

# **ST NICHOLAS PRESCHOOL TRUSTEES ANNUAL REPORT 2021-2022**

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

**CHARITY NUMBER 1034853**

## **TRUSTEES**

### **Debbie Goodyear**

Carly McNeil

Jane Skinner

AGM Nov 2021

Nadira Akhtar

AGM Nov 2021

Sophie White

AGM Nov 2021

### **Chairperson**

Committee Member

Treasurer

voted on at

Secretary

Voted on at

Committee Member

Voted on at

The trustees of St Nicholas preschool present their annual report and audited accounts for the year ended 31<sup>st</sup> August 2022 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

## **REVIEW OF ACTIVITIES AND ACHIEVEMENTS**

Due to a large number of children leaving in July 2021 to start school the preschool had a low intake of children starting September 2021, so staff's working hours had to be reduced until numbers increased which was after the Easter break 2022.

Fund raising again was affected due to the aftermath of the pandemic. The parents and children were encouraged to participate in sponsorship activities at home to raise funds. We also had an Easter raffle which was very successful in raising funds.

A Christmas party was held December 2021 which just the children attended.

A website was designed and set up by one of the committee members to promote the preschool more.

The preschool was inspected by OFSTED on 30<sup>th</sup> September 2021 and we were awarded a GOOD rating.

July 2022, we celebrated 60 years of being a preschool, in the morning we had a party for the children and invited present and past staff to an afternoon of celebrations and our local paper covered the story of this great achievement.

### **Staffing**

St Nicholas Preschool employ's 9 members of staff, one supervisor responsible for the day-to-day running of the preschool, one deputy supervisor, one administrator, 6 permanent preschool assistants.

6 staff DBS checks and 1 committee member (who was co-opted onto the committee July 2022).

### **Fees**

Our preschool fees for 2021-22 is £4 per hour, £12 per session, £24 per day for 3 and 4 year olds.

Our preschool fees for 2021-22 is £5 per hour, £15 per session, £30 per day for 2 year olds.

Our main income is from funding.

Income from funding (Nursery Education Grant from our Local Authority) during 2021-2022 £113,926

Income from paying children fees during 2021-2022 £17,589

## **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 continue to aim,

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. 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.

After the change to our financial year end we will now hold our Annual General Meeting during the Spring Term each year. The Next AGM will be held between January 2024 and March 2024.



**ST NICHOLAS PLAYGROUP**

Charity Number: 1034853

**Trustees' Annual Report and Financial Statements**  
**for the period ended 31<sup>st</sup> August 2022**

## ST NICHOLAS PLAYGROUP

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2022

<i>Charity name:</i>	ST NICHOLAS PLAYGROUP
<i>Registered charity number:</i>	1034853
<i>Charity principal address:</i>	North End Bowling Club Beresford Road Portsmouth PO2 0NG
<i>Our Preschool Committee:</i>  Debra Goodyear Jane Skinner Nadira Akhtar Sophie White Carly McNeil	Chairperson Treasurer Secretary Committee Member Committee Member

The Trustees present their annual report and financial statements for the period ended 31<sup>st</sup> August 2022.

The decision was made by committee to extend the financial year to run in line with the academic year. This will allow us to forecast our finances more precisely in the future. This means the 2021-2022 accounting period is 18 months long.

Our biggest expenditure continues to be staff wages however our preschool assistants and administrator are on the minimum wage with only the supervisor and deputy supervisor on a slightly higher rate.

Staff were required to reduce their hours from September 2021 – April 2022 due to the number of children being low. This helped us reduce the impact of the lower number of children at the beginning of the year.

At the end of the 2021/22 financial period, we had £91,850.58 in the main preschool account, £3,253.05 in the fundraising account and £481.09 in the cash account.

Outstanding children fees (still to be paid to us) at the end of August 2022 was £361.40.

Monies still to be paid into the bank – Learning Journey Money still held within preschool £195.00.

#### Preschool Fees and Funding Rates

	2 Year Olds	3+4 Year Olds
Preschool Fees	£5.00	£4.00
Funding Rate 2021-2022	£5.20	£4.30
Funding Rate 2022-2023	£5.38	£4.45

Our preschool resources are purchased from our fundraising account. Fundraising was limited in 2021-2022 due to Covid still having an impact on the setting. We are hoping to increase this for the 2022-2023 period.

6 members of staff had DBS checks and 1 one committee member.

Rent remained at £8.00 per hour – This is paid termly, previously being paid the term before/in advance however we now try to pay at the beginning of each term. We are expecting a rent review in 2023.

Stationery costs are something we are looking to reduce, the cost of ink being a large amount of the stationery expenditure. We are communicating with parents via email much more and current printing requirements are slowly reducing. Welcome packs, termly funding forms and colouring/activity sheets for the children are still being printed within preschool.

## **ST NICHOLAS PLAYGROUP**

### **TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> AUGUST 2022**

We have been successful in becoming a cashless setting with fees now being paid online. The only cash we take on site is Learning Journey contributions and Fundraising money.

