

**THE NEW MONTESSORI PRE-SCHOOL  
(A COMPANY LIMITED BY GUARANTEE)  
DIRECTORS' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2020**

**FINAL AGREED BY COMMITTEE**

**Private and Confidential**

**Company Number: 3908382**

**Charity Number: 1086853**

**THE NEW MONTESSORI PRE-SCHOOL**  
**(A COMPANY LIMITED BY GUARANTEE)**

**Contents**

	<b>Page</b>
Company Information	1
Directors' Report	2-3
Independent Examiners Report	4
Statement of Financial Activities	5
Balance Sheet	6-7
Notes to the Accounts	8-11

**THE NEW MONTESSORI PRE-SCHOOL**  
**(A COMPANY LIMITED BY GUARANTEE)**

**Company Information**

**Board of Management**

Mrs S Tappin(nee Reed) (Director)  
Mr K Nederpel (Director)  
Mrs L Norman(Director)  
Ms A Churchill-Fabian(Director)  
Mrs A Anthraper (Director)  
Mrs H Dickson

**Principal**

Mrs R Shanahan

**Registered Office**

The Methodist Church  
Tarring Road  
WORTHING  
West Sussex  
BN11 4ET

**Trading Address**

The Methodist Church  
Tarring Road  
WORTHING  
West Sussex  
BN11 4ET

**Bankers**

CafCash Ltd  
PO Box 289  
WEST MALLING  
Kent  
ME19 4TA

**Accountants**

Mr Kevin Nederpel FCCA  
Association of Chartered Certified Accountants  
1 Vale Avenue  
Worthing  
West Sussex  
BN14 0BY

**THE NEW MONTESSORI PRE-SCHOOL**  
**(A COMPANY LIMITED BY GUARANTEE)**

**Directors' Report**  
**For the year ended 31st August 2020**

The Directors' present their report of the accounts for the year ended 31st August 2020

**Status of the company and principal activities**

The company, a Pre-school, is registered under the Companies Act 1985 as a company limited by guarantee, registered number 3908382, and not having a share capital.

The company was registered as a charity on 31st May 2001, registered number 1086853.

The principal objectives of the company are:

- to advance the education of children below compulsory school age in accordance with the Montessori aims, philosophy and method.
- to provide, conduct, develop or otherwise support The New Montessori Pre-school currently established in Worthing, West Sussex.
- to advance the education and training of persons in the provision of such educational care.
- to encourage any other charitable activities through which parents and guardians may assist their children.

**Review of the year**

Both my children have attended/attending Montessori, however it's only recently I have been deeply involved with the committee. I started out this year just as an active parent member as I wanted to see what the committee was about and to be a bit nosy into what was going on. From my first meeting I was amazed at the people I met, they all worked together brilliantly, and all were very welcoming to new ideas and suggestions. From here I went on to organise a school visit to the fire station which was a great trip. Late June Rita (Former chair) gave in her resignation from the position which is such a shame however Rita has been with the school for 12 years and has achieved so much, which I know the school will be eternally grateful, she is such a great support and I am honoured to have filled in for her for the last few months. I stepped in as acting chair of committee because I wanted to see if the role was right for me. Thank you to Beki and Rita for guiding me. Since this decision I have supported the committee and management team through decisions/conversations, I helped out on a fundraising stall at the summer fair, I have successfully organised and hosted two pamper evenings to raise funds for the school which were absolutely brilliant, helped out the organisation of the school disco and I have spent a lot of time working with Beki and the school within the term as well as in the holidays with DIY things. I have also taken over the social media platforms, created a committee WhatsApp group, hosted parent fundraising meetings and have built relationships with parents/carers over the term.

I would love to be elected to continue as Chair of committee as I have a lot of ideas and I hope to continue to support the school and staff in any way I can, especially with parents and carers too.

As we all know, the school is a non-profit organisation, so any fundraising is spent directly on the materials, activities and structure of the school. The fundraising that I have organised and hosted specifically is to redesign some of the school rooms which is a big project, but I am determined to make happen. I will be sure to update everyone about fundraising events and work that is done throughout the school.

