

## **ST PETERS PRE-SCHOOL TRADING AS OLIVE TREE PRE-SCHOOL**

### **INDEPENDENT EXAMINERS REPORT ON THE UNAUDITED ACCOUNTS TO THE TRUSTEES OF ST PETERS PRE – SCHOOL TRADING AS OLIVE TREE PRE-SCHOOL CHARITY NO 1027975**

I report on the accounts of the Pre-School for the year ended 31 August 2020 which are set out on pages 2 and 3.

#### **Respective responsibilities of trustees and examiner**

As the charities trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state. On the basis of procedures specified in the General Directions given by the Charity Commissioners under sec 43 (7) b of the Act, whether particular matters have come to my attention.

#### **Basis of independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination no matters have come to my attention

which give me reasonable cause to believe that in any material respect the requirements

- a to keep accounting records in accordance with sec 41 of the Act; and
- b to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

- 2 to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *A Smith*  
Adam Smith

Date 25<sup>th</sup> June 2021

**St Peters Pre School****Income and Expenditure Account for the year ended 31 August 2020**

	31 August 2020	31 August 2019
<b>Income</b>		
Council funding	115,692	141,398
Fees	1,535	999
Fundraising	3,773	882
Grants		
Inclusion Grant		
Other income	1,767	1,410
Catering Income		
Milk refund		
Interest receivable	10	7
	<u>122,777</u>	<u>144,696</u>
<b>Expenditure</b>		
Staff wages	98,259	92,363
Consumables	6,824	7,484
Catering expenditure	1,368	7,527
Supplies of equipment	4,641	4,938
Rent and Rates for premises	0	0
Other premises costs	5,644	10,527
Office Costs	4,110	4,286
Accountancy fees	250	250
Training Courses	3,409	4,743
Ofsted Childcare registration	35	35
Sundry expenses	1,531	391
Trips and activities	1,982	2,659
	<u>128,053</u>	<u>135,203</u>
 Net Surplus / (Deficit)	 <u>(5,276)</u>	 <u>9,493</u>

**St Peters Pre School**  
**Balance Sheet as at 31 August 2020**

	<b>31 August 2020</b>	<b>31 August 2019</b>
<b>Fixed assets</b>		
Computer equipment	2,106	2,106
<b>Current assets</b>		
Stock of toys and equipment	1,266	1,266
Community Account	1,786	14,596
Saver Account	12,073	4,537
Fund Raising Account	1,006	1,006
Debtor		
Cash Float		
	<u>18,237</u>	<u>23,511</u>
<b>Current liabilities</b>		
Sundry creditors	<u></u>	<u></u>
Net current assets	18,237	23,511
<b>NET ASSETS</b>	<u>18,237</u>	<u>23,511</u>



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

## Reference and administration details

<b>Charity name</b>	St Peters Pre-School
<b>Other names charity is known by</b>	Olive Tree Pre-School
<b>Registered charity number (if any)</b>	1027975
<b>Charity's principal address</b>	Coxford Playground, Olive Road
	Coxford
	Southampton
<b>Postcode</b>	SO16 5FQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kayley Blake	Chair		
2	Leanne Young	Secretary		
3	Caroline Craven	Treasurer		
4	Laura Baddams			
5	Carly Fawson			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 16 <sup>th</sup> October 1993 Amended on 24 <sup>th</sup> November 2006
How the charity is constituted (eg. trust, association, company)	Association consisting of 4 Members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held in October

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

Trustees have access to all policies and procedures. These are reviewed annually or when new policies arise. EY2 forms are submitted by all trustees by which DBS checks are then automatically carried out.

St Peters Pre-School (trading as Olive Tree Pre-School) is a member of the pre-school learning alliance which provides helpful advice in the running of the pre-school.

Risk assessments are carried out daily in the pre-school. A risk assessment form from the PLA insurance scheme is also completed each term.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The setting is a multi-cultural and inclusive setting. We welcome children aged 2 years to school age. Our aim is to build positive and friendly relationships as we serve the local community.

**Summary of the main activities in relation to these objects**

- Learn through play
- Regular visits from local agencies offer support to the children's learning
- Organised School trips and Fundraising events to support the pre-school

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

We apply for grants on the recommendations of outside agencies. Parents also have direct involvement with the pre-school and local business will often donate raffle prizes to support our fund-raising efforts

## Achievements and performance

**Summary of the main achievements of the charity during the year**

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves policy active

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

We receive government funding for children aged 2 and up and grants from the local government to support specific children's needs.

Parent fundraising throughout the year has helped to enhance the provision of the pre-school to support the children in their learning. This covers staff costs etc. and the daily running of the pre-school.

## Other optional information

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	K Blake	
<b>Full name(s)</b>	Kayley Blake	
<b>Position (eg secretary, chair, etc)</b>	Chair	
<b>Date</b>	30/06/2021	