

# ST JOHNS PRESCHOOL

England & Wales · Charity number 296147

## Details

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Other names	ST HILDA'S PLAYGROUP
Status	Registered
Legal form	Other
Registered	1987-02-24
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	St Richard's Room St John's Church St John's Road Newbury Berkshir
Phone	07814155110
Email	<a href="mailto:Stjohnspreschoolmanager@hotmail.co.uk">Stjohnspreschoolmanager@hotmail.co.uk</a>
Website	<a href="http://www.saintjohnspreschool.co.uk">www.saintjohnspreschool.co.uk</a>

## Activities

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**Objects:** 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.

**Activities:** Early years learning for pre-school aged children in West Berkshire

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** NEWBURY
- West Berkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£133,181	£128,355	-	-
2023-12-31	£114,740	£114,801	-	-
2022-12-31	£105,553	£102,251	-	-
2021-12-31	£109,263	£98,296	-	-
2020-12-31	£103,846	£86,900	-	-

## Trustees

Name	Role	Appointed
<b>Gary Walsh</b>	Chair	2022-09-29
Hannah Marie Millson		2021-09-30
Rebecca Sykes		2025-09-24
Zoe Hooper		2025-09-24

**ST JOHNS PRESCHOOL**

England & Wales - Charity number 296147

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# Accounts

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## Trustees' Annual Report for the period

From: 1 January 2024 Period start date

To: 31 December 2024 Period end date

Charity name: St John's Preschool

Charity registration number: 296147

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The aim of the charity is to provide childcare services for children aged 2-5 years of age.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The main activities are to care for the children during term time. We also carry out activities during the year to develop relationships between staff, children and their families and additionally raise funds which can be used to benefit the Pre-School.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard to the Charity Commission's guidance on public benefit when planning all events and determining how best to utilise any funds raised.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making.	Para 1.38	n/a
Policy on social investment including program related investment.	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	<b>Members of the Pre-School Committee are mostly volunteers and assist in organising fund raising activities for the benefit of the setting. They subsequently participate and assist in the running of those activities.</b>
Other		

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>A proportion of the monetary income of the Pre-School both through educational funding and via fundraising activities and donations has been utilised to fund improvements to the setting and to purchase equipment to ensure that the children have plenty of toys / activities etc to occupy and educate them at all times.</b></p> <p><b>Our intake numbers are constantly monitored to ensure that we have sufficiently trained staff to ensure regulatory ratio numbers of staff to children are always maintained and hence to enable us to maximise (where possible) the intake numbers of children attending the setting.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	<p><b>Objectives are set primarily at the AGM where key areas of improvement are identified. For example, this year we agreed to make improvements to the outside garden area at the setting. In addition, the children were able to enjoy a visit by a national delivery firm lorry and to attend the local pantomime show at Christmas time. All these were achieved by re-investing fund raising and donation income streams.</b></p>
Performance of fundraising activities against objectives set.	Para 1.41	<p><b>Our fundraising objectives are always to provide the best possible facilities for the children attending the setting. Therefore, our aim is always to raise funds wherever possible to facilitate that need.</b></p>
Investment performance against objectives	Para 1.41	<p><b>We hold a Christmas raffle, Easter bonnet day, a sponsored bounce activity etc all aimed at re-investing that income back into the setting.</b></p>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Please see attached report.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We employ several members of staff and therefore reserves are held primarily to cover the unlikely event of redundancy payments being required. In addition, we may be asked by the owner of the building (St. John's Church) to contribute to any major maintenance issues encountered with the building.</b>
Amount of reserves held	Para 1.22	<b>Please see attached accounts report. The Savings account amount is the minimum held in reserve. £31,088.34</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>We pay an annual rental charge for use of our Pre-School room to the adjacent St. Johns Church. Whilst there is absolutely no indication to suggest we would have to vacate the premise, then if we did, we would have to seek alternative accommodation.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Educational fees paid either privately directly from the child's parents or funded by the local Council. Other income streams are via fund raising activities and / or private donations.</b>
Investment policy and objectives including any social investment policy adopted.	Para 1.46	<b>Our investment policy is always to ensure that the setting is a clean, tidy, safe and enjoyable place for the children to attend. Coupled with this is to ensure we provide the necessary equipment for a wide range of thought-provoking activities to occur.</b>
A description of the principal risks facing the charity.	Para 1.46	<b>We constantly monitor our financial position and therefore eliminate risks as far as possible.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>Committee consisting of Chair, Secretary, Treasurer, Manager, Deputy Manager and Fund raisers.</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Pre-School Constitution</b>
, How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Written constitution document.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>All Committee member positions are reviewed annually at the AGM. Names of nominees are tabled in advance (or indeed can be at the meeting) and subsequently voted upon for election / re-election.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	<b>All our current Trustees / Committee members are either staff or hold experience of being Trustees at third party local charities. All new Committee members are required to obtain a satisfactory DBS check.</b>
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	<b>Committee consisting of Chair, Secretary, Treasurer, Pre-School Manager. Deputy Manager and Fund-raising volunteers. In addition to the Manager and Deputy Manager the Pre-School employs five other full-time members of staff.</b>
Relationship with any related parties	Para 1.51	<b>We have a working relationship with the Church Warden of the adjacent St. John's Church with whom we consult if any alterations / maintenance is required at the setting.</b>
Other		

