

**MONTROSE PRE-SCHOOL**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31st AUGUST 2023**

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)

email: [montrosepreschool@yahoo.com](mailto:montrosepreschool@yahoo.com)

Registered Charity Number 1037511

Early Years Alliance Member 8986

Ofsted Registration 509061

# **MONTROSE PRE-SCHOOL**

## **OFFICERS DURING THE YEAR ENDED 31 AUGUST 2023**

### **TRUSTEES**

**Chair** : Aelwyn Taylor (From 1.4.14)  
Susan Aldridge (From 19.3.19)  
Elizabeth Allner (From 29.1.19)  
Joy Drummond (From 17.3.23)  
David Foinette (From 12.3.11)  
**Christine Messenger** (From 9.2.16 to 31.12.22)  
David Nixon (From 1.5.22)  
Anne O'Keefe (From 10.3.22 to 21.3.23)  
Sailesh Shah (From 21.1.19)

### **STAFF**

Claire O'Driscoll : Manager  
Julie Curd : Deputy Manager  
Katie Chambers  
Nina Comben  
Jack Curd (to 31.8.23)  
Sora Shwayish (to 31.8.23)

### **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 2023**

### **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.

### **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.

## **Trustees Report for the Year Ending 31st August 2023 Continued**

### **Trustee Responsibilities Continued**

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 five 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, the Pre-School has competition for pupils from other pre-schools in the area, and also schools with nursery classes. If the full compliment 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.

Fourth, the risk to governance as it is increasingly difficult to recruit volunteers from the parent group, the community or the church to become Trustees of the charity, especially those with expertise such as that required by a Treasurer.

Fifth, the need to ensure that staffing ratios are maintained at all times. Montrose Pre-School is very fortunate in having a stable and loyal, hardworking team of staff, but if a vacancy were to occur for any reason, there is a risk of being unable to fill it satisfactorily because of a skills shortage in the sector and the financial constraints already identified.

### **Reserves and Financial Result**

The Trustees regret to report that in the year just ended, and despite every effort by the staff and the committee, the Pre-School has recorded a shortfall of £8,621. This disappointingly left the accounts £17,897 short of the reserve target that has been set (See Note 21). Outgoings have been increased by the continuing effects of the Covid pandemic and inflation affecting the running costs while the amount of grant received for each child attending the Pre-School has not grown significantly. The number of children that can be enrolled is limited by the size of the premises which also affects the ability to cover costs. The trustees will carefully monitor these ongoing financial challenges in the coming year.

**Aelwyn Taylor (Chair of Trustees)**

## MANAGER'S REPORT FOR THE YEAR ENDING 31st AUGUST 2023

The Autumn term began on a positive note with 25 children on our register. This was across both the morning and afternoon sessions. Unfortunately, due to the present economic and housing crisis, some of our families moved out of the area and as a result our numbers of children fluctuated over the Autumn term. We did manage to maintain a reasonable number of children, but we soon realised that we were struggling financially.

The team rallied and began to think of ways that we could raise much needed funds. One of the ideas was to have a family fun day, where our families could become involved and be part of the journey. We managed to secure a sponsorship from a local company which enabled us to hire a bouncy castle for the day and they also supplied us with some excellent prizes such as premiership football tickets for both Chelsea and Manchester United home games. We had a good day with much needed involvement from our families and we managed to raise over £600. Our Pre-school committee members also held coffee mornings for us and raised much needed funds, which we are thankful for.

We also saw the need to publicise our Pre-school more and some committee members managed to get us on social media so that we were easily found when doing a Google search. This led to some good reviews from both past and present families using the Pre-school. We also updated our Website and Facebook pages, and we are now on Instagram.

Spring Term began on a positive note with Jack (our apprentice) completing Level 2 and getting a distinction. He then began Level 3 in the second half of the spring term. He now attends college every Friday and works for the other four days. Sadly for us, Jack decided on a career change, and left us at the end of August.

Unfortunately, the Spring Term also brought some bad news, which was the return of my cancer. This meant that yet again I would have to take time off and yet again it involved surgery and another chemotherapy treatment plan. Luckily that is now behind me, and I have recently had the all clear. The consequence of my absence meant that Julie had to take on the management role yet again and staff who had left agreed to return to cover where necessary. Staff worked tirelessly as the numbers started to increase and the workload became heavier. I continued to work from home as I was not allowed to return due to my delicate immune system.

