

Charity Registration No. 1131877

ST BARNABAS PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

ST BARNABAS PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	F Graham-Brown	
	S Pike	
	P Worrell	
	A Leach	(Appointed 18 March 2021)
Manager	T Tilbury	
Charity number	1131877	
Principal address	St Barnabas Church Hall Queens Square Adeyfield Hemel Hempstead HP2 4HY	
Independent examiner	John Wilson FCA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE	

ST BARNABAS PRE-SCHOOL

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ST BARNABAS PRE-SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts 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.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)".

Objectives and activities

The charity's objects are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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 whatever their race, culture, religion, means or ability;
- (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 aims and objects of the Pre-school Learning Alliance.

The policies adopted in furtherance of these objects are set out in a Parent Welcome Pack that all parents receive when their child starts at the Pre-School

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and they are supported in these matters by advice from the Pre-School Learning Alliance.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

During the period the Pre-School provided classes for children aged 2 years to 5 years. The Pre-school provides a wide range of planned adult and child led activities to enhance the children's development in all areas. The pre-school provides a safe and stimulating environment where all children are supported and encouraged to reach their full potential.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

At the end of this financial year, we had 13 members of staff, 1 of which is on a temporary contract. 2 colleagues resigned to move onto different jobs. One of which was the Deputy Manager. Interviews took place in December and the 2 existing Senior colleagues: Anna and Shirley were given the role of Deputy Manager. It was thought that 2 Deputy Managers would be able to help more with the increasing workload. 1 new colleague was taken on to cover hours lost from these resignations.

We had a new website in April 2020 which proved helpful during Covid.

Covid had a massive impact on the pre-school. At the end of March, we were open to children whose parents were both key workers as described by the Government. This amounted to on average, 4 children per week. The staff hours were decreased and those with childcare, were not expected to work. In June we reopened to those that wanted to attend and each child had reduced sessions. There was a limit to each child only mixing with 15 other children. All staff returned to work on reduced hours. During this time, all staff were paid in full.

During the first Lockdown we were able to make telephone calls to check in with families not attending. We sent our regular emails with ideas of activities to try out and links to EYFS. Lots of staff read stories or sang songs for our new website. Those with EYPP had packages delivered e.g. grow your own sunflower pack. We requested photos from families and printed these for the children's Learning Journals. During the second Lockdown we provided learning packs to those not attending. Those with EYPP had bespoke learning packs around the gaps in their EYFS.

We have a Covid risk assessment which is regularly updated to reflect the current guidelines.

In September we reopened as normal and had lots of new starters. In January, despite another National Lockdown, pre-schools were expected to remain open. A lot of our children continued to attend, and staffing had to remain close to normal. 1 colleague was furloughed due to childcare problems. Our new starters for January were delayed until March.

Training has been limited during Covid. All training is currently via Teams. All paediatric first aid training is now up to date (11 colleagues trained) and all Child protection training. The 2 new Deputy Managers accessed Designated person, safe staffing lead training and Showcase Inspection training. In March, Holly attended 2 Makaton workshops at level 2. Holly can be seen on our website telling stories using her Makaton skills.

Due to Covid, when 2 of our Trustees resigned (due to their children moving on), we did not get immediate replacements. We started the application process for 3 new Trustees in March 21.

Events for families have been limited during Covid. However, we have been using our website as much as possible. For example, the nursery performed their nativity which was put on the website (with permission from parents and carers). The pre-school sang some Christmas songs too.

We did manage to raise money over Christmas with a remote Christmas raffle. We purchased new bikes and scooters for the garden.

All parents' evenings etc. have been cancelled due to Covid. We have planned Covid safe open morning/afternoon for parents in May to view their children's Learning Journals.

Future plans: The EYFS Development matters is changing considerably and the team will need to make decisions about how they assess their children's development.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

During the period the charity reported a surplus of £33,098 (2020: deficit £37,710). The results are in line with the Trustees expectations and will allow the charity to continually review its resources and add to them as necessary.

The pre-school has operated at near full capacity and has therefore been able to maximise the income it receives from all sources, along with running a summer club whilst ensuring that proper financial control is maintained over the pre-school expenditure.

The Trustees commission an independent accountant to assist with the management of the accounting system and to support with the provision of monthly reports and financial advice.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure.