Thank you to everyone who has been involved so far and I look forward to continuing to work with you all in the new year.

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Director's Report-continued**  
**For the year ended 31st August 2020**

**Results for the year**

Details of the results for the year are set out in the Statement of Financial Activities on page 5.

**Directors**

Members of the Management Committee, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year were as follows:

Mrs S Tappin(nee Reed)	Mr K Nederpel
Mrs L Norman	Ms A Churchill-Fabian
Mrs A Anthraper	

Each Director is a member of the company and has a liability limited to £1. Directors are appointed in accordance with the Memorandum and Articles of Association.

**Statement of Directors' responsibility**

The Directors' are required to prepare accounts for each financial period which give a true and fair view of the school's financial activities during the period and of its financial position at the end of the period. In preparing the accounts the Directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping the accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the accounts comply with applicable law and regulations. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company exemptions**

The Directors' report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and was approved by the Board on 7th May 2021 and signed on their behalf.

**Mrs S Tappin(nee Reed)**  
**Director**

**Dated: 7th May 2021**

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Examiners Report**  
**For the year ended 31st August 2020**

This report is made solely to the company's members, as a body, in accordance with Section 249C of the Companies Act 1985. My reporting work has been undertaken so that I might state to the members those matters I am required to state to them in an independent examiners report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's members as a body, for my reporting work, for this report, or for the opinions I have formed.

**Respective responsibilities of Directors and Examiner**

As described on page 8 the company's Directors, who are also the Trustees of The New Montessori Pre-school for the purpose of charity law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

**Basis of opinion**

My procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

**Opinion**

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act, and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year as specified in Section 249A(4) of the Act as modified by Section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

**Mr Kevin Nederpel FCCA**  
**Association of Chartered Certified Accountants**  
**1 Vale Avenue**  
**Worthing**  
**West Sussex**  
**BN14 0BY**

**Dated: 7th May 2021**

**THE NEW MONTESSORI PRE-SCHOOL**

**(A COMPANY LIMITED BY GUARANTEE)**

**Statement of Financial Activities (including Income and Expenditure Account)  
For the year ended 31st August 2020**

	<b>Total Funds 2020</b>	Total Funds 2019
<b>Notes</b>		
<b>Incoming Resources</b>		
<b>Incoming resources from generated funds:</b>		
<b>Voluntary income:</b>		
- Donations	1,359	2,247
- Nursery Grants	149,399	149,968
- Funding SEN	5,880	3,297
- Welfare Food Scheme	81	231
- Repayment Training Grant		
- Lottery Grant		-
<b>Activities for generating funds:</b>		
- Fees	79,946	106,708
- Fees - debt recovery		561
<b>Investment income:</b>		
- Bank interest		-
<b>Other incoming resources</b>		
- Misc income	1,647	473
- Furlough Payments	27,871	
- Worthing Borough Council Business Rates Grant	10,000	
<b>Total incoming resources</b>	<b>276,183</b>	<b>263,485</b>
<b>Resources expended</b>	<b>2</b>	
<b>Costs of generating funds:</b>		
<b>Fundraising, trading, costs of goods sold and other costs</b>	278,090	250,161
<b>Governance costs</b>	7,196	9,140
<b>Total resources expended</b>	<b>285,286</b>	<b>259,302</b>
<b>Net incoming/outgoing resources before transfers</b>	<b>(9,103)</b>	<b>4,183</b>
<b>Transfers</b>		
<b>Gross transfers between funds</b>		
<b>Reconciliation of funds</b>		
<b>Total funds brought forward</b>	41,949	37,765
<b>Total funds carried forward</b>	<b>32,846</b>	<b>41,949</b>

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Balance Sheet**  
**As at 31st August 2020**

