



Section A

Independent Examiner's Report

Report to the  
Management Committee

St. Joseph's Pre-School

On accounts for the year  
ended

31 August 2023

Charity no  
(if any)

1089094

Set out on pages

1-2

I report to the Management Committee on my examination of the accounts of the above charity ("the Setting") for the year ended 31 August 2023.

Responsibilities and  
basis of report

As the Setting's Management Committee, 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 Setting's 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 the examination which gives me 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
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed:

Date:

22 September 2023

Name:

Joseph Simpson

Relevant professional  
qualification(s) or body  
(if any):

Practicing member of Association of Certified Chartered Accounts

Address:

The Willows

Tinkley Lane, Nympsfield

Stonehouse, GL10 3UH

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Charity Name <b>St Joseph's Pre-School</b>	No (if any) <b>1089094</b>
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 01-Sep-22	To	Period end date 31-Aug-23
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Nursery Education Funding (Free for 3&4)	70,241	-	-	70,241	39,887
Nursery Education Funding (New for 2)	4,774	-	-	4,774	11,438
Other payments from Gloucestershire County Council	3,770	-	-	3,770	4,071
Children's fees	22,919	-	-	22,919	18,464
Grants	-	1,000	-	1,000	1,698
Fundraising	602	-	-	602	1,009
Donations	247	150	-	397	400
Interest on deposit account	375	-	-	375	14
Other receipts	341	-	-	341	1,303
<b>Sub total (Gross income for AR)</b>	<b>103,269</b>	<b>1,150</b>	<b>-</b>	<b>104,419</b>	<b>78,283</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>103,269</b>	<b>1,150</b>	<b>-</b>	<b>104,419</b>	<b>78,283</b>
<b>A3 Payments</b>					
Payment to staff	56,116	-	-	56,116	54,712
HMRC (Tax and NI payments)	6,783	-	-	6,783	5,933
Staff pension : employer contribution	2,294	-	-	2,294	2,172
Training costs/course fees	333	-	-	333	1,163
Premises (rent, heat etc)	11,009	-	-	11,009	12,966
Subscriptions	805	-	-	805	903
Insurance	595	-	-	595	546
Administration (post, tel etc)	672	-	-	672	192
Payroll service	485	-	-	485	666
Consumables (paint, paper etc)	823	-	-	823	851
Equipment (toys, books etc)	3,142	150	-	3,292	5,146
Fundraising costs	101	-	-	101	394
Other expenditure	1,369	-	-	1,369	4,590
<b>Sub total</b>	<b>84,527</b>	<b>150</b>	<b>-</b>	<b>84,677</b>	<b>90,234</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>84,527</b>	<b>150</b>	<b>-</b>	<b>84,677</b>	<b>90,234</b>
<b>Net of receipts/(payments)</b>	<b>18,742</b>	<b>1,000</b>	<b>-</b>	<b>19,742</b>	<b>- 11,951</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>55,131</b>	<b>-</b>	<b>-</b>	<b>55,131</b>	<b>67,082</b>
<b>Cash funds this year end</b>	<b>73,872</b>	<b>1,000</b>	<b>-</b>	<b>74,872</b>	<b>55,131</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	36,169	1,000	-
	Reserves Account	37,500	-	-
	Petty Cash	203	-	-
	<b>Total cash funds</b>	<b>73,872</b>	<b>1,000</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			
Session Fees from Guardians	6	-	-
Overpayment/Prepayment to HMRC for PAYE/NI	1,171	-	-
Gift Aid & GASDS due for donations received in this financial year	55	-	-
Funding due from GCC	560	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-

[illegible]

	Fund to which liability relates	Amount due (optional)	When due (optional)
Deposits held to hold places	Unrestricted	225	Within next year
Deposits held to hold places	Unrestricted	38	Beyond next year
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Leah Farrer	21/09/2022
Anna Hitchings	Anna Hitchings	22/09/2022



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	Sept	2022		31	Aug	2023

## Section A Reference and administration details

**Charity name** St Joseph's Pre-school

**Other names charity is known by**

**Registered charity number (if any)** 1089094

**Charity's principal address** St Joseph's Catholic Primary School

Front Street, Nympsfield,

Gloucestershire

**Postcode**

GL10 3TY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bryony Jones	Chair	5 July – 15 November 2022	Family member at AGM
2	Leah Farrer	Treasurer		Extra Member elected onto Committee at AGM
3	Anna Hitchings	Secretary	5 July – 15 November 2022	Family member at AGM
		Chair	15 November 2022 onwards	Family member at 15 Nov 22 Committee Meeting
4	Alexandra Sysum	General Committee Member	16 October – 4 November 2022	Family Member, co-opted onto the committee
5	Gillian Law	General Committee Member	5 July – 15 November 2022	Family members at AGM
6	Natalie Guoite	General Committee Member	31 March 2023	Extra Member elected onto Committee at AGM
7	Luke Finn	General Committee Member		Extra Member at AGM
8	Gemma Ind	General Committee Member		Family member at AGM
9	Katie Truby	General Committee Member		Extra Member elected onto Committee at AGM
10	Vicky Stevenson	General Committee Member	15 November 2022 – 5 January 2023	Family Member at AGM
11	Sophie Webb	General Committee Member	5 July – 15 November 2022	Family Member at AGM
		Secretary	15 November 2022 onwards	Family member at 15 Nov 22 Committee Meeting

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Provider of support to early years childcare and education in Gloucestershire	PATA	Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 14 February 2001 and approved as amended on 28 September 2006 and 4 June 2009.
How the charity is constituted (eg. trust, association, company)	Revised Constitution 2019/20 unanimously adopted at AGM on 24 September 2020. Revision to Constitution 2019/20 unanimously adopted at AGM on 21 <sup>st</sup> September 2023. Charitable Association
Trustee selection methods (eg. appointed by, elected by)	Elected from and by Family Members and Extra Members at General Meetings

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

St Joseph's Pre-school is a member of PATA, a registered charitable company that supports providers of early years childcare and education in Gloucestershire.