Summer Term brought better news with the numbers increasing to almost full. The staff also signed up to a new portal system called Elog. This enabled them to log children's progress on a portal system which could be shared with parents online and they could become engaged by adding their comments and views. It automatically tracks the individual child's progress so in some ways is cutting down some of the workload for staff.

Summer term also brought much needed fun time with the celebration of the Coronation. The children enjoyed doing art activities to do with the royal family and were happy to celebrate with a tea party which included lots of food and fun activities with party games and music.

The term ended with a picnic in the park for all the families and staff.

**Claire O'Driscoll**

# MONTROSE PRE-SCHOOL

## ACCOUNTS TO 31st AUGUST 2023

### STATEMENT OF FINANCIAL ACTIVITIES

	2022/23			2021/22
	General Funds	Inclusion Funds	Total Funds	Total Funds
<b>INCOMING RESOURCES</b>	£	£	£	£
London Borough of Harrow	92,496	-	92,496	98,668
Inclusion Funding	-	4,900	4,900	10,000
SEN Block Grant	-	-	-	4,292
Fees	3,035	-	3,035	2,350
Employment Allowance	5,289	-	5,289	3,816
Interest Received Deposit Fund	2,130	-	2,130	183
Money for Lunches	1,085	-	1,085	860
Money-raising Events	1,111	-	1,111	1,039
Apprentice Grants	-	2,000	2,000	2,000
<b>Total Incoming Resources</b>	<b>105,146</b>	<b>6,900</b>	<b>112,046</b>	<b>123,208</b>
<b>RESOURCES EXPENDED</b>				
<b>Staff Costs</b>	£	£	£	£
Wages	87,201	9,746	96,947	96,236
National Insurance	5,937	-	5,937	5,562
Pension Contributions	2,425	-	2,425	2,509
Emergency Cover	317	-	317	-
Training	170	-	170	473
<b>Total Staff Costs</b>	<b>96,050</b>	<b>9,746</b>	<b>105,796</b>	<b>104,780</b>
<b>Administration Costs</b>	£	£	£	£
Rent	6,300	-	6,300	6,300
Landline, Broadband & Mobile Phone	1,160	-	1,160	948
Printing & Stationery	1,367	-	1,367	1,136
Insurance	642	-	642	627
Computerised Payroll	1,442	-	1,442	1,333
Quickbooks	324	-	324	302
Registration and E.Y.A Membership	112	-	112	106
eyLog	390	-	390	-
Costco	94	-	94	94
OFSTED Membership	50	-	50	50
Data Protection	35	-	35	35
Independent Examination	100	-	100	100
Sundries	552	-	552	410
<b>Total Administration Costs</b>	<b>12,568</b>	<b>-</b>	<b>12,568</b>	<b>11,441</b>
<b>Activities</b>	£	£	£	£
Cost of Lunches	983	-	983	794
Stores/Supplies/Toys/Educational	426	-	426	991
SEN Inclusion Costs	-	-	-	2,899
<b>Total Activity Costs</b>	<b>1,409</b>	<b>-</b>	<b>1,409</b>	<b>4,684</b>
<b>Depreciation of Play Area equipment</b>	<b>894</b>	<b>-</b>	<b>894</b>	<b>1,342</b>
<b>Total Resources Expended</b>	<b>110,921</b>	<b>9,746</b>	<b>120,667</b>	<b>122,247</b>
<b>Net (-Outgoing) Incoming Resources</b>	<b>-5,775</b>	<b>-2,846</b>	<b>-8,621</b>	<b>961</b>
<b>Transfer Between Funds</b>	<b>-2,052</b>	<b>2,052</b>	<b>-</b>	<b>-</b>
<b>Balances Brought Forward at 1st September 2022</b>	<b>80,339</b>	<b>794</b>	<b>81,133</b>	<b>80,172</b>
<b>Balances Carried Forward at 31st August 2023</b>	<b>72,512</b>	<b>-</b>	<b>72,512</b>	<b>81,133</b>