### Reference and Administrative details

Charity name	St. John's Pre-School, Newbury
Other name the charity uses	n/a
Registered charity number	296147
Charity's principal address	St. John's Pre-School St. Richard's Room St. John's Road, Newbury, Berkshire, RG14 7PR.





## Funds held as custodian trustees on behalf of others.

Description of the assets held in this capacity.	n/a
Name and objects of the charity on whose behalf the assets are held and how these falls within the custodian charity's objects.	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<b>Educatio n</b>	Early Years	West Berks Council
<b>Building</b>	Church Warden	St. John's Church, Newbury
<b>Finance</b>	EJBC Chartered Accountants	Toomers Wharf, Canal Walk, Newbury, Berkshire, RG14 1DY.

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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## Other optional information

n/a
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Gary Walsh

Full name(s)

Gary Walsh

Position (eg Secretary,  
Chair, etc)

Chair

Date

08/10/2025

## Accounts 2024

1st January 2024	Bank Open
1st January 2024	Bank Open

### Income

(carried forward) Dec 2023 Attendance fees - funded  
Attendance fees - funded  
Attendance fees - private  
St.John's Church contributions  
Cash Deposits  
Donations  
Miscellaneous  
Bank Interest credits

### Expenditure

St.John's Church room hire charges  
Staff wages, HMRC tax payments and pension scheme contributions  
Cleaning staff wages  
Rugbytots  
Hartbeeps  
BT bills  
Amazon bills  
Website maintenance  
Equipment purchases  
Snack purchases  
Miscellaneous  
Accountants  
O2 mobile telephone charges  
Google  
Job adverts  
Staff training  
SJPS Uniform clothing  
Tapestry

Excess of Expenditure over Income

31st December 2024 Closing Balance Metro Savings Account  
31st December 2024 Closing Balance Metro Current Account

I have examined the Bank Statements and records of the St.John's Pre-School and is in accordance with these records.

