not only nurture the children but help them to develop their confidence and independence and this is greatly appreciated by parents and carers alike.

Thanks to the Committee for their views, idea, encouragement and support.

Last, but not least, thank you to the parents, relatives and friends who have made donations throughout the year as well as giving your support to the ongoing operation of pre-school.

This concludes the report.

ST MATTHEWS PRE SCHOOL GROUP								
STATEMENT OF INCOME AND EXPENDITURE								
YEAR ENDED 31 JULY 2022								
REGISTERED CHARITY NO: 1019336								
	Year Ended	Year Ended			Year Ended	Year Ended		
INCOME	31 July 2022	31 July 2021	EXPENDITURE	31 July 2022	31 July 2021			
	£	£		£	£			
Balance brought forward 1 August			Salaries / Pensions	48,413	60,473			
Current account	1,960	5,298	NIns / Tax	1,114	2,270			
Reserve account	9,520	16,019	Payslip Service	428	472			
Accruals	(111)		Subscriptions / Insurance	1,016	1,044			
			Rent	4,920	5,164			
Fees	18,431	12,832	Telephone	392	417			
Government Grants	35,660	46,292	Staff Training	0	375			
Snack Fees & Lunch Fees	1,685	1,896	Uniform & Bag Supplies	419	189			
Uniform Sales & Registration Fees	552	514	Stationery/Postage	4	129			
Fundraising (inc Gift Aid)	3,446	1,139	Cleaning Supplies / PPE	112	718			
Grants & Donations (inc. matched giving)	266	460	Snacks & Lunches	724	1,274			
Curriculum, Outings & Events	1,470	340	Daily Activities	189	1,019			
Other	14	3,424	Children's Profiles	227	399			
Bank Interest	1	2	Toys & Equipment	260	1,820			
			Curriculum, Outings & Events	1,545	241			
			Fundraising Expenses	572	223			
			Other / Advertising	425	619			
Total Income in the Year	61,525	66,898	Total Expenditure in the Year	60,759	76,845			
			Balance carried forward 31 July					
			Current Account	2,694	1,960			
			Reserve Account	8,521	9,520			
			Accruals	902	(111)			
			Cash in Hand	20				
Total	£72,895	£88,215	Total	£72,895	£88,215			

Independent Examiner's Report to the Trustees of St Matthews Pre-School Group

I report to the trustees on my examination of the accounts of St Matthews Pre-School for the year ended 31 July 2022.

Responsibilities and Basis of Report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the pre-school's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 accounting records were not kept in respect of the Trust as required by section 130 of the 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.

Signed: P Clancy

Name: Paul F Clancy (ACA, MBA)

Address: 19, Rosemoor Gardens, Appleton, Warrington WA4 5RF

Date: 20th September 2022

Financial Overview of St Matthews Pre School Group Accounts

1st August 2021 - 31st July 2022

Registered Charity No: 1019336

Overview

The accounts have been prepared on a receipts and payments basis and cover the period 1st August 2021 to 31st July 2022.

Income for the year totalled £61,525, the major source of income being fees and grants (£54,091) coupled with a particularly impressive amount of fundraising (£3,446).

Expenditure for the year was £60,759, a decrease of £16,086 compared with the previous year, being mainly in respect of salary/pension costs. Recognising the low headcount at the commencement of the academic year, staff hours were flexed accordingly. It should also be recognised that 2020/21 included additional staff hours due to the handover of duties during the Autumn term. Other areas of expenditure were curtailed throughout the year, wherever possible.

The closing balance on the Current Account is £2,694, with the Reserve Account closing at £8,521. At the end of the academic year, we were owed £902 (accruals) which has subsequently been received and banked.

Income

The key areas to note are as follows:

- **Fees & Grants** – Total income from parental fees and grants from Warrington Borough Council (WBC) amounted to £54,091 compared with £59,124 the previous year. Numbers were particularly low at the start of the academic year (staff hours were flexed accordingly – see below). By way of note, the basic running costs of pre-school (staff costs, rent, telephone and insurance) totalled £56,283. The reserve account was used to supplement the cash flow.
- **Snack Fees** – We were grateful to receive the continued financial assistance towards the cost of snacks this year, amounting to £1,259. This was spent on healthy snacks for the children (including special events) and also ensured that the premises, equipment and hands were kept as clean as possible.
- **Fundraising** – Fundraising during 2021/22 amounted to £3,446 (net £2,874), the most profitable events being the Autumn Toddle, Elf Hunt and the Jubilee & summer Cake Stall. Annex 1 presents the analysis of fundraising income and expenditure.
- **Donations** – We were delighted to receive £266 of donations arranged by a parent from their employer. Very much appreciated.