# MONTROSE PRE-SCHOOL

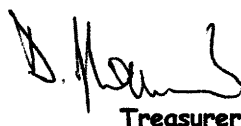
## BALANCE SHEET AS AT 31st AUGUST 2023

		2022/23 General Funds	2022/23 Restricted Funds	Total Funds	2021/22 Total Funds
		£	£	£	£
<b>CURRENT ASSETS</b>					
<b>Fixed Assets</b>					
Outdoor Equipment at Cost		9,811	-	9,811	9,811
Less Depreciation		8,021	-	8,021	7,127
<b>Net Fixed Assets</b>	(Note 8)	<b>1,790</b>	<b>-</b>	<b>1,790</b>	<b>2,684</b>
<b>Cash</b>					
In Hand		205	-	205	231
Current Account : Barclays Bank		4,881	-	4,881	9,874
Affirmative Deposit Fund		65,052	-	65,052	67,245
<b>Total Cash</b>	(Note 9)	<b>70,138</b>	<b>-</b>	<b>70,138</b>	<b>77,350</b>
<b>Debtors</b>					
Sundry Debtors	(Note 10)	370	-	370	1,927
Uniform Stocks	(Note 11)	1,256	-	1,256	-
<b>Total Debtors</b>		<b>1,626</b>	<b>-</b>	<b>1,626</b>	<b>1,927</b>
<b>Total Current Assets</b>		<b>73,554</b>	<b>-</b>	<b>73,554</b>	<b>81,961</b>
<b>Less: Current Liabilities</b>					
Inland Revenue		942	-	942	728
NEST		-	-	-	-
Independent Examiner	(Note 12)	100	-	100	100
Sundry Creditors		-	-	-	-
<b>Total Current Liabilities</b>	(Note 13)	<b>1,042</b>	<b>-</b>	<b>1,042</b>	<b>828</b>
<b>Net Assets Equal to Funds</b>		<b>72,512</b>	<b>-</b>	<b>72,512</b>	<b>81,133</b>

These Accounts were approved by the Trustees at their meeting on

20/3/24

Signed:

  
Treasurer

# **MONTROSE PRE-SCHOOL**

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023**

### **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 2023, 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 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. (2022-£500.)

Fixed Asset additions in the year were £Nil (2022-££1,393). The cost value of Fixed Assets as at 31st August was £9,811 (2022-£9,811). The depreciation charge in the year was £894 (2022-£1,342). As a result, cumulative depreciation as at 31st August 2023 was £8,021 (2022-£7,127). The Net Book Value of Fixed Assets as at 31st August 2023 was therefore £1,790 (2022-£2,684).



**9. Bank and Cash**

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

**10. Debtors**

Debtors are stated at the amount owed to the Pre-School £370, (2022- £1,927).

**11. Stocks**

Uniforms will be used from 1st September 2023 for the first time. Parents will meet the cost. Stocks have been ordered to be ready for the new term. £1,256 (2022 £Nil).

**12. Fee for Examination of the Accounts**

The fee for reporting on the accounts is £100. (2022 £100).

**13. Payables**

Sundry Creditors are recognised at settlement amount after discount, or accrued. 2023 £Nil. (2022- £Nil).

**14. 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.

**15. 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 Restricted Activity was £4,900. (2022- £14,292).

**16. Staff**

Six staff were employed for the 39 weeks of the school year plus holiday weeks, three on a part-time basis. (2021 - 2022 Six staff were employed for the 39 weeks of the school year plus holiday weeks, three staff were employed on a part time basis).

**17. 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.

**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 2023 Continued

### 19 Training

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

20. Wages and Associated Costs	2022-23 £	2021-22 £
Gross Pay	96,947	96,236
Employers National Insurance Contributions	5,937	5,562
Employers Pension Contributions to NEST	2,425	2,509
	-----	-----
	105,309	104,307
	=====	=====
Average weekly contractual hours for staff	30.21 hours	28.79 hours
	=====	=====

### 21. Reserves Policy

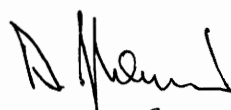
It has always been the policy to create a reserve equal to six months running costs, first achieved in the year 2014-2015., plus an element equal to the statutory redundancy pay entitlement of staff members in post at the date of the year end. In addition the Pre-School is contracted to remove outdoor equipment, should the premises at the church cease to be used.

	2022-23 £	2021-22 £
Six months running expenses	60,233	61,124
Redundancy for staff	27,826	22,766
Delapidations	2,350	2,300
	-----	-----
Target Reserve	90,409	86,190
Reserve Funds	72,512	81,133
	-----	-----
(-Shortfall)	-17,897	-5,057
	=====	=====

### 22. 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 20/3/24

## **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 2023 which are set out on the accompanying pages 5 to 9

#### **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 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: 08/04/24

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