Signature:

EJBC Chartered Accountants

2nd October 2025

	<b>£</b>
ing Balance Metro Bank Savings Account	30,744.40
ing Balance Metro Bank Current Account	40,166.18
<b>Total</b>	<b>70,910.58</b>
	113.50
	105,584.06
	22,852.25
	1,330.00
	947.55
	525.00
	1,484.83
	343.94
<b>Total</b>	<b>133,181.13</b>
	6,246.48
	96,239.71
	2,506.00
	2,448.00
	1,295.00
	811.21
	2,179.00
	1,109.40
	3,573.91
	1,873.85
	6,922.16
	1,008.00
	330.23
	29.88
	457.18
	585.00
	530.00
	210.00
<b>Total</b>	<b>128,355.01</b>
	-4,826.12
	31,088.34
	44,648.36
	<b>75,736.70</b>

I confirm that the above Income and Expenditure



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

St John's Preschool

**On accounts for the year ended**

31 December 2024

**Charity no  
(if any)**

296147

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

**Responsibilities and basis of report**

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

**Signed:**

*g Thomas*

**Date:**

2.10.25

**Name:**

Emma Thomas

**Relevant professional qualification(s) or body (if any):**

ICAEW

**Address:**

EJBC, 2 Toomers Wharf, Canal Walk

Newbury, RG14 1DY

Empty rectangular box at the top of the page.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Large empty rectangular box for providing details of items to be disclosed.

**ST JOHNS PRESCHOOL**

England & Wales - Charity number 296147

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# Accounts

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## Trustees' Annual Report for the period

From: 1 January 2023 Period start date

To: 31 December 2023 Period end date

Charity name: St John's Preschool

Charity registration number: 296147

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The aim of the charity is to provide childcare services for children aged 2-5 years of age.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The main activities are to care for the children during term time. We also carry out activities during the year to develop relationships between staff, children and their families and additionally raise funds which can be used to benefit the Pre-School.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard to the Charity Commission's guidance on public benefit when planning all events and determining how best to utilise any funds raised.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	<b>Members of the Pre-School Committee volunteer to organise fund raising activities for the benefit of the setting. They subsequently participate and assist in the running of those activities.</b>
Other		

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>A proportion of the monetary income of the Pre-School both through educational funding and via fundraising activities and donations has been utilised to purchase equipment to ensure that the children have plenty of toys / activities etc to occupy and educate them at all times. Our intake numbers are constantly monitored to ensure that we have sufficiently trained staff to ensure regulatory ratio numbers of staff to children is maintained at all times and hence to enable us to maximise (where possible) the intake numbers of children attending the setting. We also engaged a 1:1 staff member for a child with SEN needs.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>Objectives are set primarily at the AGM where key areas of improvement are identified. For example this year we wanted to purchase a new play-house for the garden, to install new security gate at the perimeter of the setting and for the children to attend the local pantomime show at Christmas time. All these were achieved by re-investing fund raising and donation income streams.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>Our fundraising objectives are always to provide the best possible facilities for the children attending the setting. Therefore our aim is always to raise funds wherever possible to facilitate that need.</b>
Investment performance against objectives	Para 1.41	<b>We hold a Christmas bizarre, Easter bonnet activity, sponsored bounce activity etc all aimed at re-investing that income back into the setting.</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£70,975.98
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We employ several members of staff and therefore reserves are held primarily to cover the unlikely event of redundancy payments being required. In addition we may be asked by the owner of the building (St.John's Church) to contribute to any major maintenance issues encountered with the building.</b>
Amount of reserves held	Para 1.22	£30,744.40
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>We pay a annual rental charge for use of our Pre-School room to the adjacent St. Johns Church. Whilst there is absolutely no indication to suggest we would have to vacate the premise, then if we did we would have to seek alternative accommodation.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Educational fees paid either privately directly from the child's parents or funded by the local Council. Other income streams are via fund raising activities and / or private donations.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Our investment policy is always to ensure that the setting is a clean, tidy, safe and enjoyable place for the children to attend. Coupled with this is to ensure we provide the necessary equipment for a wide range of thought provoking activities to occur.</b>
A description of the principal risks facing the charity	Para 1.46	<b>We constantly monitor our financial position and therefore eliminate risks as far as possible.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		<b>Committee consisting of Chair, Secretary, Treasurer, Manager, Deputy Manager and Fund raisers.</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Pre-School Constitution</b>
,How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Written constitution document.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>All Committee member positions are reviewed annually at the AGM. Names of nominees are tabled in advance (or indeed can be at the meeting) and subsequently voted upon for election / re-election.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>All of our current Trustees / Committee members are either staff or hold experience of being Trustees at third party local charities. All new Committee members are required to obtain a satisfactory DBS check.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Committee consisting of Chair, Secretary, Treasurer, Pre-School Manager. Deputy Manager and Fund raising volunteers. In addition to the Manager and Deputy Manager the Pre-School employs five other full-time members of staff.</b>
Relationship with any related parties	Para 1.51	<b>We have a working relationship with the Church Warden of the adjacent St.John's Church with whom we consult if any alterations / maintenance is required at the setting.</b>
Other		