Expenditure

The main areas of expenditure are discussed below, with a more detailed analysis of capital expenditure included in Annex 2.

- **Staff Costs** – As a child-care organisation, the main expense for pre-school is in respect of staffing. Total staff costs this year totalled £49,955 compared with £63,215 in 2020/21. There were 6 staff on the payroll for the full year (2020/21 included some overlap, as roles were handed over). Additionally, headcount numbers were low at

the start of the academic year and staff hours were cut to ensure the pre-school could cover basic running costs up to Christmas. Although this at face value appears to be a large outgoing, it should be considered in context with the hourly rates paid. We are a registered charity and as such we can only pay what we can afford. The hourly rates at the close of the year were: Manager £12.00 / hour, Deputy Manager £11.70 / hour and £10.00 per hour for Assistants. For reference, the National Minimum Wage announced by the Chancellor (effective from April 2022) is £9.50. Legally, we also have to provide and contribute into a workforce pension scheme.

- **Snacks, Lunches & Supplies** – Our outgoings on snacks and lunches (payable to WBC) this year totalled £724 with an additional £112 being spent on cleaning equipment (Dettol wipes, hand sanitisers etc). Each child is provided with a healthy snack and we were grateful for ongoing parental contributions towards this cost.
- **Rent** – Our rent (payable to St Matthews PCC) totalled £4,920. This is not directly comparable with last year (£5,164) as the Hall was rented for a full day on Thursday during the Summer Term of 2020/21. The hourly rate during 2021/22 was £5.82 a slight increase from £5.74 per hour the previous year. The projected rate from September 2022 will be £6.86 per hour (a 17.9% increase).
- **Toys & Equipment** – During 2021/22, £260 was spent on Toys and Equipment, significantly lower than in the previous year. The analysis of expenditure is shown in Annex 2.
- **Curriculum, Outings and Events** – A total of £1,545 was spent on Fun French and special events including the Christmas and Leavers Party and Sports Day.
- **Telephone** – Pre-school pay for a telephone landline into the building to ensure contact can be made with other parties (e.g. parents, Ofsted, emergencies etc) as required, ensuring no “loss of signal”, “low batteries” or “loss” as experienced with mobile phones. Plusnet provide both the telephone and internet service which costs approximately £278 per year. We also have a mobile phone for parent messaging which costs us £9.50 per month.
- **Other** – We continue to use Juniper Education (Primary Site) to ensure our website functionality is maintained. Also included are volunteer DBS checks and expenses, first aid equipment and one-off expenses.

Cash Flow

Cash flow is monitored and accounted for on a term by term basis. The reserve account was utilised during the year to cover the initial few months of low income until numbers increased and fundraising got underway.

St Matthews pre-school group holds a business reserve account in order that we can:

- cover costs in the event of pre-school closing
- cover for periods of low income
- replace old equipment as necessary

Reserves are held as follows:

Description of Reserve Fund	Amount Held £
Redundancy Fund	8,521
Or:	
Emergency running costs for one month	5,500
Replacement of Equipment	2,500
General Use	521
Total	8,521

Annex 1

Fundraising	Income £	Expenditure £	Profit £
Bag2School	171	-	171
Photos	-	-	-
EasyFundraising	166	-	166
Ice Lollies	74	47	27
Autumn Toddle	610	-	610
Pumpkin Hunt	247	-	247
Christmas Wreaths	560	333	227
Santa Visit	253	85	168
Calendars	89	32	57
Elf Hunt	359	4	355
Christmas Nativity / Raffle	160	21	139
Reindeer Hot Chocolate	8	20	(12)
Tuck Shop	14	-	14
Jubilee Event / Sports Day / Cake Stall	738	31	707
Sub-Total Fundraising	3,446	572	2,874
Donations & Fund Matching	266	-	266
Gift Aid	-	-	-
Total	3,712	572	3,140

Annex 2

Major Expenditure	£	£
Water Play Pipettes	12	
Books	20	
Presentation Boards	20	
Globes	9	
Dominoes	4	
Dinosaur Bingo	4	
Fidget Toys	21	
Printer	44	
Outdoor Exploring Equipment	126	
Total Toys & Equipment		260