

**MONTROSE PRE-SCHOOL**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31st AUGUST 2022**

Montrose Pre-School,  
The Methodist Church,  
Locket Road,  
Wealdstone,  
HA3 7ND

Telephone 020 8863 5800

Mobile 07940 439 255

Website [www.montrosepreschool.co.uk](http://www.montrosepreschool.co.uk)

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Registered Charity Number 1037511

Early Years Alliance Member 8986

Ofsted Registration 509061



# **MONTROSE PRE-SCHOOL**

## **OFFICERS DURING THE YEAR ENDED 31 AUGUST 2022**

### **TRUSTEES**

**Chair : Aelwyn Taylor** (From 1.4.14)  
**Adetutu Alafe-Aluko** (From 1.9.17 to 6.4.22)  
**Susan Aldridge** (From 19.3.19)  
**Elizabeth Allner** (From 29.1.19)  
**David Foinette** (From 12.3.11)  
**Christine Messenger** (From 9.2.16)  
**David Nixon** (From 30.5.22)  
**Anne O'Keefe** (From 10.3.22)  
**Sailesh Shah** (From 29.1.19)

### **STAFF**

**Claire O'Driscoll : Manager**  
**Julie Curd : Deputy Manager**  
**Sora Shwayish**  
**Nina Comben**  
**Katie Chambers**  
**Jack Curd**

### **JOINT TREASURERS**

**David Foinette**  
**Sailesh Shah**

### **BANKERS**

**Barclays Bank plc,**

### **INDEPENDENT EXAMINER**

**Matthew Upton**

### **CONSTITUTION**

**The Early Years Alliance,  
Pre-school Constitution 2008**

## **TRUSTEES REPORT FOR THE YEAR ENDING 31st AUGUST 2022**

### **The Charity and Trustees**

Montrose Pre-School is an independent unincorporated charity reporting to the Charity Commission and OFSTED (Office for Standards in Education) and is a member of the Early Years Alliance, an organisation promoting good practice among all types of child carers, including Pre-Schools. Montrose Pre-School is governed by the Board of Trustees, with day to day responsibility undertaken by the Pre-School's Manager. Historically, Trustees have been recruited from the parents of children attending the Pre-School; from among the members of Wealdstone Methodist Church, in whose premises the Pre-School operates; and others in the local community with relevant skills. Its constitution is the Early Years Alliance Constitution 2008.

### **Aims and Objectives**

The Pre-School aims to provide a happy, safe, and effective learning environment for children from the local community. The size of the premises restricts the number of children at any one time to 18, so the fact that both morning and afternoon sessions operate five days a week, significantly increases the number of children who can be offered places. The Trustees believe that they are meeting their obligation to assist the wider community by the Pre-School promoting and fostering working partnerships with children's parents or carers; ensuring equal opportunities for all; and including those from disadvantaged backgrounds, or having special needs. The Trustees have paid due regard to the guidance issued by the Charity Commission on public benefit.

### **Safeguarding, Equality and Recruitment**

All Trustees and staff are subject to enhanced Disclosure and Barring Service (DBS) checks. Where a person has not had the relevant DBS check, (for example a parent wishing to assist at a session on a one off basis), they are accompanied at all times by a staff member.

It goes without saying that there is no bar to any Trustee, staff member, parent or pupil attending the Pre-School on the grounds of race, religion, gender, sexual orientation, or disability.

Parents may apply for their child's place at any time, and need to show that either they qualify for assistance from the local authority, or can fund the sessions themselves.

### **Pay Policy and Equality**

Staff during their probationary period are paid at the rate of the Living Wage. Upon concluding their probation the pay is increased depending on the grade and responsibility of the post. This applies equally to male and female staff.

It is regretted that grants have not kept pace with inflation, and no salary increases are envisaged for the coming school year commencing this September.