### Reference and Administrative details

Charity name	St.John's Pre-School, Newbury
Other name the charity uses	n/a
Registered charity number	296147
Charity's principal address	St.John's Pre-School St.Richard's Room St.John's Road, Newbury, Berkshire, RG14 7PR.

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Hannah Millson	Pre-School Manager		
2	Gary Walsh	Chair		
3	Tanya Vokins	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		
n/a		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
n/a		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Education	Early Years	West Berks Council
Building	Church Warden	St. John's Church, Newbury
Finance	EJBC Chartered Accountants	Toomers Wharf, Canal Walk, Newbury, Berkshire, RG14 1DY.

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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## Other optional information

n/a
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Gary Walsh</i>	
<b>Full name(s)</b>	Gary Walsh	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	31/10/2024	

**ST JOHNS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31st DECEMBER 2023**

	Note	2023	2023	2022	2022
<b>INCOME</b>					
Fees	1	25,643.91		24,737.49	
Fundraising	2	3,997.06		1,479.00	
Grants & Donations	3	83,220.45		78,092.76	
Refunds	10	205.19		747.47	
Cleaning refund		1,415		462.00	
Interest		258.81		34.77	
			<b>114,740.42</b>		<b>105,553.49</b>
<b>EXPENDITURE</b>					
Wages	4	80,926.16		74,382.61	
Staff training & uniform		2,153.50		1,546.25	
Rent		5,678.64		5,728.64	
Equipment and Resources	5	5,143.36		4,840.07	
Maintenance & Cleaning	6	5,696.69		2,917.78	
Insurance		825.54		731.89	
Consumables	7	2,579.80		2,267.99	
Fees Refund		0		763.00	
Telephone & Internet		1,099.74		972.04	
Regulatory Fees		50		50.00	
Outings, parties & entertainment		667.14		456.90	
Accounts		343.20		314.40	
Payroll administration		5,781.12		5,258.69	
Advertising	8	342.17			
Sundries	9	3513.90		1,935.47	
Website				86.26	
			<b>114,800.96</b>		<b>102,251.99</b>
Surplus/Deficit of Income over Expenditure for year			<b>-60.54</b>		<b>2,989.00</b>

ST JOHN'S PRE-SCHOOL  
BALANCE SHEET AS AT 31st DECEMBER 2023

	2023	2022
Consolidated Pre-School Fund	71,036.32	68,047.32
Surplus/Defecit for this year	-60.54	+2,989.00
Represented by:		
Metro Bank Account	40,166.18	45,414.97
Metro Bank Savings Account	30,744.40	25,485.59
Cash in Hand	65.20	135.76
	70,975.98	71,036.32

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2023, and the Income & Expenditure Account ended on that date. Together with the attached notes they are in accordance with the records & explanations given to me.

