



**ST NICHOLAS PRESCHOOL TRUSTEES ANNUAL REPORT  
2019-2020**

**NORTH END BOWLING CLUB  
BERESFORD ROAD  
PORTSMOUTH  
PO2 0NG**

**CHARITY NUMBER 1034853**

**TRUSTEES**

Debbie Goodyear	Chairperson
Helen Doody	Treasurer
Michelle White	Secretary
Carly McNeil	Committee Member
Rebecca Hatton	Committee Member
Katie Harland	Committee Member

The trustees of St Nicholas preschool present their annual report and audited accounts for the year ended 31<sup>st</sup> March 2020 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

The preschool has been established since 1962 and has provided childcare for 2-3 generations of families within the community. We have also had long standing staff that have provided continuity throughout the years. Our OFSTED inspections has been rated Good.

**ST NICHOLAS PRESCHOOL AIMS**

The aim of our preschool is to provide a safe and welcoming environment for two, three and four year old children to learn and thrive in using the Early Years Foundation Stage to support children's learning through play and to prepare the children for starting school.

As an OFSTED registered early years provider we follow the Early Years Foundation Stage to provide learning development and care to the children who attend our setting. Children are taught through games and play.

**ST NICHOLAS PRESCHOOL OBJECTIVES**

Our objectives for the year:

- To continue settling into the new premises and develop the individual learning areas.
- To provide support to our children receiving EYPP, SEND and 2 Year Old funding
- To increase the number of children attending the setting
- Streamline administrative procedures
- Continue preparation for our Ofsted inspection

## **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

Our intake numbers for the 2019-20 period gradually increased in the year to 46 children on the role.

Our outdoor area has been improved during this period with a slight increase in space after moving some equipment around. New purchases for the outdoor area included a playhouse, tool bench and a sandpit that was kindly made by a parent of a child at the preschool.

Both the outdoor and indoor areas have been significantly improved with shelving and trolleys for the children to self-select resources and adding loose part to the children's small world play to enhance their imagination.

Invoicing was moved inhouse from the autumn term (September 2019) and the option for parents to pay their child's fees via online bank payment introduced.

5 members of preschool staff attended a loose parts training course in Essex. This was used to enrich the learning environment in the preschool. Our preschool purchased a training package from Portsmouth City Council Early Years to ensure all the staff have the opportunity of continued development.

We held a school leavers party in July 2019 to celebrate the children's achievements and attendance at St Nicholas Preschool before they headed off to big school. Jiggy Wrigglers provided the entertainment. We also held a Christmas party and Christmas Raffle for the children to enjoy and to raise some funds for preschool resources.

### **Staffing**

St Nicholas Preschool employ 12 members of staff, one supervisor responsible for the day-to-day running of the preschool, one deputy supervisor, one administrator, 8 permanent preschool assistants and one temporary preschool assistant.

- A preschool assistant started maternity leave January 2020.
- One preschool assistant is currently on long term leave and a decision was made to appoint a temporary member of staff to cover some sessions to ensure the staff:child ratio was maintained at all times.
- A temporary preschool assistant was recruited in January 2020 to cover maternity leave.

2 staff DBS checks and 2 committee member checks were carried out within this period

### **Fees**

Our preschool fees for 2019-20 is £4 per hour, £12 per session, £24 per day.

Our main income is from

Income from funding (Nursery Education Grant from our Local Authority) during 2019-2020 £85,082.52

Income from paying children fees during 2019-2020 £13,472.34

## **FUTURE PLANS**

We will continue to promote the preschool to bring new children into the setting, it is important for 2 year old's to join us as they remain with us for a number of years before heading to big school, which provides assurance of funds for the forthcoming years.

We aim to reduce the deficit and ensure the preschool remains viable for the future.

Our preschool will continue to provide education and support to all our families.

We recruit Trustees by canvassing parents by speaking to them directly and by sending regular newsletters and email drops to inform our families what role the committee play in the running of St Nicholas Preschool and asking for new member to join.

We hold our annual general meeting during the first term of the new academic year (September – December).

## **FINANCIAL REVIEW**

The preschool is not in debt to anyone.

The preschool has two bank accounts which are:

A current account used for outgoings such as staff wages, insurances, general day to day expenses, pension payments, bookkeeping, training, rent etc

A fundraising account where monies raised from fundraising activities and events are paid into. This is spent on resources, toy's and equipment for the preschool.

