

**ST BARNABAS PRE-SCHOOL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# ST BARNABAS PRE-SCHOOL

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

S Pike  
P Worrell  
A Leach  
N Barnes

**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

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# ST BARNABAS PRE-SCHOOL

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# **ST BARNABAS PRE-SCHOOL**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2023***

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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 2023

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply 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)" (effective 1 January 2019).

#### **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.

#### **Achievements and performance**

The Pre-school has been busy with 17 staff employed although 1 of which went on Maternity leave in November 22.

Lots of children with Special needs and behavioural needs possibly as a result of Covid and Screen time. 3 children have an EHCP and we provide 1:1 support which is funded.

In the Summer of 2022, the garden had a big revamp which cost the pre-school £47,000. This has been great for the children and provided more space for both groups as the area has been repaved. There is a circular bedding area in the middle and another bedding area on the side. There is a shelter on one side and the trees have been cut back. Another shed is also in place.

The staff and children have really felt the benefit.

# ST BARNABAS PRE-SCHOOL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

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#### Training

During the financial year, various training has taken place. All Child protection and Paediatric first aid training was kept up to date.

The training included:

Tracey (Manager) – Supporting children's Mental health; ADHD; Designated safeguarding Lead; SEN clusters.

Holly – Trained as an additional SENCO.

Danielle – Childhood in crisis; Understanding ADHD; Understanding Autism

Kerrie and Eilisha – Physical development and nutrition.

Anna (Deputy) – Mental health in staff

Laura S – Key person training; Completing Level 3

Jodie – 4 mini workshops – introduction to EYFS

Chantelle – Completing Level 3

In October 2022 we had a quality monitoring visit from HFL Education and were rated Light Green. They were pleased with the improvements we had made since our mock Ofsted.

Ofsted finally visited on Tuesday 27<sup>th</sup> March. The team were pleased to achieve a GOOD grading. The Trustees would like to express their thanks to all staff who contributed to ensure that the Pre-School was able to retain its grading.

#### **Financial review**

During the period the charity reported a deficit of £49,383 (2022: deficit of £6,365). 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.

During the year the Pre-School was able to commence and complete the work to revamp the garden area. This has given the Pre-School greater options for the learning of its children. In addition, following statutory guidance the Pre-School was able to uplift payroll in line with recommended increases and to employ the recommendations of the Harpur case regarding holiday entitlement.

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.

# ST BARNABAS PRE-SCHOOL

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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

F Graham-Brown

(Resigned 2 November 2022)

S Pike

P Worrell

A Leach

N Barnes

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**

18 October 2023

# ST BARNABAS PRE-SCHOOL

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF ST BARNABAS PRE-SCHOOL

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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 2023.

#### **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.

*Campbell Wilson*

**John Wilson FCA ATII**

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

Dated: 18 October 2023



# ST BARNABAS PRE-SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<b><u>Income and endowments from:</u></b>			
Donations and legacies	3	179	617
Income from charitable activities	4	218,162	204,201
Other income	5	921	-
<b>Total income</b>		219,262	204,818
<b><u>Expenditure on:</u></b>			
Charitable activities	6	268,645	211,399
<b>Net expenditure for the year/ Net movement in funds</b>		(49,383)	(6,581)
Fund balances at 1 April 2022		165,259	171,840
<b>Fund balances at 31 March 2023</b>		115,876	165,259

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 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Debtors	10	2,100		11,125	
Cash at bank and in hand		116,747		159,449	
		<u>118,847</u>		<u>170,574</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(2,971)</u>		<u>(5,315)</u>	
Net current assets			<u>115,876</u>		<u>165,259</u>
<b>Income funds</b>					
Unrestricted funds			<u>115,876</u>		<u>165,259</u>
			<u>115,876</u>		<u>165,259</u>

The financial statements were approved by the Trustees on 18 October 2023



S Pike  
Trustee

# ST BARNABAS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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### 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.

#### 1.5 Expenditure

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

# ST BARNABAS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 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.

#### 1.9 Retirement benefits

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

# ST BARNABAS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 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
	2023	2022
	£	£
Donations and gifts	179	617

### 4 Income from charitable activities

	Fees and Charges	Fees and Charges
	2023	2022
	£	£
Pre School Fees and Charges	217,862	204,201
Grants received	300	-
	218,162	204,201

# ST BARNABAS PRE-SCHOOL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 5 Other income

	Unrestricted funds	Total
	2023 £	2022 £
Other income	921	-

### 6 Charitable activities

	2023 £	2022 £
Staff costs	173,970	152,497
Training	896	2,940
Premises costs	31,900	25,889
Equipment	8,382	11,976
Repairs and maintenance costs	3,101	10,419
Garden Repair Costs	43,066	-
Legal and professional costs	468	498
General expenses	2,947	4,115
Office costs	2,475	1,541
Governance costs	1,440	1,524
	268,645	211,399
	268,645	211,399
<b>Analysis by fund</b>		
Unrestricted funds	268,645	
	268,645	
<b>For the year ended 31 March 2022</b>		
Unrestricted funds		211,399
		211,399

Governance costs comprise independent examiner's fees of £1,440 (2021: £1,440).

### 7 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 2023

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Direct Charitable	16	15

#### Employment costs

	2023 £	2022 £
Wages and salaries	171,200	149,970
Social security costs	1,005	1,128
Other pension costs	1,765	1,399
	173,970	152,497

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

### 9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 10 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	2,100	11,125

### 11 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	1,111	3,455
Accruals and deferred income	1,860	1,860
	2,971	5,315

### 12 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).