Signed: *Tanya Vokins*

Role: Pre-School Committee Treasurer

Dated: 31.09.24

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed: H.M.MILLSON

Role: Pre-School manager

Dated: 30.09.24

ST JOHN'S PRE-SCHOOL  
NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2023

- 1) Fees - This is inclusive of snack charges (£0.50 per child per session) which is not covered by grant funding, as well as fees of £2 per session per child for extracurricular activities (see 9 for Sundries expenses), and all additional hourly charges not covered by the West Berkshire Council grants (see 3, Grants & Donations).
- 2) Fundraising - This amount is the total funds received through fundraising activities. It is reflective of donations received throughout the year at several fundraising events, such as Christmas raffle and bake sales, as well as match funding received for such events.
- 3) Grants & Donations - This relates to net grants received from West Berks Council.
- 4) Wages - This is made up of amounts paid during the year to staff, together with related Tax & National Insurance and pension contributions. The payments are calculated by an agent.
- 5) Equipment - This amount includes sundry small items together with the cost of equipment bought during the year as well as software/email storage costs.
- 6) Maintenance & Cleaning - This amount includes a regular fee for cleaning of the hall which is used by the pre-school. There is a partial refund of this fee because the pre-school are not exclusive users of this space (although they are the main users during term times) This also includes fixtures and fittings.
- 7) Consumables - This covers all snack and breakfast expenditure- as mentioned above (see 1, Fees), parents pay a contribution towards these costs. These contributions have covered all of the consumables costs, however previous bookkeeping did not allow for easy separation of hourly fees and snack contributions. The costs are therefore shown in this report as they have in previous reports to allow for easier comparison.
- 8) Advertising- This relates both to advertising of the setting as such through local Newspapers and social media, as well as cost incurred when advertising for new staff
- 9) Sundries - Inclusive of Hartbeeps and Rugby Tots sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development). This also includes a refund to a committee member for a DBS check.
- 10) Refunds - when a purchase has been refunded showing this as an income line to reflect the bank statements clearly.

Signature: H.M.MILLSON  
H.M.MILLSON (Oct 31, 2024 16:23 GMT)

Email: stjohnspreschoolmanager@hotmail.co.uk







# Income and Expenditure report 2023

Final Audit Report

2024-10-31

Created:	2024-10-31
By:	PreSchool Treasurer (stjohnspreschooltreasurer@outlook.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuPj-_meqUwUqULG8SkaXp_zSFtK5oYyD

## "Income and Expenditure report 2023" History

-  Document created by PreSchool Treasurer (stjohnspreschooltreasurer@outlook.com)  
2024-10-31 - 3:04:50 PM GMT
-  Document emailed to stjohmspreschoolmanager@hotmail.co.uk for signature  
2024-10-31 - 3:05:33 PM GMT
-  Email viewed by stjohmspreschoolmanager@hotmail.co.uk  
2024-10-31 - 4:21:03 PM GMT
-  Signer stjohmspreschoolmanager@hotmail.co.uk entered name at signing as H.M.MILLSON  
2024-10-31 - 4:23:29 PM GMT
-  Document e-signed by H.M.MILLSON (stjohmspreschoolmanager@hotmail.co.uk)  
Signature Date: 2024-10-31 - 4:23:31 PM GMT - Time Source: server
-  Agreement completed.  
2024-10-31 - 4:23:31 PM GMT



Section A

Independent Examiner's Report

Report to the trustees

St John's Preschool

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

296147

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and  
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

Signed:

Date:

14/10/2024

Name:

Emma Thomas

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

EJBC, 2 Toomers Wharf, Canal Walk, Newbury, RG14 1DY

Empty rectangular box at the top of the page.

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Large empty rectangular box for providing details of items to disclose.

