

Charity registration number 1131877

ST BARNABAS PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

ST BARNABAS PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Pike	
	P Worrell	
	A Leach	
	N Barnes	
	K Taylor-Mason	(Appointed 23 November 2023)
	V Gill	(Appointed 13 November 2023)
	L Cowley	
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 2024

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 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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:

- 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;
- 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;
- 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

At the end of the financial year we had 16 staff, 9 qualified to level 3, 1 to level 5 and 1 at Degree level. 1 training to Level 3 and a plan to enrol another in September 24.

Nursery availability: 16 in the morning/afternoon sessions. Mornings were full and afternoons a little quieter. The nursery had 20 children registered.

Pre-school availability: 24 in the morning, 16 in the afternoon. It was a slow start in the Autumn but we were full by Easter with 53 children registered. Pre-school afternoon sessions had lots of children with additional needs so staffing had to be increased to support this.

In January 2024, 11 staff completed their Paediatric First aid training. All Child Protection training is up to date.

One colleague started The Early Years Professional Programme which she found to be interesting. This was successfully completed in Summer 2024.

Noticing a significant number of children with speech delay, two colleagues developed small communication groups for the children. These were a great success. The children loved being part of the groups and their speech was seen to progress well. They are continuing to develop the resources for these groups and will be attending "Making Communication Happen" in the future to support her with new ideas.

In addition to this, one colleague promoted a new project for staff and families to produce story boxes. This was a great achievement. The children loved sharing with their friends whilst promoting reading in school and at home.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Fundraising in Summer 2023. We raised £203.50 and purchased new toys for the children including Avengers and PJ mask characters, a train table, books, and Colour monsters. In December 2023, we raised £145 through Christmas raffle and hampers. We purchased new rugs for the pre-school room and sensory resources. We were also given £52 from the school photographer.

Feedback forms issued to parents in January 2024 demonstrated that Parents were happy. No negative comments or suggestions were given.

HMRC performed a PAYE Compliance inspection during the July 2023 to ensure that we comply with the relevant statutory regulations concerning PAYE and the payment of staff. This was a long process, and the case has been closed with the agreement that the charity was in full compliance in January 2024.

Financial review

During the period the charity reported a deficit of £11,621 (2023 - deficit of £49,383). The results are in line with the Trustees expectations and will allow the charity to continually review it's resources and add to them as necessary.

In Autumn 2023, we were a little overstaffed due to the quieter Autumn cohort. We had been expecting a child who would need 1:1 and we would have accessed additional funding for this. However, this child did not stay. Staff were offered an unpaid day off in November or December. In January, some staff had their hours reduced to reflect the quieter times.

EYPP was used to pay for staffing alone and allowed us to give children quieter small group sessions to support their speech. This is instead of using it for Dinky Dancers, Football training and Little City.

Donations were requested for snack, whether this is money or food. Most nurseries/pre-schools charge specific amounts per week. We have kept this less formal. Moving forward in September 24, we will push this further.

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.

What is the pre-school doing to protect reserves:

We plan to increase fees in September from £6 to £7 per hour.

We plan to charge for Breakfast clubs and not allow it to be taken out of the funding.

Only buying essential resources.

Staff discount will be reduced to 10%.

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 2024

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

S Pike

P Worrell

A Leach

N Barnes

K Taylor-Mason

V Gill

L Cowley

(Appointed 23 November 2023)

(Appointed 13 November 2023)

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

16 October 2024

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 2024.

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: 16 October 2024

ST BARNABAS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Unrestricted funds 2023 £
	Notes		
<u>Income and endowments from:</u>			
Donations and legacies	3	236	179
Income from charitable activities	4	238,329	218,162
Other income	5	-	921
Total income		<u>238,565</u>	<u>219,262</u>
<u>Expenditure on:</u>			
Charitable activities	6	<u>250,186</u>	<u>268,645</u>
Net expenditure for the year/ Net movement in funds		(11,621)	(49,383)
Fund balances at 1 April 2023		115,876	165,259
Fund balances at 31 March 2024		<u>104,255</u>	<u>115,876</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 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	10	99		2,100	
Cash at bank and in hand		110,527		116,747	
		<u>110,626</u>		<u>118,847</u>	
Creditors: amounts falling due within one year	11	(6,371)		(2,971)	
Net current assets			<u>104,255</u>		<u>115,876</u>
Income funds					
Unrestricted funds			<u>104,255</u>		<u>115,876</u>
			<u>104,255</u>		<u>115,876</u>

The financial statements were approved by the Trustees on 16 October 2024


S Pike
Trustee

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

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.

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

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.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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.

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.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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
	2024	2023
	£	£
Donations and gifts	236	179

4 Income from charitable activities

	Fees and Charges	Fees and Charges
	2024	2023
	£	£
Pre School Fees and Charges	238,329	217,862
Grants received	-	300
	238,329	218,162

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

5 Other income

	Total Unrestricted funds	
	2024	2023
	£	£
Other income	-	921

6 Charitable activities

	2024	2023
	£	£
Staff costs	205,933	173,970
Training	1,569	896
Premises costs	29,174	31,900
Equipment	7,599	8,382
Repairs and maintenance costs	100	3,101
Garden Repair Costs	-	43,066
Legal and professional costs	368	468
General expenses	2,739	2,947
Office costs	1,264	2,475
Governance costs	1,440	1,440
	250,186	268,645
	250,186	268,645
Analysis by fund		
Unrestricted funds	250,186	
	250,186	

For the year ended 31 March 2023

Unrestricted funds	268,645
	268,645

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 2024

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Direct Charitable	18	16
Employment costs	2024 £	2023 £
Wages and salaries	200,386	171,200
Social security costs	3,166	1,005
Other pension costs	2,381	1,765
	205,933	173,970

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

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	99	2,100

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Other taxation and social security	4,040	1,111
Other creditors	132	-
Accruals and deferred income	2,199	1,860
	6,371	2,971

12 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