We are looking to apply for a debit card for our preschool supervisor and deputy supervisor to use the fundraising account to buy resources instead of staff buying items personally and then having to wait for the money to be paid to them.

Financial considerations moving forward – As wages are our largest outgoing the increase in minimum wage and associated costs such as pension contributions will need to be carefully considered. Staff will be asked to reduce hours if child numbers reduce.

A new funding system is being introduced April 2023 which will show funding on a child basis which will enable clearer allocation of funds. Currently the system we have, and the remittance advice we receive from Portsmouth City Council does not show a breakdown of Funding, Early Years Pupil Premium and SEND money.

We continue to ensure the preschool finances are continually reviewed.

The annual report was approved by the Trustees of the charity and signed on its behalf by:

**Debra Goodyear**

**D Goodyear  
Chair**

**Date:** 26/06/2023

**Statement of Financial Activities**  
**For the period ended 31st August 2022**

	18 months to 31 August 2022 Total £	12 months to 31 March 2021 Total £
<b><u>Income</u></b>		
Donations	379	295
Fees	17,589	5,216
LA fees	113,926	83,835
Other income	1,117	7,129
Interest income	1	3
<b>Total Income</b>	<b>133,012</b>	<b>96,478</b>
<b><u>Expenditure</u></b>		
Staff costs		
Staff wages	107,737	77,639
Staff NI	561	4,116
Staff pension costs	2,107	1,409
SSP repayments received	-	- 4,200
Staff training & early year's training	-	246
Staff welfare	308	-
Staff training courses	905	762
Staff uniforms	-	28
Rent of premises	13,956	9,800
Administration expenses		
Telephone	622	421
Resources	1,812	902
Advertising	251	-
Insurance	949	955
Postage	11	154
Repairs and software expenses	-	51
Stationery	1,491	1,217
Cleaning	183	236
Memberships and subscriptions	350	150
Music licence	108	84
Miscellaneous expenses	368	305
SEND	814	-
Discos, parties and snacks	93	73
DBS checks	454	113
Registration fees	-	35
Depreciation toys and equipment	1,150	435
Other financial expenses		
Bank charges	265	91
Professional fees		
Accountancy	540	425
Payroll bureau	783	831
<b>Total Expenditure</b>	<b>135,818</b>	<b>96,278</b>
<b>Net income/(expenditure)</b>	<b>- 2,806</b>	<b>200</b>
Net movement in funds	- 2,806	200
<b>Reconciliation of funds:</b>		
Funds brought forward	79,546	79,346
<b>Total funds carried forward</b>	<b>76,740</b>	<b>79,546</b>

**Balance Sheet**  
**As at 31st August 2022**

		31 August 2022 £	31 March 2021 £
<b>Tangible fixed assets</b>	<b>3</b>	3,450	4,600
<b>Current assets</b>			
Debtors and accrued income		361	5,944
Cash at bank and in hand		95,780	102,020
		<u>96,141</u>	<u>107,964</u>
<b>Current liabilities</b>			
Accruals		480	420
Deferred Income		22,371	32,598
		<u>22,851</u>	<u>33,018</u>
Net current assets		<u>73,290</u>	<u>74,946</u>
<b>Net assets</b>		<u>76,740</u>	<u>79,546</u>
<b>Funds</b>			
Unrestricted funds		<u>76,740</u>	<u>79,546</u>
<b>Total funds</b>		<u>76,740</u>	<u>79,546</u>

The financial statements were approved by the Trustees and signed on their behalf by:

**Debra Goodyear**

D Goodyear

Date: 26/06/2023



**Notes to the financial statements**  
**For the period ended 31st August 2022**

**1. Accounting policies:**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued in October 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

St Nicholas Playgroup meets the definition of a public benefit entity under section 34 of FRS102. Assets and liabilities are initially recognised at historical cost or transactional value, unless otherwise stated in the relevant accounting policy.

**2. Employees**

Average number of employees in the year was 9 (2021: 9).

There are no employees who received total employee benefits or more than £60,000 (2021: £60,000).

No trustees received remuneration or were reimbursed for expenses in the year (2021: Nil).

**3. Tangible Fixed Assets**

	<b>Equipment</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
<b>Cost</b>			
At 1 April 2021 and 31 August 2022	808	7,586	8,394
<b>Depreciation</b>			
At 1 April 2021	608	3,186	3,794
Charge for the period	50	1,100	1,150
At 31 August 2022	658	4,286	4,944
<b>Net book values</b>			
At 31 August 2022	150	3,300	3,450
At 31 March 2021	200	4,400	4,600

**Independent Examiner's Report to the Trustees of St Nicholas Playgroup**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> August 2022 which are set out on pages 3 to 5.

**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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



.....  
Kerry Lawrance FCA

Date: 26th June 2023

Compass Accountants Limited  
Venture House, The Tanneries  
East Street, Titchfield, Hants.  
PO14 4AR



**ST NICHOLAS PLAYGROUP**

Charity Number: 1034853

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