**ST JOHNS PRESCHOOL**

England & Wales - Charity number 296147

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# Accounts

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**ST JOHNS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31st DECEMBER 2022**

	Note	2022	2022	2021	2021
<b>INCOME</b>					
Fees	1	24,737.49		14,535.48	
Fundraising	2	1,479.00		1,772.71	
Grants & Donations	3	78,092.76		91,294.50	
Refunds	10	747.47		532.50	
Cleaning refund		462.00		1,115.00	
Interest		34.77		12.40	
			<b>105,553.49</b>		<b>109,262.59</b>
<b>EXPENDITURE</b>					
Wages	4	74,382.61		65,270.96	
Staff training & uniform	5	1,546.25		903.99	
Rent		5,728.64		5,678.64	
Equipment and Resources		4,840.07		3,636.86	
Maintenance & Cleaning	6	2,917.78		11,847.39	
Insurance		731.89		676.07	
Consumables	7	2,267.99		2,408.32	
Fees Refund		763.00		0.00	
Telephone & Internet		972.04		845.62	
Regulatory Fees		50.00		98.10	
Outings, parties & entertainment		456.90		614.28	
Accounts		314.40		288.00	
Payroll administration		5,258.69		4,744.54	
Advertising	8			217.91	
Sundries	9	1,935.47		927.79	
Website		86.26		137.68	
			<b>102,251.99</b>		<b>98,296.15</b>
Surplus/Deficit of Income over Expenditure for year			<b>2,989.00</b>		<b>10,966.44</b>

ST JOHN'S PRE-SCHOOL  
BALANCE SHEET AS AT 31st DECEMBER 2022

	2022	2021
Consolidated Pre-School Fund	68,047.32	57,080.88
Surplus/Defecit for this year	+2,989.00	+10,966.44
		68,047.32
Represented by:		
Metro Bank Account	45,414.97	52,550.38
Metro Bank Savings Account	25,485.59	15,450.82
Cash in Hand	135.76	46.12
		68,047.32

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2022, and the Income & Expenditure Account ended on that date. Together with the attached notes they are in accordance with the records & explanations given to me.

Signed:

Role: Pre-School Committee Treasurer

Dated:

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed:

Role: Pre-School manager

Dated:

ST JOHN'S PRE-SCHOOL  
NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2022

- 1) Fees - This is inclusive of snack charges (£0.50 per child per session) which is not covered by grant funding, as well as fees of £2 per session per child for extracurricular activities (see 9 for Sundries expenses), and all additional hourly charges not covered by the West Berkshire Council grants (see 3, Grants & Donations).
- 2) Fundraising - This amount is the total funds received through fundraising activities. It is reflective of donations received throughout the year at several fundraising events, such as Christmas raffle and bake sales, as well as match funding received for such events.
- 3) Grants & Donations - This relates to net grants received from West Berks Council.
- 4) Wages - This is made up of amounts paid during the year to staff, together with related Tax & National Insurance and pension contributions. The payments are calculated by an agent.
- 5) Equipment - This amount includes sundry small items together with the cost of equipment bought during the year.
- 6) Maintenance & Cleaning - This amount includes a regular fee for cleaning of the hall which is used by the pre-school. There is a partial refund of this fee because the pre-school are not exclusive users of this space (although they are the main users during term times)
- 7) Consumables - This covers all snack and breakfast expenditure- as mentioned above (see 1, Fees), parents pay a contribution towards these costs. These contributions have covered all of the consumables costs, however previous bookkeeping did not allow for easy separation of hourly fees and snack contributions. The costs are therefore shown in this report as they have in previous reports to allow for easier comparison.
- 8) Advertising- This relates both to advertising of the setting as such through local Newspapers and social media, as well as cost incurred when advertising for new staff
- 9) Sundries - Inclusive of Hartbee ps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development).
- 10) Refunds - when a purchase has been refunded showing this as an income line to reflect the bank statements clearly.

