

ST JAMES' PRE-SCHOOL MUSWELL HILL
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Sayers Butterworth LLP

ST JAMES' PRE-SCHOOL MUSWELL HILL

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ST JAMES' PRE-SCHOOL MUSWELL HILL

Reference and administrative details of the charity, its Trustees and advisers for the year ended 31 March 2022

Management committee	Cecilia McNelly, Chair (appointed 28 September 2021) Sheena Fawcett, Treasurer Lisa Murthen, Secretary & Co-Treasurer Susan Martin, Co-Treasurer (appointed 28 September 2021) Imogen Taylor, Fundraiser Maria Christodoulou, Co-Chair
Charity registered number	1063711
Principal office	171 Fortis Green Road London N10 3BG
Website	www.stjamespreschool.org.uk
Email	info@stjamespreschool.org.uk
Independent auditors	Sayers Butterworth LLP Chartered Accountants & Statutory Auditor 3rd Floor 12 Gough Square London EC4A 3DW
Bankers	Barclays Bank Plc 223 Muswell Hill Broadway Muswell Hill London N10 1DD
Manager	Tracey Sparks

ST JAMES' PRE-SCHOOL MUSWELL HILL

Trustees' report for the year ended 31 March 2022

The trustees present their report and the audited financial statements of the charity for the year ended 31 March 2022.

Structure, governance and management

a. Structure and governance

St James' Pre-School Muswell Hill (referred to hereafter as "The Pre-School"), is a charitable unincorporated association. It is run by a committee of parents and community volunteers (the "Committee"). We follow the constitution laid down by the Pre-School Learning Alliance, which defines the roles of the Committee.

The Constitution was updated at the Annual General Meeting (AGM) in September 2014 to reflect the most recent model constitution issued by the Pre-School Learning Alliance. The Pre-School is answerable to Haringey Council and to the Charity Commission and is regulated by Ofsted.

b. Trustees

The new Committee was elected at our AGM on 28th September 2021. Four members stayed on from last year's Committee. Two new members were elected at the AGM. The Committee meets once a term and twice a term if anything urgent arises. Laura Betts, our Bursar, has been with us for four years.

c. Management

The Pre-School has a solid senior management team led by Tracey Sparks, Manager and Charlotte Baker, Deputy Manager. Charlotte is responsible for Health and Safety, deputising for Safeguarding when the manager is off the premises.

The staff provide a very high level of care and education, and the children continue to benefit from their experience and enthusiasm. During the Covid-19 pandemic we followed the relevant guidance closely, prioritising the use of the outdoor areas and the hall space. The classroom was used at snack time and for focus activities. Constant reflection with sufficient adult-led and child-initiated learning helped the children to learn and develop in a safe and happy environment. Continued professional development enhances the overall effectiveness and service provided. Staff members partake in online training sessions, with ideas being cascaded at staff meetings and implemented.

OBJECTIVES AND ACTIVITIES

a. Objectives

Our objective is to promote a safe and stimulating environment for the educational, emotional and personal development of under-5s. We encourage the growth of spiritual and moral values based on the Christian faith by maintaining a well-disciplined, yet happy and nurturing environment, that is inclusive and respects diversity.

Our vision is to provide a holistic environment where children thrive and are confident. They are provided with challenges, which stimulate and support their development. We were successfully inspected by Ofsted in September 2018. Our outcome was Good.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Trustees' report (continued) for the year ended 31 March 2022

OBJECTIVES AND ACTIVITIES (continued)

b. Main activities undertaken to further the charity's purposes for the public benefit

We aim to ensure that all sections of our community have access to The Pre-School through open, fair, and clearly communicated procedures. Children from less financially able households are being subsidised and supported by The Pre-School as part of our commitment to inclusiveness. We welcome all families whatever their belief, gender or race.

The Pre-School is a member of the Early Years Alliance and we seek to further its aims through our work. We follow carefully the Early Years Foundation Stage (EYFS) framework and the four themes of the EYFS – development matters and the principles that inform them. Each child's learning and development is unique. All are supported to be effective and motivated learners, through the Characteristics of Effective Learning.

The Committee and staff have given careful consideration to the Charity Commission's general guidance on public benefit and have complied with their duty in respect of Section 17 of the Charities Act 2011.

We continue to have a member of St. James' Church on the Board of Trustees.