## **Trustees Report for the Year Ending 31st August 2022 Continued**

### **Trustee Responsibilities**

The Trustees accept that they must act strictly in accordance with the charity's constitution; act only in the charity's interests; take a long term view of the charity's operations; not to derive any personal gains from the charity; and to seek professional advice on matters which they are not competent to administer.

The Trustees are responsible for preparing the annual report and financial statements. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that financial statements comply with relevant legislation. The Trustees are also responsible for taking reasonable steps for the prevention and detection of fraud and any other irregularities.

### **Risks**

The Trustees recognise three areas of risk to their operation.

Firstly, the charity is almost completely dependent upon grants from the local authority for its operation. If the rate per student were to be reduced, or the rates not raised in line with inflation, the charity would face an acute crisis. It is unlikely that a sufficient number of parents paying the full cost per child could be found, and even if the number were found, this would conflict with the objective to meet special and social needs in the local community.

Second, a number of local schools have nursery classes within their school premises. The Pre-School does not always have a waiting list of pupils. If the full complement of morning and afternoon places were not to be filled, the viability of the Pre-School would be seriously affected.

Third, the Pre-School occupies the premises under an annual licence from Wealdstone Methodist Church. It would be possible, if the Church required the premises for other uses, for it to give three months notice to end the licence. In view of the links between the Church and the Pre-School, the Trustees feel that this eventuality is unlikely.

### **Reserves**

Since inception the policy has been to build up an amount in reserve equal to six months operating expenses, and to include a figure for the costs of staff redundancy pay. Under the Church Licence the Pre-School is responsible for the removal of some external equipment for which the current estimated cost is £2,300. The current reserve target this year is £86,190 against £86,350 for last year. The Trustees regret to report that for the second year in succession the target reserve has not been reached. For the year just ended a surplus of £961 was recorded, £167 in the General Fund and £794 in the Inclusion Fund. We are deeply grateful for the way in which all staff have responded to the challenges, in particular in raising extra funds for the Pre-School in their own time, turning a loss into a small surplus.

**Aelwyn Taylor (Chair of Trustees)**

## **Trustees Report for the Year Ending 31st August 2022 Continued**

### **Managers Report**

The Autumn Term began on a positive note in many ways. Firstly, all restrictions following the Covid Pandemic, were lifted, so the Pre-School could open as normal. I, Claire, returned to work full time following the all clear and recovery from cancer. We started with twenty-five children on the register for morning and afternoon sessions, which was quite a high number for the Autumn term. These numbers have continued to grow throughout the year, and we were pretty much at full capacity by the Easter term.

There was one fly in the ointment, and that was our finances. We were struggling following the pandemic and needed to build up our funds so that we could survive and continue to operate as a pre-school. The team rallied as usual and began to develop ideas to fund raise for much needed resources. We started with a coffee morning on a Saturday in October and managed to raise over £450. This was achieved by hiring a bouncy castle and being much more creative with the activities we had on offer. We also had lots of support from the families who had been attending the setting the previous year, and from members of Wealdstone Methodist Church who donated generously. We did a few more coffee mornings with our parents, and a quiz night where we had lots of support from our own families but unfortunately little support from the families using the setting. We also had a very generous parent who did raise funds independently on our behalf, and managed to raise money to buy musical instruments and books.

Our young male worker, Jack, who had been with the team since Spring 2021 began his apprenticeship in October 2021. He began his studies in Level 2 in Early Years Education at Harrow College and attends a day a week. For the remaining four days he works at the setting as part of the team. Jack is a very popular member of staff especially with the children and has proved to be a very positive addition to the team and a valued role model for the children. By employing Jack the management team have been freed up to do some valuable work with those children with Special Needs. Unfortunately, we have had some problems receiving the apprenticeship payments from the government and this is in appeals process at the date of this report. Jack is continuing next year to do his Level 3 and thankfully we can continue to employ him.

One other positive from this year was our bid for Block Inclusion Funding. We put in a bid for over £4,000 and we were successful in our bid. We managed to buy and install a canopy which gives us more cover in our outside area (both in winter and in summer). We also bought a giant sand pit which is a permanent fixture in our garden and has provided several hours of fun for all the children. We also managed to purchase lots of new SEN equipment and toys for all the children.

