

Little Saints Pre-School CIO  
Trustees Annual Report and Financial Statement  
September 2023 - August 2024  
Charity No: 1174144

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## **Reference and Administrative Information**

### **Charity Details**

Charity Name: Little Saints Pre-School CIO

Charity Registration Number: 1174144

Operational Address: All Saints Community Centre, Fulford Road, West Ewell, Surrey, KT19 9QZ

Website: <https://littlesaints-preschool.com>

### **Trustees**

<b>Name</b>	<b>Position</b>	<b>Dates of Service for Pre-School CIO</b>	<b>Dates of Service for Pre-School Committee</b>
Mrs L Viscione	Chair	October 2018 to present	N/A
	Trustee	August 2017 to September 2018	October 2016 to July 2017
Mrs C Farris	Secretary / Deputy Manager	August 2017 to present	November 2004 to July 2017
Mrs C Sale	Trustee / Pre-School Manager	August 2017 to present	October 2004 to July 2017
Mrs N Williams	Staff Representative / Trustee	August 2017 to present	October 2016 to July 2017
Ms E Cooling	Trustee	October 2020 to present	N/A
Ms T Garrett	Trustee	October 2022 to present	N/A

### **Treasurer (employed)**

<b>Name</b>	<b>Date of Service</b>
Ms L Harding	November 2019 to present

### **Other Details**

Bank: Lloyds Bank

Independent Examiners: Hazel Day, Xeinadin, Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ

## **Structure, Governance and Management**

Little Saints Pre-School is a charity run Pre-School that operates from a church hall at the heart of the local community. The Charity is a charitable incorporated organisation (CIO) that is Ofsted registered. The Charity provides quality child care in a safe, caring, happy and stimulating environment, whilst following the Early Years Foundation Stage 2023.

### **Governing document**

The governing document is a constitution. The organisation is a charitable incorporated organisation (CIO) and is a body in membership of the Early Years Learning Alliance. This organisation was incorporated and registered as a charity on 4th August 2017. Prior to this date Little Saints was a committee run Pre-School.

### **Organisational Structure**

Little Saints Pre-School has a minimum of 3 and up to 12 trustees that meet termly (October, February, June). The charity trustees are responsible for financial planning, other strategic planning, policies, key decisions and administration of the charity. The trustee positions are entirely voluntary and as such no re-numeration or financial benefits are given for their time. At present there are 6 members.

The day to day operation of the charity is performed by the Pre-School Manager and Deputy Manager, with advice on finances from the Treasurer. The Manager, Deputy and staff are constantly evaluating the Pre-School to improve the quality and learning on offer.

During Trustee meetings all charitable matters are discussed including income stream, ongoing performance, fund-raising, and to approve forthcoming expenditure.

The charity monitors performance against budgeted targets and reports termly to the trustees, and annually at the Annual General Meeting (AGM). Furthermore, the trustees receive the accounts on a monthly basis. During the AGM trustee appointments and resignations are made.

### **Recruitment and appointment of trustees**

It is the aim of the charity to recruit trustees from parents of the Pre-School, ex-parents and members of the local community. In the first instance trustee vacancies are advertised within the parent community, through the parent welcome session and via email and parent only social media. There is a general difficulty in recruiting trustees and then retaining trustees longer than 1 or 2 years.

### **Trustee Induction and Training**

All new trustees are given an introduction pack including; a copy of the constitution and any amendments made to it, a copy of the last year accounts, a copy of the roles and responsibilities of trustees (CC3 - The Essential Trustee, what you need to know, what you need to do, Charity Commission publication). A confidentiality and photo consent agreement are also obtained. In addition, trustees are encouraged to read the Charity Commission newsletters and Early Years Alliance newsletters. Any further training is reviewed on an annual basis.

## **Related parties**

There were no related party transactions during this period.

## **Risk Management**

The Pre-School management has reviewed the major risks to which the charity is exposed. Systems and procedures have been established to minimise these risks. The risks that the charity may be exposed to is reviewed and discussed on an annual basis, or earlier, if needed.

Little Saints internal policies have been put in place to minimise risk for all parties. Children and staff health, wellbeing, care and safety are promoted through the vigorous policies, procedures and risk assessments. There are currently 48 active policies, the main ones are listed on the website. These policies are available to read on request. Policy and procedure advice is taken from outside agencies such as Surrey Safeguarding Partnership. Furthermore, we are fully insured.

The Charity operates a separate bank account for the reserve and closely monitors costs to ensure it operates within its means.

The Pre-School has seen a different pattern to the number of children attending in each term since the pandemic, Brexit and continuing inflation. There are less children at the beginning of autumn term which then increases over the year which increases the risk of making a deficit. The charity will continue to operate according to guidelines issued by the government for Pre-Schools.

## **Additional Governance Issues**

Little Saints is a member of the Early Years Alliance. As a Pre-School, additional governance is also taken from the Surrey Early Years, Ofsted and including regular notification updates from the Surrey Safeguarding Children Partnership.