ACHIEVEMENTS AND PERFORMANCE

a. Outstanding achievements throughout the year include:

- We have had a less challenging year with the Covid-19 pandemic. We were able to remain open throughout the year, during this period four staff members contracted Covid. Our robust Risk Assessment was still in place, providing a Covid secure environment for all, with children and staff adhering to any issued guidance and having to self-isolate when necessary.
- Developing strong partnerships with parents continues as the key person's communication with parents has increased, with regular updates on the development of their child. We continue to provide weekly resources, weekly Tapestry observations and quarterly newsletters, which improves this partnership.
- Our weekly staff meetings on Zoom, remain a valuable tool of communication. The development of the children and the well-being of all remain our main focus throughout, keeping a safe environment.
- The revised EYFS from 1st September 2022 has meant that we have carefully reviewed our planning to shape the activities and experiences of our children. We have reduced unnecessary paperwork and implemented a focus on early language and extending vocabulary. We also had an emphasis on personal, social and emotional. Due to effects of the Covid-19 pandemic, some children have needed support with their feelings and socialising.
- We have strengthened our outdoor curriculum. We have extended the growing area in the front of property, and with donations received from a local estate agent, we have purchased bulbs, plants and a wooden planter. We have developed a beautiful garden for the children and local community to enjoy. This has helped us to introduce the importance of sustainability from a practical point of view; we have planted two trees and continue to compost our waste. We have plans to continue to develop the grow area and renovate this in May 2022. We have also invested in suitable books to teach children how they can make a difference in our world.
- We have added clear signage to this garden area, so that we are more visible as a pre-school.
- We continue to foster a strong relationship with parents, other professionals, the local authority and St. James' Church. A St James' Church under-5's worker tells weekly bible stories and sings with the children. Parents and volunteers work together to fundraise, provide support and share their skills. Parents are encouraged to come and read in our sessions to the children.
- Our new kitchen was completed in April 2022 with funds raised from a live comedy show organised by our Fundraiser. This has given the class a fresh new look. We were also able to donate to the local soup kitchen, with any remaining funds raised.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Trustees' report (continued) for the year ended 31 March 2022

ACHIEVEMENTS AND PERFORMANCE (continued)

- Based on our children's interests, we have reflected on areas that needed new resources, and have carefully selected books, a pulley system and a water play station to enhance these areas of interest and to support our curriculum.
- We are confident that the children who go into Reception are well prepared. They are independent, developing a sense of self-confidence and self-esteem. Staff liaise closely with parents to support the child's learning and well-being, seeking additional support where needed. This year's cohort have been impacted by the Covid-19 pandemic. We have particularly supported emotional regulation and social skills as a result.
- All staff are Paediatric First Aid trained and updated their training in June 2022. All are up to date with Safeguarding training.

b. Number of children

We changed our registration with Ofsted from a maximum of 26 children to 30 children per day. This is because we use all three areas of The Pre-School. It also provides coverage should we go over our maximum intake.

The Summer Term is the busiest term, although there are typically less children on a Monday and Friday.

In the Autumn Term there was a lower demand for Monday and Friday sessions. Two children attended our Breakfast club from 8.30am to 9am. We had approximately 8 children that were under 3 and unfunded.

In the Spring Term, although afternoons were busy, we did have a few spaces. Staff levels were managed accordingly, so that we were not overstaffed.

c. Children's activities

Over the year, the children enjoyed performing in our annual Nativity Play, which took place at St James' Church. Excursions were minimal due to Covid-19 pandemic restrictions; we went to Highgate Woods with Sally in the Woods, made a Fire Station visit and a Wild Science trip. We were able to experience hatching chicks. Interactive storytelling also took place with Little Imaginations. In the Spring term we had a member of the Beam Academy do Yoga and Mindfulness, and our regular Enjoy a Ball we had in the Summer term.

We were unable to hold our annual Spring Fair but we had fun activities and a bouncy castle, as well as our annual sponsored Wheelie Ride - all generating much needed funds towards renovating our growing area in May 2022.

FINANCIAL REVIEW

a. Overview

For the financial year ended 31 March 2022 the accounts reflect a profit of £26,960, of which £17,227 was from fundraising for our new kitchen and garden projects. The Statement of Financial Activities shows a total income of £190,402 and total expenditure of £163,442.