As we come to the end of the school year I am glad to report that financially we seem to be doing much better. We have a number of children returning in September and we have some new starters as well. We have had lots of enquiries for places and we are currently going through our waiting list in order to make offers.

Here's to a happy and prosperous new school term.

**Claire O'Driscoll**

**Manager**

# MONTROSE PRE-SCHOOL

## ACCOUNTS TO 31st AUGUST 2022

### STATEMENT OF FINANCIAL ACTIVITIES

	2021/22			2020/21
	General Funds	Inclusion Funds	Total Funds	Total Funds
<b>INCOMING RESOURCES</b>	£	£	£	£
London Borough of Harrow	98,668	-	98,668	103,114
Inclusion Funding	-	10,000	10,000	10,149
SEN Block Grant	-	4,292	4,292	-
Fees	2,350	-	2,350	-
Employment Allowance	3,816	-	3,816	4,468
Interest Received Deposit Fund	183	-	183	120
Money for Lunches	860	-	860	450
Money-raising Events	1,039	-	1,039	-
Apprentice Grants	-	2,000	2,000	-
<b>Total Incoming Resources</b>	<b>106,916</b>	<b>16,292</b>	<b>123,208</b>	<b>118,301</b>
<b>RESOURCES EXPENDED</b>				
<b>Staff Costs</b>	£	£	£	£
Wages	83,637	12,599	96,236	96,566
National Insurance	5,562	-	5,562	6,136
Pension Contributions	2,509	-	2,509	2,661
Training	473	-	473	495
DBS Fees	16	-	16	260
<b>Total Staff Costs</b>	<b>92,197</b>	<b>12,599</b>	<b>104,796</b>	<b>106,118</b>
<b>Administration Costs</b>	£	£	£	£
Rent	6,300	-	6,300	5,700
Landline, Broadband & Mobile Phone	948	-	948	910
Printing & Stationery	1,136	-	1,136	797
Insurance	627	-	627	507
Computerised Payroll	1,333	-	1,333	734
Quickbooks	302	-	302	264
Registration and E.Y.A Membership	106	-	106	106
Costco	94	-	94	94
OFSTED Membership	50	-	50	50
Data Protection	35	-	35	35
Independent Examination	100	-	100	75
Sundries	394	-	394	238
<b>Total Administration Costs</b>	<b>11,425</b>	<b>-</b>	<b>11,425</b>	<b>9,510</b>
<b>Activities</b>	£	£	£	£
Cost of Lunches	794	-	794	464
PPE Equipment	-	-	-	63
Stores/Supplies/Toys/Educational	991	-	991	1,119
SEN Inclusion Costs	-	2,899	2,899	-
Inclusion Activity Costs	-	-	-	1,200
<b>Total Activity Costs</b>	<b>1,785</b>	<b>2,899</b>	<b>4,684</b>	<b>2,846</b>
<b>Depreciation of Play Area equipment</b>	<b>1,342</b>	<b>-</b>	<b>1,342</b>	<b>1,128</b>
<b>Total Resources Expended</b>	<b>106,749</b>	<b>15,498</b>	<b>122,247</b>	<b>119,602</b>
<b>Net (-Outgoing) Incoming Resources</b>	<b>167</b>	<b>794</b>	<b>961</b>	<b>-1,301</b>
<b>Balances Brought Forward at 1st September 2021</b>	<b>80,172</b>	<b>-</b>	<b>80,172</b>	<b>81,473</b>
<b>Balances Carried Forward at 31st August 2022</b>	<b>80,339</b>	<b>794</b>	<b>81,133</b>	<b>80,172</b>

