

ST ANDREWS PRE-SCHOOL TRUSTEES' ANNUAL REPORT

The Trustees present their annual report and unaudited financial statements for the year ended 31 August 2024.

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 by 21.8% in the year. Fee income increased by 22% at the expected level, Fundraising and grant income was up 18%.

Expenditure:

Employment costs increased by 18.7% on the previous year. Other direct costs decreased by 7.1%.

Overheads decreased overall by 4.5%, mainly due to the Utilities increase in the previous year. We expect overheads to increase and further increases in Staff costs for the forthcoming year. The Pre-School is mindful of any further wage increases to ensure staff retention and keeping the services viable. Furthermore, any items and services purchased are sourced as reasonably priced as possible, whilst bearing in mind their durability.

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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.

Despite an increase in direct costs, modest savings in other areas and a rise in income have contributed to a higher surplus generated by the Pre-School. For the year, the surplus totals £21,093 (2023 = £10,209). 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 10 June 2025 signed on their behalf by:

Samantha Mowatt
Trustee

Registered Charity No: 1022398

St Andrews Pre-School

**Accounts
31 August 2024**

St Andrews Pre-School
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St Andrews Pre-School

Approval statement

We approve the accounts for the year ended 31 August 2024 which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibility 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 2024 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

14 May 2025

**St Andrews Pre-School
Income and Expenditure Account
for the year ended 31 August 2024**

	2024 £	2023 £
Income	162,394	133,339
Direct costs	120,985	103,527
	<u>41,409</u>	<u>29,812</u>
Expenses		
Other wages, salaries and other staff costs	3,150	1,633
Car, van and travel expenses	48	-
Rent, rates, power and insurance costs	11,992	13,009
Repairs and renewals of property and equipment	273	558
Telephone, fax, stationery and other office costs	621	458
Accountancy, legal and other professional fees	1,574	1,687
Depreciation and loss/(profit) on sale	1,335	1,285
Other business expenses	1,323	973
	<u>20,316</u>	<u>19,603</u>
Surplus for the year	<u>21,093</u>	<u>10,209</u>

**St Andrews Pre-School
Balance Sheet
as at 31 August 2024**

	Notes	2024 £	2023 £
Fixed assets			
Equipment, machinery and motor vehicles	3	7,571	5,560
Current assets			
Stock and work in progress	56	87	
Bank - current account	94,900	78,307	
Bank - deposit account	30,817	30,393	
Bank - fundraising account	23,290	24,006	
Cash in hand	76	145	
Other current assets and prepayments	17	763	
		<u>149,156</u>	<u>133,701</u>
Current liabilities			
Receipts-in-advance	13,674	17,229	
Other liabilities and accruals	5,536	5,608	
		<u>19,210</u>	<u>22,837</u>
Net current assets		129,946	110,864
Net assets		<u>137,517</u>	<u>116,424</u>
Capital account			
Surplus brought forward		116,424	106,215
Surplus for the year		21,093	10,209
		<u>137,517</u>	<u>116,424</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2024

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 Income and expenditure account analysis

	2024	2023
	£	£
Income		
Fees received	20,052	22,569
Government fees	137,091	106,219
Fundraising	2,332	2,343
Sales of clothing, tea towels etc	186	165
Interest	424	240
Grants receivable	1,499	900
Milk	810	903
	<u>162,394</u>	<u>133,339</u>
Direct costs		
Purchases for resale	193	117
Decrease/(increase) in stocks	31	(35)
Wages and salaries	117,708	99,999
Activities and experience costs	360	700
Consumables	2,693	2,746
	<u>120,985</u>	<u>103,527</u>
Other wages, salaries and other staff costs		
Pensions	1,967	1,573
Employer's NI	875	-
Staff clothing costs	223	60
Staff training and welfare	85	-
	<u>3,150</u>	<u>1,633</u>
Car, van and travel expenses		
Travel and subsistence	<u>48</u>	<u>-</u>
Rent, rates, power and insurance costs		
Water rates	95	2,110
Light, heat and power	5,742	5,311
Insurance	1,437	1,365
Cleaning	4,718	4,223
	<u>11,992</u>	<u>13,009</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>273</u>	<u>558</u>
Telephone, fax, stationery and other office costs		
Telephone and internet	417	361
Postage, stationery and printing	204	97
	<u>621</u>	<u>458</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2024

Accountancy, legal and other professional fees

Accountants fees	1,423	1,590
DBS and Ofsted fees	151	97
	<u>1,574</u>	<u>1,687</u>

Depreciation and loss/(profit) on sale

Depreciation	1,335	982
Loss on sale of fixed assets	-	303
	<u>1,335</u>	<u>1,285</u>

Other business expenses

Subscriptions	112	112
Sundry expenses	1,211	861
	<u>1,323</u>	<u>973</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2024

3 Plant, machinery and motor vehicles

	Equipment
	£
Cost	
At 1 September 2023	6,542
Additions	3,346
At 31 August 2024	<u>9,888</u>
Depreciation	
At 1 September 2023	982
Charge for the year	1,335
At 31 August 2024	<u>2,317</u>
Net book value	
At 31 August 2024	<u>7,571</u>
At 31 August 2023	<u>5,560</u>



Section A

Independent Examiner's Report

Report to the trustees	St Andrews Pre-School (Bridport, Dorset)		
On accounts for the year ended	31 August 2024	Charity no (if any)	1022398
Set out on pages	1 to 10 (inclusive)		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and basis of report

As the charity's trustees, 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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

Signed: 

Date: 14/05/2025

Name: D J Atyeo FMAAT

Relevant professional qualification(s) or body (if any):

Fellow Member of the Association of Accounting Technicians

Address:

Donovan Atyeo Limited – Accountancy & Taxation Services
Unit 4 Hounsell Building, North Mills Trading Estate,
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