**ST JOHNS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31st DECEMBER 2022**

	Note	2022	2022	2021	2021
<b>INCOME</b>					
Fees	1	24,737.49		14,535.48	
Fundraising	2	1,479.00		1,772.71	
Grants & Donations	3	78,092.76		91,294.50	
Refunds	10	747.47		532.50	
Cleaning refund		462.00		1,115.00	
Interest		34.77		12.40	
			<b>105,553.49</b>		<b>109,262.59</b>
<b>EXPENDITURE</b>					
Wages	4	74,382.61		65,270.96	
Staff training & uniform	5	1,546.25		903.99	
Rent		5,728.64		5,678.64	
Equipment and Resources		4,840.07		3,636.86	
Maintenance & Cleaning	6	2,917.78		11,847.39	
Insurance		731.89		676.07	
Consumables	7	2,267.99		2,408.32	
Fees Refund		763.00		0.00	
Telephone & Internet		972.04		845.62	
Regulatory Fees		50.00		98.10	
Outings, parties & entertainment		456.90		614.28	
Accounts		314.40		288.00	
Payroll administration		5,258.69		4,744.54	
Advertising	8			217.91	
Sundries	9	1,935.47		927.79	
Website		86.26		137.68	
			<b>102,251.99</b>		<b>98,296.15</b>
Surplus/Deficit of Income over Expenditure for year			<b>2,989.00</b>		<b>10,966.44</b>

ST JOHN'S PRE-SCHOOL  
BALANCE SHEET AS AT 31st DECEMBER 2022

	2022	2021
Consolidated Pre-School Fund	68,047.32	57,080.88
Surplus/Defecit for this year	+2,989.00	+10,966.44
		68,047.32
Represented by:		
Metro Bank Account	45,414.97	52,550.38
Metro Bank Savings Account	25,485.59	15,450.82
Cash in Hand	135.76	46.12
		68,047.32

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2022, and the Income & Expenditure Account ended on that date. Together with the attached notes they are in accordance with the records & explanations given to me.

Signed:

Role: Pre-School Committee Treasurer

Dated:

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed:

Role: Pre-School manager

Dated:

ST JOHN'S PRE-SCHOOL  
NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2022

- 1) Fees - This is inclusive of snack charges (£0.50 per child per session) which is not covered by grant funding, as well as fees of £2 per session per child for extracurricular activities (see 9 for Sundries expenses), and all additional hourly charges not covered by the West Berkshire Council grants (see 3, Grants & Donations).
- 2) Fundraising - This amount is the total funds received through fundraising activities. It is reflective of donations received throughout the year at several fundraising events, such as Christmas raffle and bake sales, as well as match funding received for such events.
- 3) Grants & Donations - This relates to net grants received from West Berks Council.
- 4) Wages - This is made up of amounts paid during the year to staff, together with related Tax & National Insurance and pension contributions. The payments are calculated by an agent.
- 5) Equipment - This amount includes sundry small items together with the cost of equipment bought during the year.
- 6) Maintenance & Cleaning - This amount includes a regular fee for cleaning of the hall which is used by the pre-school. There is a partial refund of this fee because the pre-school are not exclusive users of this space (although they are the main users during term times)
- 7) Consumables - This covers all snack and breakfast expenditure- as mentioned above (see 1, Fees), parents pay a contribution towards these costs. These contributions have covered all of the consumables costs, however previous bookkeeping did not allow for easy separation of hourly fees and snack contributions. The costs are therefore shown in this report as they have in previous reports to allow for easier comparison.
- 8) Advertising- This relates both to advertising of the setting as such through local Newspapers and social media, as well as cost incurred when advertising for new staff
- 9) Sundries - Inclusive of Hartbee ps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development).
- 10) Refunds - when a purchase has been refunded showing this as an income line to reflect the bank statements clearly.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

St Johns Preschool

**On accounts for the year  
ended**

31 December 2022

**Charity no  
(if any)**

296147

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below ) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

11 October 2023

**Name:**

Gillian Down

**Relevant professional  
qualification(s) or body  
(if any):**

ACA - Member of ICAEW

**Address:**

EJBC Limited

2 Toomers Wharf, Canal Walk

Newbury, RG14 1DY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**ST JOHNS PRESCHOOL**