At the close of business on 31<sup>st</sup> March 2020 our current account total is £72,639.01

Funds allocated in current account are as follows:

Redundancy: £30102.91

3 months running costs at £8000: £24000.00

Early Years Pupil Premium £206.70 (2 children were entitled to this funding during 2019-2020)

At the close of business on 31<sup>st</sup> March 2020 our fundraising account total is £105.65

At the close of business on 31<sup>st</sup> March 2020 our cash account is £1592.13

For 2019-2020 a deficit was recorded of £7,807.81

The period of 2019-2020 was the preschools first full financial year in new premises. We feel the relocation contributed to the deficit in this set of accounts and measures are being put in place to reduce this figure over coming years.

Our biggest expenditure is staff wages, it is noted that our preschool assistants and administrator are paid minimum wage. We have two members of staff paid above minimum wage and that is the supervisor and the deputy supervisor.

Staff:child ratio that must be followed means we are limited on ways to reduce this expenditure.

Our rent remains at £8 per hour and totalled £10,640.00 for the year.

We raise money for preschool equipment through fundraising events such a fun- days, sponsor activities and raffles.

At times we receive Early Years Pupil Premium and SEND money that is specifically allocated to a child. This money is spent on equipment, staff training and resources to support the child concerned.

**St Nicholas Pre-School**  
**Accounts**  
**Year ended 31<sup>st</sup> March 2020**

**Officers**

Chairperson	Debbie Goodyear - From September 2018
Treasurer	Helen Doody
Secretary	Michelle White

**Committee**

Carly McNeil  
Rebecca Hatton  
Katie Harland

**INDEPENDENT EXAMINERS REPORT  
TO THE TRUSTEES OF ST. NICHOLAS' PRE-SCHOOL  
Registered charity number 1034853**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2020 which is set out on the following pages.

**Respective responsibilities of the trustees and examiner.**

As the Charity's trustees are responsible for the preparation of the accounts you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state on the basis of procedures specified in the general directions given by the Charity Commission under section 43(7)(b) of the Charities Act 1993, 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's 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 the 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.

**Independent examiner's statement.**

In connection with my examination no matter has come to my attention.

- 1 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 Act; and
  - to prepare accounts that accord with the accounting records and to comply with the accounting requirement of the Act.have not been met; or
- 2 To which in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

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A D Kidby FAIA  
4th August 2020

**St Nicholas Pre-School**  
**Balance Sheet**  
as at 31st March 2020

	as at 31 March 2020		as at 31 March 2019	
<b>Fixed Assets</b>				
Equipment				
1. Original cost	6,158.13		3,272.77	
2. Additions in year	1,012.70		2,885.36	
3. Accum depreciation	<u>-2,750.83</u>	4,420.00	<u>-2,258.13</u>	3,900.00
Office equipment				
1. Original cost	808.02		808.02	
2. Accum depreciation	<u>-608.02</u>	200.00	<u>-608.02</u>	200.00
		<u>4,620.00</u>		<u>4,100.00</u>
<b>Current Assets</b>				
Cash and savings				
Barclays current account	72,639.01		76,502.28	
Barclays Fundraising acct	105.65		2,944.51	
Cash account	1,592.13		273.99	
HMRC - SMP recoverable	718.98		0.00	
Debtor - monies due in	0.00		321.80	
Prepaid expenses	0.00		3,336.00	
	<u>75,055.77</u>		<u>83,378.58</u>	
<b>Current Liabilities</b>				
Other Current Liabilities				
Accrued expenses	330.00		325.00	
HMRC - tax/nic due	<u>0.00</u>		<u>0.00</u>	
	<u>330.00</u>		<u>325.00</u>	
Total - current assets less current liabilities		74,725.77		83,053.58
<b>NET ASSETS</b>				
	£	<u>79,345.77</u>	£	<u>87,153.58</u>
<b>EQUITY</b>				
General Fund		87,153.58		89,321.55
Net Deficit		-7,807.81		-2,167.97
	£	<u>79,345.77</u>	£	<u>87,153.58</u>

