



Trustees' Annual Report for the period

From

Period start date

Day

Month

Year

1st

Sept

2020

To

Period end date

Day

Month

Year

31st

Aug

2021

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

Postcode

BS16 3QT

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		Commtee
4	Michelle George			Committee
5	Debbie White			Committee
6	Cathy Williamson			Committee
7	Anne Veira			Committee
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

These last 2 years have been like no other and families, businesses, governments, the world, have all been changed and affected, not least our small community at St Joseph's Pre-school.

Throughout, we have continued to provide care and education to under 5yr olds serving over fifty families in the local community during this time. We are proud to have continued with these services during the Pan-demic, adapting and changing rapidly with the momentum of the situation.

Our financial situation has ultimately been affected, and so cutbacks and belt tightening have been the order of the day. This has included not replacing some staff as they left and we were very sorry to lose some long serving staff at the start of the last academic year as they moved on to other things. Staffing numbers have remained consistent since then and we are happy to now be taking on two new staff. The staff have continued with various in house and external training. They are always 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). They are all now 'Zoom' experts!

Sadly, we were unable to have volunteers for most of this year and parent involvement was also severely restricted, but we adapted to using Zoom and other creative ways to keep people involved. We have been so glad to welcome parents back into the setting again in recent weeks, though caution will always need to be observed.

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

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 too.

This year the committee and staff have run several virtual events and activities to create social opportunities for our families and to raise funds for the pre-school. These included a Virtual Bingo Night, a Christmas Raffle, taking part in the Fishponds Sale Trail, a Mothers Day Cream Tea Delivery Service, visits from a Photographer, and a Sponsored Sunflower grow. We were also grateful for several monetary donations. So, this year we still managed to raise £1552.35 for

Achievements and performance

the pre-school which is higher than the previous year! These events were fun and well supported. New ideas and support with fundraising are always welcome as other running costs for the pre-school continue to soar. Our latest Crowdfunder Appeal is an attempt to recoup a small float that will stop us constantly going into the red and, whilst we know that a lot of this situation is also down to years of underfunding by the government, we have been humbled by the response to the appeal and feel so affirmed by the generosity and faith that our supporters have shown us. Thank you!

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.

As previously stated, our financial stability has been severely affected in the last year despite some limited support from the government, as running costs are still rising and numbers were much lower as parents remained cautious through all the lockdown periods. We were already depending more and more on fund raising to try and replace some of our tired and worn-out equipment, but these efforts were also 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 did manage to secure a little grant money last year and were able to make some claims back from the Government furlough initiative and SSP reclaims but not enough to cover all our losses. We therefore also took the decision to take out a short-term loan of £10000 to cover the shortfalls we were experiencing each month end and have now started a Crowdfunding Appeal to bridge this gap. Our increase in numbers this year should help this situation too.

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 10th Nov 2021



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	To	Period end date
	01/09/2020		31/08/2021

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 £
A1 Receipts					
Fundraising	1,553	-	-	1,553	1,843
NEG +GLF +other Gov funding	173,018	-	-	173,018	181,761
Capital Funding Grant+Donations	4,418	-	-	4,418	7,362
Fees	10,169	-	-	10,169	12,259
Sweatshirts/trips etc.	34	-	-	34	33
Wages repaid inc. Cleaner	2,182	-	-	2,182	1,435
Bank interest + ST Loan	10,000	-	-	10,000	-
Hall Renovation Fund		-	-	-	1,427
Sub total (Gross income for AR)	201,374	-	-	201,374	206,120
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	201,374	-	-	201,374	206,120
A3 Payments					
wages inc. Bank staff + pension	181,979	-	-	181,979	201,158
Inland Rev	11,932	-	-	11,932	13,098
Premises (rent)	9,204	-	-	9,204	9,099
Play Equipment	1,058	-	-	1,058	3,510
Food + Drink + Entertainer	449	-	-	449	1,070
Telephone + Internet	661	-	-	661	664
Uniform + office equipment	635	-	-	635	1,978
Insurance	997	-	-	997	972
Repairs/ maintenance/cleaning	1,175	-	-	1,175	1,346
Memberships and subscriptions	869	-	-	869	506
Admin+ office costs+postage	168	-	-	168	410
Accountancy + Bank Charges	56	-	-	56	230
BCC Bins	150	-	-	150	117
Staff Training/DBS	674	-	-	674	964
Hall Renovation Expenses	-	-	-	-	475
Other (Trip, fee refunds+defaults)	-	-	-	-	7,800
	210,007	-	-	210,007	243,397
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	210,007	-	-	210,007	243,397
Net of receipts/(payments)	- 8,633	-	-	- 8,633	- 37,277
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,247	2,902	-	31,149	68,426
Cash funds this year end	19,614	2,902	-	22,516	31,149

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	-
		-	-	-
		-	-	-
	Total cash funds	28,248	2,902	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	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	18,500	# monthly
	Rent	unrestricted	9,700	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	10-Nov-21	
	R Sutcliffe	Rowena Sutcliffe	10-Nov-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**

31/08/2021

**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 / 2021**.

**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:

10-Nov-21

Name:

Concetta Marotta

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

AAT Level 4

Address:

1 Ella Close

Fishponds, Bristol

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.