England & Wales - Charity number 296147

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# Accounts

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**ST JOHNS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31st DECEMBER 2020**

	Note	2020	2020	2019	2019
<b>INCOME</b>					
Fees	1	7,910.50		23,520.50	
Fundraising	2	11,969.93		18,567.80	
Grants & Donations	3	83,925.75		78,493.14	
Cleaning refund					
Interest		39.59		43.21	
			<b>103,845.77</b>		<b>120,624.65</b>
<b>EXPENDITURE</b>					
Wages	4	69,094.78		63,583.39	
Staff training & uniform	5	501.97		1,732.62	
Rent		5,678.64		5,678.64	
Equipment		3,840.51		4,414.55	
Maintenance & Cleaning	6	2,386.19		29,131.09	
Insurance		622.89		566.32	
Consumables	7	199.65		241.79	
Print, Post & Stationary		241.19		448.10	
Telephone & Internet		938.36		613.31	
Regulatory Fees		463.00		77.00	
Outings, parties & entertainment				1983.12	
Accounts		282.00		216.00	
Payroll administration		776.00		576.00	
Advertising	8	820.67		472.16	
Sundries	9	1,054.50		1,423.40	
			<b>86,900.35</b>		<b>111,157.49</b>
Surplus/Defecit of Income over Expenditure for year			<b>16,945.42</b>		<b>9,467.16</b>

ST JOHN'S PRE-SCHOOL  
BALANCE SHEET AS AT 31st DECEMBER 2020

	2020	2019
Consolidated Pre-School Fund	40,135.46	30,668.30
Surplus/Defecit for this year	+16,945.42	+9,467.16
	<b>57,080.88</b>	<b>40,135.46</b>
Represented by:		
Metro Bank Account	41,416.65	24,617.90
Metro Bank Savings Account	15,438.42	15,397.56
Cash in Hand	225.81	120.00
	<b>57,080.88</b>	<b>40,135.46</b>

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2020, and the Income & Expenditure Account ended on that date. Together with the attached notes they are in accordance with the records & explanations given to me.

Signed: *N. Sandel*

Dated: *12/08/22*

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed: *H.M. Milson*

Role: Pre-School manager

Dated: *12/13/22*

## ST JOHN'S PRE-SCHOOL

### NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2020

1) Fees - This is inclusive of snack charges (£0.50 per child per session) which is not covered by grant funding, as well as fees of £2 per session per child for extracurricular activities (see 9 for Sundries expenses), and all additional hourly charges not covered by the West Berkshire Council grants (see 3, Grants & Donations).

2) Fundraising - This amount is the total funds received through fundraising activities. It is reflective of donations received throughout the year at several fundraising events, such as Christmas raffle and bake sales, as well as match funding received for such events.

3) Grants & Donations - This relates to net grants received from West Berks Council.

4) Wages - This is made up of amounts paid during the year to staff, together with related Tax & National Insurance and pension contributions. The payments are calculated by an agent.

5) Equipment - This amount includes sundry small items together with the cost of equipment bought during the year.

6) Maintenance & Cleaning - This amount also includes a regular fee for cleaning of the hall which is used by the pre-school. There is a partial refund of this fee because the pre-school are not exclusive users of this space (although they are the main users during term times)

7) Consumables - This covers all snack and breakfast expenditure- as mentioned above (see 1, Fees), parents pay a contribution towards these costs. These contributions have covered all of the consumables costs, however previous bookkeeping did not allow for easy separation of hourly fees and snack contributions. The costs are therefore shown in this report as they have in previous reports to allow for easier comparison.

8) Advertising- This relates both to advertising of the setting as such through local Newspapers and social media, as well as cost incurred when advertising for new staff

9) Sundries - Inclusive of Hartbee ps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development). Since the Covid-19 pandemic has prevented outside agencies entering the setting for a large part of the year, these costs are less than previous years but do not indicate a trend for coming years when outside teaching can commence