AGM moved from Summer Term to Autumn Term – agreed with PATA and updated on Charity Commission website (Spring 2023). This decision was ratified at the AGM on 21<sup>st</sup> September 2023.

Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Pre-school's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution. Reviewed on an annual basis.

Strong relationship with St Joseph's Catholic Primary School, from whom the Pre-school leases the building. Children moving up to school attend assembly. St Joseph's Pre-school has occasional access to the primary school's hall, and periodically joins together with the school for certain activities, eg. Key Stage 1 nativity.

Solid working relationship between the Lead Practitioner and the Lead of St Joseph's Out of School Club (OOSC) they share the same facilities. Both members of staff work as permanent members of staff for each charitable entity.

The Lead Practitioner is actively involved in the local management network which meets termly to discuss issues affecting the Early Years sector and to support each other.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion, disability or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA.

In planning our activities for the year the Management Committee keep in mind the Charity Commission's guidance on public benefit at all meetings.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.

To achieve this and our objects, we undertake the following activities by:

- providing children's places for pre-school activities;
- managing, supporting, developing and paying staff;
- ensuring applications of government nursery grants, fundraising and researching other grants initiatives;
- ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; and fulfilment of obligations with regards to 2 year old funding (when applicable).
- registered provider for 30 hours free childcare;
- involving community and parents in group activities.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

*Sept 2022 to July 2023:*

- September 2022 had 28 children registered and by July 2023 this had increased to 33 children;
- Committee changes in the Autumn 2022 term did not adversely affect the operation of the setting.
- The setting was inspected by Ofsted on 13 February 2023. They received an overall grade of "Good". With all areas inspected

- receiving “Good” too.
- The Pre-school’s Constitution was revised by current committee members to acknowledge the change in timing of the AGM from the Summer Term to the Autumn Term. Change agreed with PATA and the Charity Commission and ratified at the AGM on 21<sup>st</sup> September 2023.
  - Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food)
  - Staff (predominantly Early Years) participated in a number of training courses throughout the year (approximately 15 in total), including a range of safeguarding training dependent on individual’s job. The Lead Practitioner successfully completed Level 3 Early Year SENCO training.
  - All Committee members completed Safeguarding Training (Level 1), as per DfE “Keeping Children Safe in Education”.
  - The DSL attends regular DSL support hub meetings run by Gloucestershire Safeguarding Children Partnership.
  - A range of policies and procedures were systematically reviewed. Plus a number were updated with regards to Keeping Children Safe in Education (Sept 2022).
  - The Pre-school’s website was reviewed and updated in line with the April 2023 changes to the DfE guidance and Ofsted expectations for school websites.
  - One early years 1:1 practitioner was recruited in October 2022 on a fixed term contract.
  - Staff contracts were amended to include the requirement to sign up to the DBS Update Service. All but one DBS certificate have been renewed to assist this.
  - Committee agreed to change when the annual pay review took place, to be in line with when the National Living Wage and National Minimum Wage rises take place, ie. April.
  - Information about the Pre-school uploaded on its page within the Primary’s School’s website reviewed termly for accuracy.
  - Information held by PATA updated.
  - Information held on Charity Commission website with regards to Trustees and Contacts updated.
  - Pre-school’s Single Central Record updated and regularly reviewed/monitored for accuracy.
  - Treasury Administrator completed Prevent Duty e-training and one-to-one training on business planning with a representative of Early Years Gloucestershire County Council.
  - Pre-school’s reserves amount reviewed and increased.
  - Pre-school participated in fundraising events organised by St Joseph’s Primary School’s PTA. Plus the setting ran a number of “stand alone” events during the year. The “Cake Raffle” was reintroduced on a half-termly basis, which proved popular.
  - Continuing with strong relationship/collaboration with the Acting Headteacher and staff at St Joseph’s Catholic Primary School.
  - The Head of Key Stage 1 at the primary school was elected onto the Committee at July 2022 AGM and served for half a year.
  - During the summer term for 2023, the children due to start at St Joseph’s Catholic Primary School attended the school
  - Continuing strong relationship/collaboration with staff at St Joseph’s Out of School Club.
  - Treasurer had built a strong working relationship with St Joseph’s Catholic Primary School’s Business Manager up to the point until she left (Easter 2023).
  - Treasurer continues to have a strong working relationship with the



## Section D Achievements and performance

Treasurer of St Joseph's Out of School Club

## Section E Financial review

### Brief statement of the charity's policy on reserves

The Management Committee aim to reserve the maximum of either:

- One funding term's running costs plus exit costs; or
- £37,500

To provide working capital in periods of low activity and income and to provide funds for future expansion.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal sources of funds:

- nursery grant from Gloucestershire County Council covering 2 year olds (where applicable), 3 and 4 year olds;
- fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week;
- fees paid by parents for children who attend extra sessions over and above what is on the register;
- fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy;
- hold at least two fundraising events a year;
- half-termly cake raffle event.

Funds raised have been used to update Pre-school equipment and technology, both for use by the staff and by the children.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Anna Hitchings	L Farrer
Full name(s)	Anna Hitchings	Leah Farrer
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	21/09/2023	