The charity has achieved this objective such that in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The Trustees consider the reserves to be at the right level and intend to maintain the status quo.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks including financial management systems and educational systems as required by Ofsted; one of the trustees takes responsibility for supporting the manager on related educational matters.

Structure, governance and management

The charity was established with a constitution based on that recommended by the Pre-School Learning Alliance on 30th June 2009.

The trustees who served during the year and up to the date of signature of the financial statements were:

F Graham-Brown

S Pike

P Worrell

S Hill

(Resigned 31 July 2020)

J Quirke

(Resigned 31 July 2020)

A Leach

(Appointed 18 March 2021)

Trustees were recruited from the local church (host of the Pre-School) and parents of children who attend the Pre-School; the Chair was recruited separately by invitation.

The trustees employ a manager who has a deputy as well as two senior practitioners as well as the necessary number of staff.

There are no related parties.

The trustees' report was approved by the Board of Trustees.


S Pike

Trustee

Dated: 13 October 2021

ST BARNABAS PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ST BARNABAS PRE-SCHOOL

I report to the trustees on my examination of the financial statements of St Barnabas Pre-School (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard 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 now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do 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 in order to enable a proper understanding of the financial statements to be reached.

John Wilson FCA ATII

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 13 October 2021

ST BARNABAS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Unrestricted funds 2020 £
<u>Income from:</u>			
Donations and legacies	3	400	663
Income from charitable activities	4	206,230	192,216
Total income		<u>206,630</u>	<u>192,879</u>
<u>Expenditure on:</u>			
Charitable activities	5	<u>173,532</u>	<u>230,589</u>
Net income/(expenditure) for the year/ Net movement in funds		33,098	(37,710)
Fund balances at 1 April 2020		<u>138,742</u>	<u>176,452</u>
Fund balances at 31 March 2021		<u><u>171,840</u></u>	<u><u>138,742</u></u>

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

All income and expenditure derive from continuing activities.

ST BARNABAS PRE-SCHOOL

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	8	11,339		11,125	
Cash at bank and in hand		165,042		130,113	
		<u>176,381</u>		<u>141,238</u>	
Creditors: amounts falling due within one year	9	(4,541)		(2,496)	
Net current assets			171,840		138,742
Income funds					
Unrestricted funds			171,840		138,742
			<u>171,840</u>		<u>138,742</u>

The financial statements were approved by the Trustees on 13 October 2021


S Pike
Trustee

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

St Barnabas Pre-School is an unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements 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 Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

As at 31 December 2019 China had alerted the World Health Organisation (WHO) of several cases of an unusual form of pneumonia in Wuhan. Substantive information about what has now been identified as Coronavirus (or COVID-19) came to light in early 2020.

In the opinion of the Trustees, despite the potential effects of the COVID-19 outbreak, it is nonetheless considered that the Going Concern basis of the preparation of the financial statements remains appropriate. Similarly, in the opinion of the Trustees, no adjustments are required to the results or carrying values of assets or liabilities declared in these financial statements, and none have been made.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (Continued)

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	400	663

4 Income from charitable activities

	Fees and Charges	Fees and Charges
	2021	2020
	£	£
Pre School Fees and Charges	205,524	192,216
Grants received	706	-
	206,230	192,216

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Charitable activities

	2021 £	2020 £
Staff costs	149,297	144,148
Training	1,324	950
Premises costs	8,601	17,857
Equipment	8,885	8,247
Travel	-	608
Repairs and maintenance costs	-	52,835
Legal and professional costs	191	169
General expenses	2,549	2,203
Office costs	1,245	1,772
Governance costs	1,440	1,800
	<u>173,532</u>	<u>230,589</u>
	<u>173,532</u>	<u>230,589</u>
Analysis by fund		
Unrestricted funds	<u>173,532</u>	
	<u>173,532</u>	
For the year ended 31 March 2020		
Unrestricted funds		<u>230,589</u>
		<u>230,589</u>

Governance costs comprise independent examiner's fees of £1,440 (2020: £1,800).

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Direct Charitable	14	15

Employment costs

	2021 £	2020 £
Wages and salaries	145,786	140,425
Social security costs	947	1,542
Other pension costs	2,564	2,181
	149,297	144,148

There were no employees whose annual remuneration was £60,000 or more.

8 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	11,339	11,125

9 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	2,765	720
Accruals and deferred income	1,776	1,776
	4,541	2,496

10 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

