

**REGISTERED CHARITY NUMBER: 1155711**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 August 2023 for**  
**St Martin's Pre-School**

Sally Wainwright ACMA- Et Voila Accountancy Services Limited , Isis House, Smith Road,  
Wednesbury, WS10 0PB

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**for the Year Ended 31 August 2023**

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## **St Martin's Pre-School**

### **Report of the Trustees** **for the Year Ended 31 August 2023**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. The trustees have adopted the provisions of 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 (FRS102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Pre-School works for the public benefit having as its objectives the development and education of children and young people, in particular by:

Promoting their care and safety

Promoting their education and promoting parental involvement

Promoting their health and wellbeing

Providing services to support them and their families and carers

Providing services to individuals holding membership of the CIO; and further the aims of the Early Years Learning Alliance

The primary objective of the Pre-School is the provision of education and care for children from the age of two until they start school. The strategy to achieve this is to provide for a high quality of staff to child ratio, offer additional activities to develop and stimulate children and support children with additional needs with staff with specific SENCO qualifications.

The CIO provides a Pre-School open to all in the local community.

## **St Martin's Pre-School**

### **Report of the Trustees**

**for the Year Ended 31 August 2023**

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The Pre-School continues to be graded as 'outstanding in all areas' by OFSTED. This confirms the Pre-School's commitment to its aims and objectives by continuing to provide high staff to child ratios, a focus on the education, care, safety, health and wellbeing of the children and offering extra support for those children with additional needs.

The Pre-School showed a profit of £24,631 (2022 loss of £21,194) for the year, as summarised below:

	31/08/2023	31/08/2022
	£	£
Total incoming resources	228,235	205,580
Total resources expended	<u>203,604</u>	<u>226,774</u>
Surplus/(deficit) for the year	24,631	(21,194)
Fund balances at beginning of year	<u>77,402</u>	<u>98,596</u>
Fund balances at end of year	<u>102,033</u>	<u>77,402</u>

Despite generating a surplus of £24,631, the Pre-School continues to face a challenging financial environment. Consistent with previous years, income generated from funding from Surrey County Council is not sufficient to fully cover staff wages and other operating expenditure. As a result, the Pre-School continues to rely heavily on parent generosity through voluntary monetary donations, to ensure costs are covered.

##### **Investment policy and objectives**

The CIO invests in a deposit account with a recognised UK financial institution. The aim of such investment is to achieve the best available investment income returns, balanced against minimising risk to capital, whilst meeting the cash flow requirements of the Pre-School.



**St Martin's Pre-School**  
**Report of the Trustees**  
**for the Year Ended 31 August 2023**

**FINANCIAL REVIEW**

**Reserves policy**

The Committee is mindful of the financial challenges facing the Pre-School when making budget decisions to ensure the long-term financial stability of the Pre-School.

The Pre-School's Reserves Policy was reviewed against the major risks facing the Pre-School. Given that the Pre-School had shown a deficit in a recent year, the Committee continues to mitigate for additional challenges, especially those relating to staff costs (including pension auto-enrolment, longer term staff absence and recruitment costs) and the overall financial position.

The policy was updated in 2017 to achieve free reserves to cover four month's total expenditure

**Budgeting policy**

Going forward the Committee is committed to helping to improve our financial position. This will be closely monitored and kept under regular review throughout the year.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

St Martin's Pre-School is a charitable incorporated organisation governed by the Pre-School Learning Alliance Model CIO Constitution 2013.

St Martins Pre-School CIO was established on 10 February 2014 as a result of resolutions passed at the Annual General Meeting of St Martin's Pre-School (registered charity number 1023678, now closed) on 24 October 2013.

**Recruitment and appointment of new trustees**

New Committee members are either elected at a General Meeting or can be asked to join by the existing trustees, should there be a vacancy.

**Organisational structure**

The Management Committee meets at least termly during the year to determine general policy and review the framework of management and control for which it is legally responsible. At these meetings, the activities of the Pre-School, including strategy, the budget and the annual report and accounts, are reviewed.

The day to day running of the Pre-School is delegated to the Manager, Office Manager and Deputy Manager, and proposals are formulated by these officers who make recommendations to the Committee.

**Induction and training of new trustees**

New members are inducted into the workings of the CIO, including the Policies and Procedures. Appropriate external training on governance and other relevant matters is offered to committee members.