	Notes	2020	2019
<b>Fixed Assets</b>			
<b>Tangible fixed assets</b>	<b>4</b>	<u>12,806</u>	<u>13,480</u>
<b>Total fixed assets</b>		<b>12,806</b>	<b>13,480</b>
<b>Current assets</b>			
<b>Debtors</b>	<b>5</b>	1,748	2,942
<b>Cash at bank and in hand</b>	<b>6</b>	<u>50,327</u>	<u>55,683</u>
<b>Total current assets</b>		52,075	58,625
<b>Liabilities</b>			
<b>Creditors: due within one year</b>	<b>7</b>		
- Various		(31,822)	(35,463)
- Loans		<u>                    </u>	<u>                    </u>
<b>Total current liabilities</b>		(31,822)	(35,463)
<b>Net current assets or liabilities</b>		20,253	23,162
<b>Total assets less current liabilities</b>		33,059	36,642
<b>Creditors: due after more than one year</b>			
- Loan (repayable 2 to 5 years)		0	0
<b>Net assets or liabilities</b>		<u><u>33,059</u></u>	<u><u>36,642</u></u>
<b>Capital and Funds</b>	<b>8</b>		
<b>Unrestricted funds</b>			
- General purpose		33,059	36,642
<b>Restricted funds</b>			
- Friends of The New Montessori (HSBC)		0	0
		<u><u>33,059</u></u>	<u><u>36,642</u></u>



**THE NEW MONTESSORI PRE-SCHOOL**  
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**Balance Sheet - continued**  
**As at 31st August 2020**

For the year ending 31st August 2020 the company was entitled to exemption from audit under Section 477(2) of the Companies Act 2006 relating to the small companies regime.

The members have not required the company to obtain an audit of its accounts in accordance with Section 476 of the Companies Act 2006

The Directors acknowledge their responsibility for:

- ensuring the company keeps accounting records which comply with Section 386
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company

These accounts have been prepared in accordance with the provisions applicable to companies subject to the smaller companies regime.

These accounts were approved by the Management Committee on 7th May 2021 and signed on their behalf.

**Mrs S Tappin(nee Reed)**  
**Director**

**Dated: 7th May 2021**

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Notes to the Accounts**  
**For the year ended 31st August 2020**

**1 Accounting policies**

**1.1 Basis of accounting**

The accounts are prepared under the historical costs convention and in accordance with applicable accounting standards and the Companies Act 1985, and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice revised 2005.

**1.2 Income**

Income for the year represents amounts receivable for grants and school fees and other sundry income. The value of services provided by volunteers has not been included.

Donations are accounted for when they are received.

**1.3 Resources expended**

Expenditure is included when incurred and has been attributed to specific activities.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Equipment	5% pa on reducing balance
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**1.5 Taxation**

The company is exempt from corporation tax on its charitable activities.

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Notes to the Accounts**  
**For the year ended 31st August 2020**

<b>2</b>	<b>Total resources expended</b>	<b>2020</b>	2019
	<b>Trading, costs of goods sold and other costs</b>		
	Wages inc NIC	241,120	210,753
	Rent	19,523	18,973
	Milk & child welfare	108	88
	Classroom and Topics	4,514	7,538
	Insurance	1,644	1,640
	Training costs	1,505	500
	IT & Internet		
	Staff uniforms and welfare	808	731
	Cleaning		1,103
	Utilities	3,909	4,458
	Advertisement		
	Security	343	
	Refund of fees	1,378	276
	Refund Free Entitlement		
	Montessori equipment	824	1,317
	Depreciation	674	709
	Miscellaneous	1,741	2,075
	Repayment of WFRU Overclaim **		
	Parenting		
	Lottery Grant		
	Fundraising		
		<b>278,090</b>	250,161
	<b>Governance costs</b>		
	Wages inc NIC		
	Stationery and post	1,140	1,428
	Telephone	1,613	1,592
	Bank charges	60	184
	Debt recovery costs		
	Treasurers Honoraria		
	Building Maintenance	2,218	2,859
	Management Consultancy	1,936	3,078
	Pro charges		
	Health & Safety	229	
	Contra Payments		
	Fees written off		
	Training costs written off		
		7,196	9,140
		<b>285,286</b>	<b>259,302</b>

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Notes to the Accounts**  
**For the year ended 31st August 2020**

**3 Remuneration**

No remuneration or expenses were paid to the Directors during the year.

The total employee costs for the period amounted to £210,753. The average number of employees was 15.

No employee earned more than £50,000.