Despite the continuing prevalence of Covid, the Pre-School remained open and these finances are reflective of a more representative year, with full salary costs and The Pre-School returning to self-funding with no Covid-related financial support.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Trustees' report (continued) for the year ended 31 March 2022

b. Reserve fund

In the event of a significant drop in funding, there are enough reserve funds to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

This year the Committee agreed to increase the contingency fund to £37,500. This is an increase from £35,472. This is the equivalent of three months' salaries and employer's national insurance plus core costs such as rent and utilities. The Reserve Fund remains within The Pre-School easy access account. We also have £6,057 in our Fund for New Equipment and £5,774 in our Special Projects Fund.

c. Funding

Our main source of income comes from the government's 15 and 30-hour funding for eligible children. This year it was increased to £5.20 per hour. We charge £9 per hour to parents and deduct £5.20 received from Haringey Council for any funded hours. Parents pay £3.80 per hour which is inclusive of all additional enrichment activities.

Through extraordinary fundraising we raised a total of £18,534. This allowed us to purchase a new kitchen for The Pre-School as well as enabling us to further develop our garden for the benefit of the children. From this fundraising budget we also donated to a local charity. We also received a generous donation for new heaters in The Pre-School.

d. Restricted funds

A restricted fund totalling £17,227 was set up in the year to allocate fundraising income generated for the purchase and installation of a new kitchen and garden improvements, for the Pre-School as referred to above. The kitchen was purchased during the year and installed in April 2022.

A further restricted fund was set up in the year for donations totalling £2,000 received for new heaters which were installed in the year.

e. Expenditure

The Pre-School continues to be mindful of the need to manage costs but has been able to invest appropriately in areas that we consider critical to achieve our objective of providing a stimulating learning environment for the children.

This year rent and utilities remained the same as the previous year: £600 per month and £250 per month respectively.

f. Monitoring

The Committee monitors income and expenditure against the budget carefully every half-term. Finances are discussed at finance meetings attended by the Bursar, Treasurer, Co-Treasurer, Chair and Manager. The outcomes of these meetings are reported by the Treasurer and Bursar at the following Committee meeting.

Salary reviews and budget reviews have all been decided at separate meetings and then agreed at Committee meetings.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Trustees' report (continued) for the year ended 31 March 2022

PLANS FOR FUTURE PERIODS

While replacing Voluntary donations with fees helps The Pre-School balance the books, The Committee needs to monitor the impact of this fee structure in terms of the number of registered children and importantly how many hours they attend. The Pre-School will continue to closely monitor the fee structure to ensure it remains inclusive, open and transparent to parents.

The Committee gave much consideration to awarding a 2.5% pay rise from April 2022. This inflationary award was eventually agreed based, in the main, on the need to acknowledge the hard work of all staff during the Covid-19 pandemic.

Three staff members who need to travel by car to work were offered a 75% reimbursement of their parking permit costs. It was agreed by the Committee that this would be reviewed on an annual basis.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Trustees' report (continued)
for the year ended 31 March 2022**

Approved by order of the members of the board of Trustees and signed on their behalf by:



Cecilia McNelly
Chair of Committee
Date: 27 September 2022



Sheena Fawcett
Treasurer

ST JAMES' PRE-SCHOOL MUSWELL HILL

Independent auditors' report to the Members of St James' Pre-School Muswell Hill

Opinion

We have audited the financial statements of St James' Pre-School Muswell Hill (the 'charity') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Independent auditors' report to the Members of St James' Pre-School Muswell Hill (continued)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement set out on page 6, the Trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Independent auditors' report to the Members of St James' Pre-School Muswell Hill (continued)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions were held with, and enquiries made of management and those charged with governance with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcome of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards.
- It is considered that compliance with Health and Safety regulations, GDPR and Employment legislation may be fundamental to the operating aspects of the business.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; testing the appropriateness of entries in the nominal ledger, including journal entries; reviewing transactions around the end of the reporting period; and the performance of analytical procedures to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Independent auditors' report to the Members of St James' Pre-School Muswell Hill (continued)

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Sayers Butterworth LLP

Chartered Accountants & Statutory Auditor

3rd Floor

12 Gough Square

London

EC4A 3DW

27 September 2022

Sayers Butterworth LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Statement of financial activities
for the year ended 31 March 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Income from:					
Donations and capital grants	2	2,000	3,752	5,752	31,340
Charitable activities	3	-	166,092	166,092	126,372
Other trading activities	4	17,227	1,307	18,534	2,714
Investments		-	24	24	34
Total income		19,227	171,175	190,402	160,460
Expenditure on:					
Raising funds		-	1,290	1,290	-
Charitable activities		2,000	160,152	162,152	138,314
Total expenditure		2,000	161,442	163,442	138,314
Net movement in funds		17,227	9,733	26,960	22,146
Reconciliation of funds:					
Total funds brought forward		-	114,473	114,473	92,327
Net movement in funds		17,227	9,733	26,960	22,146
Total funds carried forward		17,227	124,206	141,433	114,473

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 14 to 25 form part of these financial statements.