## **Charity Aims and Objectives**

Little Saints Pre-School promotes the development and education of children within the local community (West Ewell) by;

- Promoting their education and parental involvement
- Promoting their health and wellbeing
- Promoting their care and safety
- Providing services to support them and their families and carers
- Providing services to individuals holding membership of the CIO
- Furthering the aims of the preschool learning alliance
- Providing additional support and individual learning targets for children with SEND

The primary objective of the Pre-School within these aims is to provide quality fully inclusive child care, to deliver the Early Years Foundation stage 2023 and to support the families of children using our facilities.

Furthermore, the charity's purpose is set out in the organisation's constitution (see objectives above).

## **Ensuring aims**

The Charity reviews the aims, objectives and activities each year. This review looks at the achievements from 01 September 2023 to 31 August 2024.

## **Statutory Declaration on Public Benefit**

The Trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the charity commission in exercising their powers or duties.

## **Activities, Achievements & Performance**

The primary role of the Charity is to deliver quality fully inclusive child care, to deliver the Early Years Foundation Stage 2023 and to support the families of children using the facilities. The activities benefit families with children between 2 and 5 years as these are the primary users of our services.

This review period showed a continuing reduction in child numbers, especially in the Autumn term. This seems to be due to a mixture of reasons, some parents cannot afford fees and others would like a longer day offered. It is likely that lower birth rates in the area have also contributed to the lower numbers of children, as well as increased number of places at local school nurseries that can offer a longer day.

## **Experiences**

Throughout 23/24, Pre-School operations ran as usual. The Early Years Foundation Stage 2023 was followed and the full curriculum was implemented, which promotes child learning through play. This included, many child led activities and opportunities, child targeted learning, adult led and in the moment planning and group planning activities. Children's education was enhanced, using a variety of resources to promote their learning experiences, while ensuring all children had the right level of support to ensure they were engaged and challenged and gaining or moving towards their individual expected outcomes of learning and development. All children had opportunities to develop on an individual and group basis and all areas of the playroom had continuous planning opportunities. Children that are not meeting their learning outcomes, are assessed to address their needs and ensure the best opportunities are given to 'narrow the gap' so they can 'catch up' with their peers. Little Saints also offers the Early Talk Boost Programme to support learning.

The experiences offered during this time included both inside and outside learning environment. As children attending are from a variety of cultures and backgrounds, the Pre-School also promoted fully inclusive activities and festivals for all children and adults attending. These included different multi-cultural themes and festivals such as Rosh Hashanah, Diwali, Christmas, Chinese New Year and Easter. The children had the opportunity to dress up for world book day, made a story leaf for the reading tree, partake in rhyme time and attend outings to the park, post office and local farm. The children also benefitted from partaking in small and large group activities.

Fundraising activities included Mother's Day, Father's Day gift shop, mufti-days, scavenger hunt, Christmas Fair, raffles and cake sales. Additionally, the Westminster mile was completed by staff and some children to raise additional funds for the pre-school. The annual quiz night continued to be a popular community event.

Parents were invited in for meetings to discuss child development, to view the reports and learning journals and volunteering was actively encouraged. Educational professionals (ie SEND) came into

the Pre-School to support additional learning needs. During the 23/24 review period there was a continuing increase in the number of children requiring additional support.

Overall, the Trustees feel that Little Saints Pre-School had a successful year fulfilling the objectives, despite many continuing challenges of lower child numbers, increasing numbers of children requiring additional support and higher costs.

The Charity continued to employ 13 members of staff, 8 qualified childcare practitioners, 4 unqualified child care practitioners and 1 treasurer.

## **Financial Review**

For the financial year 1<sup>st</sup> September 2023 to August 31<sup>st</sup> 2024, Little Saints Pre-School made a surplus of £22,195. This was mainly due to a grant of £18,000 that was awarded to help with the expansion of the provision of increased numbers of 2 year olds as per the Governmental initiative. It was also due to significant work by the team to ensure the facility was well advertised as well as costs being kept as low as possible, while providing the high level of care that Little Saints is known for.

Overall income in 23/24 was higher than 22/23 largely due to the grant that was received. Parent fees fell from £21,570 (22/23) to £18,581 following the introduction of the funded scheme for 2 year olds in April 24. This will change the overall income pattern for Little Saints as a significantly higher proportion of children will be funded in the future. Early years funded income increased to £83,273 from £67,892 due to the expansion of this scheme.

The Sufficiency Grant of 18,000 was awarded in April 24, and ensured a higher number of staff employed to assist the new 2 year olds.

Fundraising events resulted in an additional income of £4,380 due to a well executed fundraising plan. This was considerably higher than 21/22. Voluntary donations generated £1,847 due to generous support from the parents. Lunch club was run raising a total of £314. Additionally, the Pre-School was able to claim back Gift Aid from HMRC (where permitted), resulting in an income of £492.

The Pre-School continued with its careful expenditure policy, due to the inconsistent numbers of children attending across the school year. On the whole there has been a fall in the number of sessions that families take up due to the cost of living crisis which has meant LS has had to keep costs as low as possible. Despite minimum wage increasing significantly for the 3<sup>rd</sup> year in a row, LS has been able to maintain staff costs at a steady level, with help from volunteer students and parent helpers in the facility.