**St Nicholas Pre-School**  
**Profit Loss**  
**1st April 2019 to 31st March 2020**

	Apr 2019 - Mar 2020		Apr 2018 - Mar 2019	
<b>Income</b>				
Children's fees		13,472.34		16,304.15
Fundraising activities				
Other fundraising activities	389.56		697.17	
Donations and sponsorship	<u>0.00</u>	389.56	<u>49.50</u>	746.67
Grants received				
Per schedule attached		85,082.52		93,568.47
Sale of uniforms - surplus		0.00		1.26
Outings				
Trip money receipts	0.00		0.00	
Coaches and expenses	<u>0.00</u>	0.00	<u>0.00</u>	0.00
<b>Total Income</b>		<u><u>98,944.42</u></u>		<u><u>110,620.55</u></u>
<b>Expenses</b>				
Administrative expenses				
Advertising	40.27		165.80	
Depreciation toys and equipment	492.70		285.36	
Insurances	854.37		899.91	
Postage	30.60		13.45	
Repairs and software expenses	425.06		309.24	
Registration fees	141.00		141.00	
Stationery, print cartridges	1,511.55		2,121.27	
Telephone	<u>421.20</u>	3,916.75	<u>593.39</u>	4,529.42
General expenses				
Photography	40.00		120.86	
Paper towels and cleaning	142.65		322.81	
Memberships and subscriptions	124.16		206.88	
Music licence	103.20		100.20	
Miscellaneous expenses	209.36		264.02	
Discos, parties and snacks	<u>288.95</u>	908.32	<u>543.73</u>	1,558.50
Other financial expenses				
Bad debts	132.00		180.00	
Bank charges	304.91		76.28	
Loyalty reward	<u>-45.23</u>	391.68	<u>-15.28</u>	241.00
Payroll Expenses				
CRB checks	112.78		563.40	
Workplace pensions -staff & employer	1,540.16		673.07	
Staff training & early year's training	315.00		559.00	
Staff training & early year's training	120.00		868.00	
Staff wages net	83,861.94		87,693.33	
Staff national insurance & tax	3,004.15		4,087.35	
NIEA incentive	<u>-1,876.74</u>	87,077.29	<u>-1,707.66</u>	92,736.49

**St Nicholas Pre-School**  
**Profit Loss**  
**1st April 2019 to 31st March 2020**

Apr 2019 - Mar 2020

Apr 2018 - Mar 2019

**Expenses..... continued**

Professional fees				
Accountancy	335.00		330.00	
Payroll bureau	<u>532.50</u>	867.50	<u>593.50</u>	923.50
Rent of premises		10,784.00		11,584.56
Toys and craft materials		2,806.69		1,215.05
<b>Total Expenses</b>		<u><u>106,752.23</u></u>		<u><u>112,788.52</u></u>
<b>Net deficit</b>		£ <u><u>-7,807.81</u></u>		£ <u><u>-2,167.97</u></u>



## St Nicholas Pre-School Grants Received

		2019/20	2018/19	2017/18	2016/17	2015/16
<b>Grants received</b>						
08.04.2015	PCC - Spring final	0.00	0.00	632.85	492.90	5,266.34
23.04.2015	PCC - Summer term	35,775.48	43,288.54	49,931.70	36,758.00	31,611.00
30.06.2015	PCC - EY premium	0.00	0.00	0.00	620.10	392.73
03.09.2015	PCC - Autumn term	24,269.72	23,724.55	37,859.64	38,454.00	24,343.34
20.11.2015	PCC - EYPP aut	0.00	0.00	0.00	222.60	556.50
11.01.2016	PCC - Spring	25,037.32	26,555.39	33,734.52	25,675.05	39,279.58
		<u>85,082.52</u>	<u>93,568.48</u>	<u>122,158.71</u>	<u>102,222.65</u>	<u>101,449.49</u>
<b>Two year olds</b>						
28.05.2015	PCC - Summer 2015				3,593.85	6,431.10
26.10.2015	PCC - AUT				6,770.60	6,314.70
08.03.2016	PCC - Spring				5,601.75	5,441.70
					<u>15,966.20</u>	<u>18,187.50</u>
<b>3-4 year olds</b>						
07.04.2016	PCC - Spring 2016				5,621.12	0.00
<b>Totals</b>		<u>85,082.52</u>	<u>93,568.47</u>	<u>122,158.71</u>	<u>123,809.97</u>	<u>119,636.99</u>