**St Martin's Pre-School**  
**Report of the Trustees**  
**for the Year Ended 31 August 2023**

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number

1155711

Principal address

Worple Road

Epsom Surrey

KT1 8 7AA

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Miss H Simms

Mr N Speirs

Mrs K Bond

Miss C Jukes

Mrs H Knell

Mrs H Smith

Independent Examiner

Miss Sally J Wainwright ACMA

Isis House

Smith Road

Wednesbury

West Midlands

WS10 0PB

Bankers

CAF (CharitiesAid Foundation) 25 Kings Hill Avenue

Kings Hill West Malling

Kent ME19 4TA

Approved by order of the board of trustees on 23 November 2023 and signed on its behalf  
by:



Miss H Simms - Trustee

**St Martin's Pre-School**  
**Report of the Trustees**  
**for the Year Ended 31 August 2023**

**Independent Examiner's Report to the Trustees of St Martin's Pre-School**

I report to the charity trustees on my examination of the accounts of the St Martin's Pre-School (the Trust) for the year ended 31 August 2023

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Sally J Wainwright ACMA  
Sally J Wainwright ACMA through Et Voila Accountancy Limited  
Isis House  
Smith Road  
Wednesbury  
WS10 0PB



15-Nov-23

**St Martin's Pre-School****Statement of Financial Activities**  
**for the Year Ended 31 August 2023**

	Notes	31/08/2023 Unrestricted Funds £	31/08/2022 Total Funds £
<b>INCOME AND ENDOWMENTS</b>			
Donations and legacies		14,349	12,456
Discretionary Funding			1,663
Education		208,328	186,063
Other trading activities Investment	2	5,558	5,398
Investment Income	3		
<b>Total</b>		<hr/> 228,235	<hr/> 205,580
<b>EXPENDITURE ON</b>			
Raising funds		1,428	1,428
<b>Charitable activities</b>			
Education		202,176	225,346
<b>Total</b>		<hr/> 203,604	<hr/> 226,774
<b>NET INCOME/(EXPENDITURE)</b>		<hr/> 24,631	<hr/> (21,194)
<b>RECONCILIATION OF FUNDS</b>			
Total Funds Brought Forward		77,402	98,596
<b>TOTAL FUNDS CARRIED FORWARD</b>		<hr/> <hr/> 102,033	<hr/> <hr/> 77,402

These notes form part of these financial statements



**Balance Sheet**  
**At 31 August 2023**

	Notes	31.8.23 Unrestricted Fund £	31.8.22 Total Funds £
<b>Current Assets</b>			
Stocks	7	574	1,153
Money Owed by Council			1,663
Cash at bank		105,089	83,400
		<u>105,663</u>	<u>86,216</u>
<b>Creditors</b>	8	(1,780)	(6,764)
<b>Amount falling due within one year</b>			
Net Current Assets		<u>103,883</u>	<u>79,452</u>
Total Assets Less Current Liabilities		103,883	79,452
<b>Creditors</b>	9	(1,850)	(2,050)
Amounts falling due after more than one year			
Net Assets			
<b>Funds</b>			
Unrestricted Funds	10	<u>102,033</u>	<u>77,402</u>
Total Funds		<u>102,033</u>	<u>77,402</u>

The Financial statements were approved by the Board of Trustees on 15 November 2023 and were signed on its behalf by:



Miss H Simms

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts as in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)

Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

The majority of costs are directly attributable to direct charitable expenses. In the provision of a Pre-School environment. Costs relating to fundraising and governance are shown separately.

### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

### **Taxation**

The CIO is not subject to taxation on its charitable activities, although it bears the cost of value added tax on purchases. The income of the CIO is exempt from VAT.

### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the CIO.

The charity does not have any restricted funds.

### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

## **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## **2. OTHER TRADING ACTIVITIES**

	31.8.23	31.8.22
School Uniforms	1653	1269
Registration Fees	3000	2100
Xmas Funding		187
Other fundraising	2184	1842
	<u>6,837</u>	<u>5,398</u>

## **3. INVESTMENT INCOME**

	31.8.23	31.8.22
	£	£
Deposit Account Interest		

## **4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

Trustees' expenses

Expenses reimbursed to members of the Committee in year were nil

## **5. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.8.23	31.8.22
	£	£
Practitioners	11	11
Manager	1	1
Administrator	1	1
	<u>13</u>	<u>13</u>

No Employees received emoluments in excess of £60,000.