# MONTROSE PRE-SCHOOL

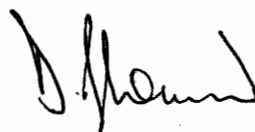
BALANCE SHEET AS AT 31st AUGUST 2022

	General Funds	2021/22 Restricted Funds	Total Funds	2020/21 Total Funds
	£	£	£	£
<b>CURRENT ASSETS</b>				
<b>Fixed Assets</b>				
Outdoor Equipment at Cost	9,811	-	9,811	8,418
Less Depreciation	7,127	-	7,127	5,785
<b>Net Fixed Assets</b>	<b>2,684</b>	<b>-</b>	<b>2,684</b>	<b>2,633</b>
<b>Cash</b>				
In Hand	231	-	231	326
Current Account : Barclays Bank	9,874	-	9,874	8,154
Affirmative Deposit Fund	67,245	-	67,245	70,109
<b>Total Cash</b>	<b>77,350</b>	<b>-</b>	<b>77,350</b>	<b>78,589</b>
<b>Debtors</b>				
Sundry Debtors	1,133	794	1,927	-
<b>Total Current Assets</b>	<b>81,167</b>	<b>794</b>	<b>81,961</b>	<b>81,222</b>
<b>Less: Current Liabilities</b>				
Inland Revenue	728	-	728	471
NEST	-	-	-	408
Independent Examiner	100	-	100	75
Sundry Creditors	-	-	-	96
<b>Total Current Liabilities</b>	<b>828</b>	<b>-</b>	<b>828</b>	<b>1,050</b>
<b>Net Assets Equal to Funds</b>	<b>80,339</b>	<b>794</b>	<b>81,133</b>	<b>80,172</b>

These Accounts were approved by the Trustees at their meeting on

23/3/23

Signed:

  
Treasurer



## **MONTROSE PRE-SCHOOL**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022**

#### **1. Accounting Standard**

The Financial Statements have been prepared in accordance with *Accounting and Reporting by Charities : Statement of Recommended Practice (SORP 2019)*, the *Financial Reporting Standard FRS102*, and *Charities Reporting Regulations SI 321*.

#### **2 Public Benefit Entity**

Montrose Pre-School meets the definition of a public benefit entity under FRS102. Assets and Liabilities are recognised at historical cost.

#### **3. Basis**

These accounts have been prepared on the basis of historical cost. Accruals basis has been used.

#### **4. Content**

The financial information presented is relevant, reliable, and complete. The accounts are expressed in Pounds Sterling, rounded to the nearest pound.

#### **5. Going Concern**

Based on the monetary and human resources available at 31 August 2022, the trustees believe that the Pre-School is a going concern.

#### **6. Income Recognition**

Income is brought into the accounts when it is more likely than not that the economic benefit will be forthcoming. The trustees expect to receive a government grant of £1,500 for appointing an apprentice from 1st September 2021 who remains in our employment at 31st August 2022. Provision has been made in these accounts for this grant. The value of volunteer help is not recognised. If items are donated, the value will be shown in the notes to the accounts if the value is considered material.

#### **7. Expenditure and VAT**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Pre-School to pay out resources. The Pre-School is not VAT registered. All input VAT is charged with the expense to which it relates.

#### **8. Fixed Assets**

The Pre-School owns no land or buildings. Outdoor Equipment has been capitalised, and is depreciated at 33% per annum on the reducing balance as it is stored outside without cover. Other equipment assets have not been capitalised as no one item is worth more than £500. (2021-£500.)

Fixed Asset additions in the year were £1,393 (2021-£Nil). As a result, the cost value of Fixed Assets as at 31st August was £9,811 (2021-£8,418). The depreciation charge in the year was £1,342 (2021-£1,128). As a result, cumulative depreciation as at 31st August 2022 was £7,127 (2021-£5,785). The Net Book Value of Fixed Assets as at 31st August 2022 was therefore £2,684 (2021-£2,633).

## **Notes to the Accounts for the Year Ended 31st August 2022 Continued**

### **9. Bank and Cash**

The liquid funds of bank and deposit fund balances are shown at their realisable value.