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Balance sheet
as at 31 March 2022**

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	9	6,000	1,448
		6,000	1,448
Current assets			
Debtors	10	8,760	7,835
Cash at bank and in hand		137,640	120,191
		146,400	128,026
Creditors: amounts falling due within one year	11	(10,967)	(15,001)
Net current assets		135,433	113,025
Total net assets		141,433	114,473
Charity funds			
Restricted funds	12	17,227	-
Unrestricted funds	12	124,206	114,473
Total funds		141,433	114,473

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



Cecilia McNelly
Chair of Committee
Date: 27 September 2022



Sheena Fawcett
Treasurer

The notes on pages 14 to 25 form part of these financial statements.

ST JAMES' PRE-SCHOOL MUSWELL HILL

Notes to the financial statements for the year ended 31 March 2022

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

St James' Pre-School Muswell Hill meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Fund structure

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific funds. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants receivable where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of its recognition it is deferred and included in creditors. Where entitlement occurs before income being received, the income is accrued.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**Notes to the financial statements
for the year ended 31 March 2022**

1. Accounting policies (continued)

1.4 Resources expended and irrecoverable VAT

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Expenditure is accounted for on an accruals basis and has been included under expenses categories that aggregate all costs for allocation to activities. Where costs cannot directly be attributed to particular activities, they have been allocated on a basis consistent with the use of resources.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1.5 Costs of generating funds

The costs of generating funds are those costs attributable to generating income for the charity, other than those costs incurred in undertaking charitable activities or the costs incurred in undertaking trading activities in furtherance of the charity's objects. The costs of generating funds represent fundraising costs, including expenses for fundraising activities.

1.6 Charitable activities

Costs of charitable activities comprise all costs incurred in the pursuit of the charitable objects of the charity.

1.7 Governance costs

Governance costs comprise all costs attributable to ensuring the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to audit fees together with support costs.

1.8 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

1.9 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on the following basis:

Depreciation is provided on the following basis:

Leasehold Improvements	- 10% straight line
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**Notes to the financial statements
for the year ended 31 March 2022**

1. Accounting policies (continued)

1.10 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.12 Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

2. Voluntary income

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	2,000	2,548	4,548
Gift Aid	-	1,204	1,204
Government grants	-	-	-
Total 2022	<u>2,000</u>	<u>3,752</u>	<u>5,752</u>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Donations	3,303	3,303
Gift Aid	1,656	1,656
Government grants	26,381	26,381
<i>Total 2021</i>	<u>31,340</u>	<u>31,340</u>

Government grants relate to amounts received under the Coronavirus Job Retention scheme (CJRS).

3. Incoming resources from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £
Pre-school fees	<u>166,092</u>	<u>166,092</u>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Pre-school fees	<u>126,372</u>	<u>126,372</u>

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

4. Income from other trading activities

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Fundraising	17,227	1,307	18,534
	<u>17,227</u>	<u>1,307</u>	<u>18,534</u>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Fundraising	2,714	2,714
	<u>2,714</u>	<u>2,714</u>

5. Analysis of expenditure on charitable activities

	Activities undertaken directly 2022 £	Total funds 2022 £
Unrestricted funds	160,152	160,152
Restricted funds	2,000	2,000
	<u>162,152</u>	<u>162,152</u>

	<i>Activities undertaken directly 2021 £</i>	<i>Total funds 2021 £</i>
Unrestricted funds	138,314	138,314
	<u>138,314</u>	<u>138,314</u>

ST JAMES' PRE-SCHOOL MUSWELL HILL

Notes to the financial statements
for the year ended 31 March 2022

5. Analysis of expenditure on charitable activities (continued)

Analysis of direct costs

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Depreciation	1,448	-	1,448
Salaries, pension & N.I.	123,176	-	123,176
Staff training	850	-	850
Food, drinks, toys and equipment	2,907	-	2,907
Machinery and repairs	4,627	2,000	6,627
Rent	7,200	-	7,200
Insurance	1,100	-	1,100
Printing, postage, stationery and telephone	928	-	928
Sundry expenses	1,832	-	1,832
Health and safety	743	-	743
Cleaning	1,125	-	1,125
Utilities	3,000	-	3,000
Entertaining	3,996	-	3,996
Bank charges	179	-	179
Advertising	1,084	-	1,084
Governance costs	5,957	-	5,957
	<u>160,152</u>	<u>2,000</u>	<u>162,152</u>