A total of £11,681 was provided by Surrey County Council for the support of children with additional needs. This was put towards additional resources and staff costs to support and progress the children.

Resources within the facility were managed carefully while providing all the necessary resources for the children. Additional donations of resources and cleaning products from parents were accepted. Hall hire price has increased gradually to £14,400 in this review period, up from £14,253 in the previous review period.

For further details of the accounts please see the financial statement. These are presented on a cash basis.

## **Principle funding sources**

The main source of funding is from fees for the children attending gathered directly from parents, and Early Years Free Entitlement. Funding types offered are; Working Parent Entitlement for 2 ,3 and 4 year olds. (WPE) Free Entitlement for Disadvantaged 2 year old families (FEET) and Universal Free Entitlement for 3 & 4 year olds.

Additional funds from Surrey County Council were available upon applying in 23/24 (Sufficiency Grant). These funds were awarded based on a specific criteria set by Surrey County Council. Little Saints were awarded £18,000 for use in the expansion of facilities and staffing for 2 year olds in the setting which is to be used over 2 years. Other sources of revenue come from donations and fund-raising events. The main expenditure is wages and hall hire. Restricted funds are funding received for children that require additional support (SEND). Additional funds in the form of a Sufficiency grant was obtained in 23/24.

### **Reserves policy**

Currently, the reserve statement is within the finance policy. The reserve amount is reviewed and updated on an annual basis allowing the Pre-School to perform its legal responsibilities if required to close. The reserve bank account for 23/24 holds £63,860.

### **Investments**

The charity has no long term banking investments. The funds are held in 2 separate accounts. Surplus funds are set aside and used for replacement of equipment and activities for the children.

### **Particulars of Any Outstanding Guarantee Given by the Charity**

The trustees declare that the Charity has given no guarantee where potential liability is outstanding at the date of the statement of assets and liabilities.

### **Particulars of Any Outstanding Debt**

The Trustees declare that the charity has no outstanding debt which is secured by an express charge of any of the assets of the charity at the date of the statement of assets and liabilities.

### **Plans for the future**

It is the Trustees intention that the Charity continue to provide its services in-line with its aims and objectives. During this time of challenging economic environment, the Charity and its Trustees believe it is more important than ever to provide caring and supportive childcare to continue to support the community. The careful and conservative fiscal approach the Charity has been operating by is continuing to serve the Charity well and has been an asset within this year.



## Financial Statement

<u>Receipts and payments</u>		23/24		22/23		
A1 Receipts	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Fees	102,168		102,168	90,536		90,536
Voluntary donations	1,847		1,847	1,779		1,779
SEND funding		11,681	11,681		11,537	11,537
Uniform sales	1,167		1,167	749		749
Fundraising activities	4,380		4,380	2,997		2,997
Other income	729		729	335		335
Other funding	18,492		18,492	565		565
<b>TOTAL</b>	<b>128,783</b>	<b>11,681</b>	<b>140,464</b>	<b>96,962</b>	<b>11,537</b>	<b>108,499</b>
<b>A3 Payments</b>						
Staff Costs	81,244		81,244	81,268		81,268
Hall hire	14,400		14,400	14,253		14,253
SEND expenditure		10,964	10,964		9,761	9,761
Special events expenditure	1,147		1,147	863		863
Running costs	5,716		5,716	4,689		4,689
Administrative costs	3,466		3,466	2,477		2,477
Uniform purchases	828		828	1,183		1,183
Other expenditure	503		504	479		479
<b>TOTAL</b>	<b>107,304</b>	<b>10,964</b>	<b>118,269</b>	<b>105,212</b>	<b>9,761</b>	<b>114,973</b>
<b>Net receipts and payments</b>	<b>21,479</b>	<b>717</b>	<b>22,195</b>	<b>(8,251)</b>	<b>1,776</b>	<b>(6,475)</b>

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

<b>Cash funds</b>						
Current account	(2,112)	7,852	5,740	3,896	7,852	11,748
Deposit account	63,860		63,860	35,301		35,301
Cash	0		0	357		357
Creditors	(2,728)		(2,728)	(2,728)		(2,728)
<b>TOTAL</b>	<b>59,020</b>	<b>7,852</b>	<b>66,872</b>	<b>36,825</b>	<b>7,852</b>	<b>44,677</b>
Change			22,195			(6,475)

## Declaration

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

The Trustees' annual report was approved on 25 June 2024 and signed on behalf of the Little Saints Trustees by:

Luisa Viscione

(Chairperson, Trustee)

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**Independent Examiner's Report to the Trustees of  
Little Saints Pre-School**

**Independent examiner's report to the trustees of Little Saints Pre-School**

I report to the charity trustees on my examination of the accounts of the Little Saints Pre-School for the year ended 31 August 2024.

**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.



Hazel Day  
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Date: 27 June 2025.....