### **10. Receivables**

Debtors are stated at the amount owed to the Pre-School, including at the current year end the grant referred to in Note 6 above £1,927, (2021- £Nil).

### **11. Fee for Examination of the Accounts**

The fee for reporting on the accounts is £100. (2021- £75).

### **12. Payables**

Sundry Creditors are recognised at settlement amount after discount, or accrued. 2022 £Nil. (2021- £96).

### **13. Trustees**

None of the Trustees or persons connected with them received any remuneration or other benefits from the Pre-School as a result of their office during the year.

### **14. Restricted Funds**

From time to time monies are received for strictly specific use. The related receipts and payments are recorded in a separate column of the SOFA. The amount received during the year for Inclusion Funding was £14,292. (2021- £10,149).

### **15. Staff**

Six staff were employed for the 39 weeks of the school year plus holiday weeks, three on a part-time basis. (2020 - 2021 Five staff were employed for the 38 weeks of the school year plus holiday weeks, three staff were employed on a part time basis).

### **16. Holidays**

Staff who work the full week receive Bank Holidays and 20.6 days of paid leave. Staff who work less than the full working week receive Bank Holidays and an appropriate proportion of 20.6 days of paid leave. The remaining part of the year is unpaid leave.

### **17 Training**

Staff are encouraged to undertake in work training, and are paid to attend approved courses.

### **18. Pensions**

The Pre-School is a member of the National Employment Savings Trust (NEST). This is a defined contributions scheme. Eligible staff are automatically enrolled into the scheme; other staff may join voluntarily. Current rates of contribution are staff 5% and employer 3%.

## Notes to the Accounts for the Year Ended 31st August 2022 Continued

### 19. Wages and Associated Costs

	2021-22 £	2020-21 £
Gross Pay	96,236	96,566
Employers National Insurance Contributions	5,562	6,136
Employers Pension Contributions to NEST	2,509	2,661
	<u>104,307</u>	<u>105,363</u>
Average weekly contractual hours for staff	<u>28.79 hours</u>	<u>30.04 hours</u>

The average figures ignore the effect on actual working of Covid 19 restrictions.

### 20. Reserves Policy

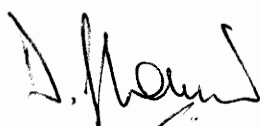
It has always been the policy to create a reserve equal to six months running costs, first achieved in the year 2014-2015., plus an element equal to the statutory redundancy pay entitlement of staff members in post at the date of the year end. This redundancy element has fallen this year, following the resignation of a long serving staff member. The current position is as follows:

	2021-22 £	2020-21 £
Six months running expenses	61,124	59,800
Redundancy for staff	22,766	24,550
Delapidations	2,300	2,000
<b>Target Reserve</b>	<u>86,190</u>	<u>86,350</u>
<b>Reserve Funds</b>	<u>81,133</u>	<u>80,172</u>
<b>(-Shortfall)</b>	<u>-5,057</u>	<u>-6,178</u>

### 21. Declaration

#### Treasurer

I confirm that these accounts have been prepared from the records of the Montrose Pre-School and that they include all funds under the control of the Pre-School Trustees.



David Foinette (Treasurer)

Date 23/3/23

## MONTROSE PRE SCHOOL

### INDEPENDENT EXAMINERS UNQUALIFIED REPORT

#### Independent Examiner's Report to the Trustees of Montrose Pre School.

I report on the accounts of the Montrose Pre School, Charity Number 1037511, for the year ended 31 August 2022 which are set out on the accompanying pages 7 to 11.

#### Responsibilities and Basis of Report.

As the preschool'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 pre-school accounts carried out under section 145 of the 2011 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 my examination, which gives me reasonable cause to believe that in any material respect

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records, or
- comply with the applicable requirements concerning the the form and the 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.

Signed:



Date: 23/03/23

Matthew Upton CA,  
40 The Avenue,  
Watford,  
Hertfordshire,,  
WD17 4NS