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

5. Analysis of expenditure on charitable activities (continued)

Analysis of direct costs (continued)

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Depreciation	1,691	-	1,691
Salaries, pension & N.I.	107,581	-	107,581
Staff training	572	-	572
Food, drinks, toys and equipment	760	-	760
Machinery and repairs	5,706	-	5,706
Rent	7,200	-	7,200
Insurance	1,100	-	1,100
Printing, postage, stationery and telephone	914	-	914
Sundry expenses	1,742	-	1,742
Health and safety	730	-	730
Cleaning	1,043	-	1,043
Utilities	3,000	-	3,000
Bad debts	135	-	135
Entertaining	50	-	50
Bank charges	59	-	59
Advertising	17	-	17
Governance costs	6,014	-	6,014
	<u>138,314</u>	<u>-</u>	<u>138,314</u>

6. Auditors' remuneration

	2022 £	2021 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	<u>2,880</u>	<u>2,850</u>

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

7. Staff costs

	2022	<i>2021</i>
	£	£
Wages and salaries	110,520	97,734
Social security costs	4,168	2,393
Pension costs	8,488	7,454
	<u>123,176</u>	<u>107,581</u>

The average number of persons employed by the charity during the year was as follows:

	2022	<i>2021</i>
	No.	No.
Employees	<u>7</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in either year.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (*2021 - £NIL*).

During the year ended 31 March 2022, no Trustee expenses have been incurred (*2021 - £NIL*).

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

9. Tangible fixed assets

	Leasehold improvements £
Cost or valuation	
At 1 April 2021	42,757
Additions	6,000
	<hr/>
At 31 March 2022	48,757
	<hr/>
Depreciation	
At 1 April 2021	41,309
Charge for the year	1,448
	<hr/>
At 31 March 2022	42,757
	<hr/>
Net book value	
At 31 March 2022	6,000
	<hr/> <hr/>
At 31 March 2021	1,448
	<hr/> <hr/>

10. Debtors

	2022 £	2021 £
Other debtors	6,317	6,307
Prepayments and accrued income	2,443	1,528
	<hr/>	<hr/>
	8,760	7,835
	<hr/> <hr/>	<hr/> <hr/>

ST JAMES' PRE-SCHOOL MUSWELL HILL

Notes to the financial statements
for the year ended 31 March 2022

11. Creditors: Amounts falling due within one year

	2022 £	2021 £
Other creditors	5,420	6,876
Accruals and deferred income	5,547	8,125
	<u>10,967</u>	<u>15,001</u>
	2022 £	2021 £
Deferred income at 1 April 2021	945	-
Resources deferred during the year	-	945
Amounts released from previous periods	(945)	-
	<u>-</u>	<u>945</u>

Deferred income relates to Pre-School fees received in advance

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

12. Statement of funds

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds	<u>114,473</u>	<u>171,175</u>	<u>(161,442)</u>	<u>124,206</u>
Restricted funds				
Kitchen and garden fund	-	17,227	-	17,227
Heater fund	-	2,000	(2,000)	-
	<u>-</u>	<u>19,227</u>	<u>(2,000)</u>	<u>17,227</u>
Total of funds	<u><u>114,473</u></u>	<u><u>190,402</u></u>	<u><u>(163,442)</u></u>	<u><u>141,433</u></u>
Statement of funds - prior year				
	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds				
Unrestricted funds	<u>92,327</u>	<u>160,460</u>	<u>(138,314)</u>	<u>114,473</u>

ST JAMES' PRE-SCHOOL MUSWELL HILL

**Notes to the financial statements
for the year ended 31 March 2022**

13. Analysis of net assets between funds

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	6,000	-	6,000
Current assets	11,227	135,173	146,400
Creditors due within one year	-	(10,967)	(10,967)
Total	<u>17,227</u>	<u>124,206</u>	<u>141,433</u>

Included within the above unrestricted current assets of £135,173 are amounts designated to a Salary Reserve of £37,500, a Capital Expenditure Reserve of £6,057 and a Special Projects Reserve of £5,774.

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	1,448	1,448
Current assets	128,026	128,026
Creditors due within one year	(15,001)	(15,001)
	<u>114,473</u>	<u>114,473</u>