



## Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	1 <sup>st</sup>	Sept	2019	<b>To</b>	31 <sup>st</sup>	Aug	2020

### Reference and administration details

**Charity name** St Joseph's Pre-school (Bristol)

**Other names charity is known by** St Joseph's Pre-school

**Registered charity number (if any)** 1032557

**Charity's principal address**

St Joseph's Church Hall	
Forest Road, Fishponds	
Bristol	
<b>Postcode</b>	<b>BS16 3QT</b>

### 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	Freia Turland	Chair		Committee
2	Siobhan McCormack	Secretary		Committee
3	Rowena Sutcliffe	Treasurer		Committee
4				
5				
6				
7				
8				
9				
10				

### 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)

Centre Manager – Mrs Cathy Williamson, Pre-school Manager – Mrs Sheila Hastings

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Election at AGM

### 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.

St Joseph's Pre-school is a member of the Early Years Alliance and follows their guidance with regards to key policy documents and procedures. We are also a member of Bristol and Neighbourhood Daycare (BAND).and receive guidance and support from them also, as well as the LEA Teacher Advisory Service.

The pre-school is registered with Ofsted and meets all statutory and regulatory requirements for the provision of day care for under five year olds.

The Committee and Trustees are elected annually and is largely made up of parent/carers who use the services we provide. The trustees give their time voluntarily to support the pre-school.

## Objectives and activities

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

To enhance the development and education of children 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;

**Summary of the main activities undertaken for the public benefit in relation to these objects**

Providing pre-school education and care for children from 2 ¾ to 4 ¾ years old according to the requirements of the Early Years Foundation Stage.  
Encouraging parental participation to enhance and support both the development of their children and of themselves.  
Providing other services for parents/families such as 'drop-in' sessions, parent workshops, and family learning events.

**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

## Achievements and performance

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

Continuing to provide care and education to under 5yr olds serving almost fifty families in the local community. Continuing with these services during a Pandemic and adapting and changing rapidly with the momentum of the situation.

Staffing numbers have remained consistent and over the past twelve months the staff have continued with various in house and external training and are all keen and willing to continue doing these courses so that they can all keep up to date with the ever-increasing changes in childcare. We were able to use some of the lockdown time to increase online training opportunities and to engage with families virtually too.

We have been unable to have volunteers for the second half of this year and parent involvement has also been severely restricted, but we have also adapted to using Zoom and other creative ways to keep parents involved.

We have continued to work on the 'Bristol Standard' and place high importance on ongoing self-evaluation and reflective practice to ensure the pre-school is the best that it can be.

Our financial stability has been severely affected in the last year though as running costs are still rising and numbers have been much lower as parents remain cautious. We were depending more and more on fund raising to try and replace some of our tired and worn-out equipment but these efforts have also been greatly restricted because of the Pandemic.

As a not-for-profit run group who try to keep fees as low as possible, we really do look to parents and friends to support us. We have managed to secure some grant money and have been able to make some claims back from the Government furlough initiative and SSP reclaims but not enough to cover all our losses.

Our current committee have worked extra hard to try and support the Pre-school in these extremely testing times and staff have gone above and beyond in supporting the children and their families.

## Financial review

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

None

**Details of any funds materially in deficit**

None

### 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.

## Other optional information

## Declaration

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

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

**Signature(s)**

Freia Turland

Siobhan McCormack

**Full name(s)**

Freia Turland

Siobhan McCormack

**Position (eg secretary, chair, etc)**

Chair

Secretary

**Date**

11<sup>th</sup> Feb 2020



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
St Joseph's Pre-school (Bristol)

No (if any)  
1032557

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/09/2019

To

Period end date  
31/08/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fundraising	1,843	-	-	1,843	973
NEG +GLF +other Gov funding	181,761	-	-	181,761	220,261
Capital Funding Grant+Donations	7,362	-	-	7,362	4,024
Fees	12,259	-	-	12,259	14,072
Sweatshirts/trips etc.	33	-	-	33	992
Wages repaid inc. Cleaner	1,435	-	-	1,435	1,400
Bank interest + other	-	-	-	-	-
Hall Renovation Fund	-	1,427	-	1,427	1,527
<b>Sub total (Gross income for AR)</b>	<b>204,693</b>	<b>1,427</b>	<b>-</b>	<b>206,120</b>	<b>243,249</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>204,693</b>	<b>1,427</b>	<b>-</b>	<b>206,120</b>	<b>243,249</b>
<b>A3 Payments</b>					
wages inc. Bank staff + pension	201,158	-	-	201,158	170,950
Inland Rev	13,098	-	-	13,098	17,327
Premises (rent)	9,099	-	-	9,099	8,847
Play Equipment	3,510	-	-	3,510	2,776
Food + Drink + Entertainer	1,070	-	-	1,070	1,088
Telephone + Internet	664	-	-	664	764
Uniform + office equipment	1,978	-	-	1,978	945
Insurance	972	-	-	972	960
Repairs/ maintenance/cleaning	1,346	-	-	1,346	1,234
Memberships and subscriptions	506	-	-	506	448
Admin+ office costs+postage	410	-	-	410	681
Accountancy + Bank Charges	230	-	-	230	233
BCC Bins	117	-	-	117	234
Staff Training/DBS	964	-	-	964	767
Hall Renovation Expenses	-	475	-	475	1,155
Other (Trip, fee refunds+defaults)	7,800	-	-	7,800	1,210
	242,922	475	-	243,397	209,620
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>243,397</b>	<b>-</b>
<b>Total payments</b>	<b>242,922</b>	<b>475</b>	<b>-</b>	<b>243,397</b>	<b>209,620</b>
<b>Net of receipts/(payments)</b>	<b>- 38,229</b>	<b>952</b>	<b>-</b>	<b>- 37,277</b>	<b>33,629</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>66,477</b>	<b>1,949</b>	<b>-</b>	<b>68,426</b>	<b>34,797</b>
<b>Cash funds this year end</b>	<b>28,248</b>	<b>2,901</b>	<b>-</b>	<b>31,149</b>	<b>68,426</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		28,248	2,902	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,248</b>	<b>2,902</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Furniture	unrestricted	-	2,500
	Computer Equip	unrestricted	-	1,400
	Toys + Play	unrestricted	-	7,750
	Storage	unrestricted	-	2,000
	TV+Video Equip	unrestricted	-	200
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Wages+IR	unrestricted	15,500	# monthly
	Rent	unrestricted	9,000	annual
	Telephone/internet	unrestricted	660	annual
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	F Turland	Freia Turland	11-Feb-21	
	R Sutcliffe	Rowena Sutcliffe	11-Feb-21	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
St Joseph's Pre-school (Bristol)

**On accounts for the year  
ended**

31/08/2020

**Charity no  
(if any)**

1032557

**Set out on pages**

1- 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

**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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

C Marotta

**Date:**

11 Feb 2021

**Name:**

Concetta Marotta

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

AAT Level 4

**Address:**

1 Ella Close

Fishponds, Bistol

BS16 2NZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**