## 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	2023	2022
	Unrestricted Funds	Unrestricted Funds
	£	£
<b>INCOME AND ENDOWMENTS FROM</b>		
Donations and Legacies	14,349	14,119
<b>Charitable Activities</b>		
Education	208,328	186,063
Other Trading Activities	5,558	5,398
Total	<u>228,235</u>	<u>205,580</u>
<b>EXPENDITURE ON</b>		
Raising Funds	1,428	1,428
<b>Charitable Activities</b>		
Education	202,176	225,346
	<u>203,604</u>	<u>226,774</u>
NET INCOME/(EXPENDITURE)	24,631	(21,194)
<b>RECONCILIATION OF FUNDS</b>		
Total funds brought forward	77,402	98,596
TOTAL FUNDS CARRIED FORWARD	<u>102,033</u>	<u>77,402</u>
<b>7. STOCKS</b>		
	31.8.23	31.8.22
	£	£
Stocks	<u>574</u>	<u>1153</u>

**8. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.23	31.8.22
	£	£
PAYE		2,794
Deposits	1,300	1,690
Registration Fees		1,800
Accruals	480	480
	<u>1,780</u>	<u>6,764</u>

**9. CREDITORS AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.8.23	31.8.22
	£	£
Deposits	1,850	2,050
Registration Fees	2,500	-
	<u>4,350</u>	<u>2,050</u>



## 10. MOVEMENTS IN FUNDS

	At 01.9.22	Net Movement in funds	At 31.8.23
Unrestricted Funds			
General Fund	77,402	24,631	102,033
Total Funds	77,402	24,631	102,033

Net Movement in funds, included in the above are as follows:

	Incoming Resources £	Resources Expended £	Movement in Funds £
Unrestricted Funds			
General Fund	228,235	(203,604)	24,631
Total Funds	228,235	(203,604)	24,631

Comparatives for movement in funds

	At 1.9.22	Net Movements in Funds	At 31.8.23
Unrestricted funds			
General Fund	77,402	24,631	102,033
Total funds	77,402	24,631	102,033

Comparative net movement in funds, included in the above as follows:

2022

	Incoming Resources £	Resources Expended £	Movement in funds £
Unrestricted funds			
General fund	205,580	(226,774)	(21,194)
Total Funds	205,580	(226,774)	(21,194)

## 11. RELATED PARTY DISCLOSURES

St Martin's Pre-School purchased insurance for the Committee Members during the year to indemnify them against any liabilities arising as a result of negligence on the charity's behalf. This insurance is purchased through the Pre-School Learning Alliance.

## **12. ULTIMATE CONTROLLING PARTY**

The Pre-School was under the control of the Committee Members, who are also Trustees

**St Martin's Pre-School****Detailed Statement of Financial Activities**  
**for the Year Ended 31 August 2023**

	31/08/2023	31/08/2022
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and Legacies</b>		
Donations, gifts and forfeited deposits	12,871	10,950
Discretionary Funding from Council		1,663
Gift Aid	1,478	1,506
	<u>14,349</u>	<u>14,119</u>
<b>Other Trading Activities</b>		
School Uniforms	1,074	1,269
Registration Fees	2,300	2,100
Xmas Funding		187
Other fundraising	2,184	1,842
	<u>5,558</u>	<u>5,398</u>
<b>Charitable Activities</b>		
Surrey EYFE & FEET fees	204,200	173,384
Other Activities	496	
Other Fees		6,408
Lunch Club	2,786	4,376
Other income	846	1,895
Grants		
	<u>208,328</u>	<u>186,063</u>
<b>Total incoming resources</b>	<b>228,235</b>	<b>205,580</b>
<b>EXPENDITURE</b>		
<b>Other Trading activities</b>		
Out Reach Support		335
Spring Fair		138
Uniforms		1,588
	<u>-</u>	<u>2,061</u>

**St Martin's Pre-School****Detailed Statement of Financial Activities**  
**for the Year Ended 31 August 2023**

	31/08/2023	31/08/2022
	£	£
<b>Charitable Activities</b>		
Wages	151,800	167,115
Social Security	3,969	6,591
Pensions	2,579	2,514
Subscriptions	570	77
Recruitment Expenses	832	780
Legal and professional	1,900	1,670
Advertising	263	164
Bank Charges	60	93
Discounts Taken	1,345	712
Printing, Stationery, IT, telephone, subs, charges	1,277	3,350
Food Vouchers	60	1,170
Staff Training	1,970	1,620
DBS Checks	206	222
Fundraising Expenses	173	
Premises Maintenance	7,090	11,033
Speech and Language Sessions		
Staff Uniform	732	321
Large Equipment		
Resources for children	7,111	5,871
Events and Outings	2,147	2,668
Rent	15,826	15,365
Entertainment	792	
	200,702	221,336
<b>Support Costs</b>		
<b>Finance</b>		
Insurance	1,402	1,961
<b>Governance Costs</b>		
Independent examiners fees	1,500	1,416
<b>Total resources expended</b>	203,604	226,774
<b>Net expenditure</b>	<u>24,631</u>	<u>- 21,194</u>