

ST ANDREWS PRE-SCHOOL TRUSTEES' ANNUAL REPORT

The Trustees present their annual report and unaudited financial statements for the year ended 31 August 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011, and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in July 2014.

Structure, governance and management

St Andrews Pre-School is an unincorporated charity committee run pre-school. The charity was originally set up in 1975 and adopted The Pre-School Learning Alliance Model Constitution 2011 at the Extraordinary General Meeting in April 2017.

The daily responsibilities of the Pre-School are overseen by the Pre-School Leader, Mrs G Mowatt with guidance from the members of the Management Committee. The Management Committee, made up of Trustees, meet approximately Bi-monthly to address any matters relating to the management of the Pre-School.

Objectives and activities

The charity's objectives are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

instigating and adhering to and furthering the aims and objects of the pre-school learning alliance

As required by section 17(5) of the Charities Act 2011 the Trustees have considered the guidance published by the Charity Commission in respect of public benefit. They believe that the Charity's objective, as set out above, falls within the definitions of charitable purposes in the Act and that the activities as set out above contribute to meeting that objective.

Achievements and financial performance

The Pre-School has continued to thrive and be a valuable asset to the local community. Thanks to the dedicated Manager and staff who ensure that the pre-school runs as effectively as possible. Thanks also to the Committee Members, parents and volunteers for giving up their time freely, organising fundraising events and supporting Pre-school activities.

Income:

Overall income rose slightly in the year. Fees were maintained at the expected level, Fundraising income was down 37%.

Expenditure:

Employment costs decreased by 3% on the previous year due to a staff member being on maternity leave and the management of other staff hours resulting in less hours needing to be covered by a new employee. There will also be some holiday pay to be attributed to the year ended 2022, as this was carried over by the employee on Maternity Leave. Other expenditure remained fairly similar with notable modest increases in Staff Training due to a number of courses being on hold for the past few years due to Covid, Repairs and Maintenance and Utilities. We expect further increases in Utilities and Staff costs for the forthcoming year, The Pre-School is mindful of any further wage increases to ensure staff retention

ST ANDREWS PRE-SCHOOL TRUSTEES' ANNUAL REPORT

and keeping the services viable. Furthermore, any items and services purchased are sourced as reasonably priced as possible, whilst bearing in mind their durability.

The Pre-School continues to work closely with the Local Authorities and supports families and children with a wide range of needs. In line with Ofsted regulations, staff have accessed online training, keeping abreast of changes in legislation, practices and new safeguarding measures. Training has also been undertaken to ensure renewal of certificates held, maintaining the rolling programme of staff qualifications.

Due to the increase in Income and decrease in Staff costs, there was an uplift in the surplus currently showing generated by The Pre-School which for the year totals £13,534 (2021 - £5,966). The cash funds generated have been retained with cash funds at the year end.

Reserves Policy

The finances of The Pre-School are reliant on voluntary fundraising and the number of children enrolled in each year. However, The Pre-School has no contractual commitments or obligations beyond the notice period applicable to the staff. Therefore, it is the policy of the Pre-school to maintain unrestricted funds, which are the free reserves of The Pre-School, at a minimum level equal to three months' employment costs. This equates to approximately £30,000. Unrestricted funds were maintained at this level throughout the year.

Statement of Trustees' responsibilities

Charity law 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 the incoming resources and application of resources, including the income and expenditure of the charitable company for that year.

In preparing those financial statements, the Trustees are required to:

select suitable accounting policies and then apply them consistently to observe the methods and principles in the Charities SORP (FRS 102);

make judgements and estimates that are reasonable and prudent;

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate 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 1993, as amended by the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 29 June 2023 signed on their behalf by:

Samantha Mowatt
Trustee

Registered Charity No: 1022398

St Andrews Pre-School

**Accounts
31 August 2022**

St Andrews Pre-School Contents

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St Andrews Pre-School

Approval statement

We approve the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibilities for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Donovan Atyeo with all information and explanations necessary for their compilation.