**4 Tangible fixed assets - Furniture and Equipment**

	£		£		£		£
<b>Cost</b>				<b>Cost</b>		<b>Cost</b>	
At 1st September 2014	<i>23,086</i>	At 1st September 2015	23,885	At 1st September 2016	<i>23,885</i>	At 1st September 2017	<i>23,885</i>
Additions in the year	<u><i>799</i></u>	Additions in the year	<u>-</u>	Additions in the year	<u><i>0</i></u>	Additions in the year	<u><i>0</i></u>
At 31st August 2015	<u><b>23,885</b></u>	At 31st August 2016	<u><b>23,885</b></u>	At 31st August 2017	<u><b>23,885</b></u>	At 31st August 2018	<u><b>23,885</b></u>
<b>Depreciation</b>		<b>Depreciation</b>		<b>Depreciation</b>		<b>Depreciation</b>	
At 1st September 2014	<i>6,464</i>	At 1st September 2015	7,335	At 1st September 2016	<i>8,163</i>	At 1st September 2017	<i>8,949</i>
Charge for year	<u><i>871</i></u>	Charge for year	<u>827</u>	Charge for year	<u><i>786</i></u>	Charge for year	<u><i>747</i></u>
At 31st August 2015	<u><b>7,335</b></u>	At 31st August 2016	<u><b>8,163</b></u>	At 31st August 2017	<u><b>8,949</b></u>	At 31st August 2018	<u><b>9,695</b></u>
<b>Net book value</b>		<b>Net book value</b>		<b>Net book value</b>		<b>Net book value</b>	
At 1st September 2014	<u><i>16,622</i></u>	At 1st September 2015	<u>16,550</u>	At 1st September 2016	<u><i>15,722</i></u>	At 1st September 2017	<u><i>14,936</i></u>
At 31st August 2015	<u><b>16,550</b></u>	At 31st August 2016	<u><b>15,722</b></u>	At 31st August 2017	<u><b>14,936</b></u>	At 31st August 2018	<u><b>14,190</b></u>

**5 Debtors**

	<b>2,020</b>	2019	2018
Prepayments and accrued income			
- Fees unpaid	0	1,148	1,278
- Water			
- Insurance	1,748	1,644	1,640
- Refund of training costs			
- WFRU	0		29
- Security	0		152
- Photocopier	0	150	
- Other			
	<u>1,748</u>	<u>2,942</u>	<u>3,099</u>

**THE NEW MONTESSORI PRE-SCHOOL**  
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**Notes to the Accounts**  
**For the year ended 31st August 2020**

<b>6</b>	<b>Cash at bank and in hand</b>	<b>2020</b>	<b>2019</b>
			<b>£</b>
	- CAF Gold A/c	9,044	9,075
	- CAF Gold (Fixed) A/c	8,278	8,544
	- CAF High Interest Cheque A/c	32,931	38,028
	- Cash in hand	74	36
	- HSBC (Friends)		
		<b>50,327</b>	<b>55,683</b>
<b>7</b>	<b>Creditors: amounts falling due within one year</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Accruals and deferred income		
	- Wages	<b>0</b>	(3,706)
	- Fees in advance	<b>(7,033)</b>	(4,841)
	- Utilities	<b>0</b>	(150)
	- FE in advance	<b>(24,789)</b>	(26,766)
	- Training Grant		
	- Office costs		
	- WFRU overclaimed		
	- Building		
	- BT		
	- Rent		
		<b>(31,822)</b>	<b>(35,463)</b>
<b>8</b>	<b>Analysis of net assets between funds</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
	Fixed Assets	<b>12,806</b>	<b>13,480</b>
	Current Assets	<b>52,075</b>	<b>58,625</b>
	Current Liabilities	<b>(31,822)</b>	<b>(35,463)</b>
	Liabilities more than one year	<b>0</b>	<b>0</b>
	Total Fund	<b>33,059</b>	<b>36,642</b>

**9 Directors' Interests**

Mrs S A Tappin(nee Reed), Ms A churchill-Fabian, Mrs A Anthraper who are Committee Members, sent their children to the Pre-school. Fees were charged at