..... **Treasurer**

..... **Chairperson**

..... **Date**

St Andrews Pre-School

Accountants' report on the unaudited accounts to St Andrews Pre-School

You have approved the accounts for the year ended 31 August 2022 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Donovan Atyeo
Accountancy & Taxation Services

Unit 4, Hounsell Building
North Mills Trading Estate
Bridport
Dorset
DT6 3BE

23 June 2023

**St Andrews Pre-School
Income and Expenditure Account
for the year ended 31 August 2022**

	2022
	£
Income	123,207
Direct costs	94,912
	<hr/> 28,295
Expenses	
Wages, salaries and other staff costs	3,503
Rent, rates, power and insurance costs	7,355
Repairs and renewals of property and equipment	820
Telephone, fax, stationery and other office costs	327
Accountancy, legal and other professional fees	1,231
Depreciation and loss/(profit) on sale	1,117
Other business expenses	408
	<hr/> 14,761
Surplus for the year	<hr/> 13,534

**St Andrews Pre-School
Balance Sheet
as at 31 August 2022**

	Notes	2022 £
Fixed assets		
Equipment	3	5,662
Current assets		
Stock		52
Bank - current account		68,050
Bank - deposit account		30,153
Bank - fundraising account		22,750
Cash in hand		3
Debtors		60
		<u>121,068</u>
Current liabilities		
Receipts-in-advance		12,672
Other liabilities and accruals		7,843
		<u>20,515</u>
Net current assets		100,553
Net assets		<u>106,215</u>
Capital account		
Surplus brought forward at 1 September 2021		92,681
Surplus for the year		13,534
		<u>106,215</u>
Surplus carried forward at 31 August 2022		<u>106,215</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2022

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice and that provides sufficient and relevant information to enable the completion of a tax return.

2 Profit and loss account analysis

	2022
	£
Turnover	
Fees received	19,976
Government fees	97,970
Fundraising	2,410
Sales of clothing, tea towels etc	141
Interest	99
Grants receivable	1,877
Milk	734
	<u>123,207</u>
Direct costs	
Purchases for resale	13
Decrease in stocks for resale	100
Wages and salaries	91,900
Activities and experience costs	400
Consumables	2,499
	<u>94,912</u>
Wages, salaries and other staff costs	
Pensions	1,440
Employer's NI	1,107
Staff clothing costs	48
Staff training and welfare	908
	<u>3,503</u>
Rent, rates, power and insurance costs	
Waters rates	314
Light, heat and power	2,387
Insurance	1,325
Cleaning	3,329
	<u>7,355</u>
Repairs and renewals of property and equipment	
Repairs and maintenance	<u>820</u>
Telephone, fax, stationery and other office costs	
Telephone and internet	260
Postage, stationery and printing	67
	<u>327</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2022

Accountancy, legal and other professional fees

Accountants fees	1,121
DBS and Ofsted fees	110
	<u>1,231</u>

Depreciation and loss/(profit) on sale

Depreciation	999
Loss on sale of fixed assets	118
	<u>1,117</u>

Other business expenses

Subscriptions	109
Sundry expenses	299
	<u>408</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2022

3 Plant, machinery and motor vehicles

	Equipment
	£
Cost	
At 1 September 2021	6,629
Additions	150
Disposals	(118)
At 31 August 2022	<u>6,661</u>
Depreciation	
Charge for the year	999
At 31 August 2022	<u>999</u>
Net book value	
At 31 August 2022	<u>5,662</u>
At 31 August 2021	<u>6,629</u>



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Andrews Pre-School
(Bridport, Dorset)

**On accounts for the year
ended**

31 August 2022

Charity no

1022398

Set out on pages

1 to 10 (including this page)

**Respective responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's
statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

Signed:

Date: 23/06/2023

Name:

Mr C M Donovan FMAAT

**Relevant professional
qualification**

Fellow Member of the Association of Accounting Technicians

Address:

Donovan Atyeo Ltd – Accountancy & Taxation Services

Unit 4, Hounsell Building, North Mills Trading Estate

Bridport, Dorset, DT6 3BE