



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 4th September 2020 **Period start date** **To**
September 3rd 2021 **Period end date**

Charity name: St Andrew's Pre-School

Charity registration number: 900218

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of the Pre-School are to enhance the development and education of children under statutory school age. We support our parents and carers by:</p> <p>A) offering appropriate play, education and care facilities, family learning, 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:</p> <p>B) encouraging the study of the needs of such children and their families and promoting public interest and recognition of such needs in the local areas:</p> <p>C) instigating, adhering to and furthering the aims and objectives of the Early Years Alliance.</p>
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	<p>St Andrew's Pre-School main objective is to continue to provide a safe and stimulating environment and to produce happy and confident children as they move on to the Foundation stage at school. This is achieved by:</p> <ol style="list-style-type: none">1. The provision of appropriate Pre-School play and educational facilities2. Fundraising to support the objectives.3. Close liaison with the Early Years Professionals and Providers.4. Support and guidance for families attending Pre-

		<p>School.</p> <p>5. Maintaining detailed records and observations for each child to ensure that they achieve their full potential.</p> <p>6. Liaising with parents to discuss learning opportunities for their child and how to extend these at home.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>In 2020/21 there was a total of 31 children at St Andrew's Pre-School. Throughout the year the Pre-School supported both the children and their families as they started in the education system and transitioned 19 of the children on to local primary school. The transition process includes involvement from the local schools, with the staff attending meetings with each setting and the feeder schools sending staff to Pre-School. This year was an unusual year as we had a January intake of 3 keyworker children and in March a further 8 joined after a staggered start due to Covid. These additions were due to not having a full intake in September.</p> <p>The staff have worked closely with the Reading Borough Council Early Years team to stay up to date with the local Childcare guidelines, including completing relevant training courses and attending conferences, and the children enjoyed the full implementation of 'In The Moment'. This captures the interest of a child or children in the present moment. Young children have a natural desire to learn, explore and question. Settings should offer an environment that enables child-initiated play in order to capture the moment of engagement. Careful observation by practitioners is key to utilising the approach. Opportunities to seize the moment when a child shows interest in an activity which can be built upon and needs to be recognised, these are normally called 'teachable moments'. Written 'planning' is then carried out in the form of observations, records of the interactions and notes on the outcomes. The Pre-School also continues to offer training to the staff team through the Early Years Alliance training website 'Educare'.</p> <p>This year continued to be an unusual year due to Covid-19. We are very proud that we remained open throughout (with exception of the enforced lockdown period), in January we were open with keyworker children and were forced to delay the majority of our January intake to March.</p> <p>We continued to constantly review our practice, regularly updating our RA and ensuring that we support and protect both our Pre-school families and those of staff.</p> <p>The impact of Covid led us to make some changes in the organisation of our days last year. Whilst we thought they would only be for the short term, they proved to</p>
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		<p>be very successful and have remained in place – settling in sessions happening shortly before start date, children coming into the setting without parents/carers, set snack times, lots and lots of outside play, and many other safety routines and enhanced cleaning and social distancing to ensure all remained safe.</p> <p>To ensure the best care is provided to the children with additional needs the Staff team liaise as appropriate with Reading SLT (Speech and Language Team), the Reading Borough Council Portage worked and attend the SENCo Network sessions.</p> <p>Despite quite difficult conditions our fundraising activities raised over £2,055 for the Pre-School. Our usual social events were unfortunately cancelled and we hope to be able to bring these back in the coming year. It was exciting for the children to be involved in more socially distanced events to raise money, including personal sponsorship event “£21 for 21” and an Easter Egg trail where children were invited to place art in their window for children to hunt down using a map.</p> <p>An ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Pre-School. In addition to listening to the staff and Committee members, the families are invited to give feedback using the annual questionnaire.</p> <p>Thankfully some of the special activities that the children usually take part in were able to go ahead as usual either virtually or in person, including a wonderful nativity play, sports day and the Leaver’s Party at the end of the term which is a special time for the children moving onto school.</p> <p>During lockdown we continued to use our Facebook group for parents to share the children’s activities and artwork from home and generally feel connected with their friends. Tapestry has also been an excellent way for us to share information and photos with our families, as well as offering ideas, stories and sharing onsite activities for the children to try while at home.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.41	
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Achievements against objectives set		
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The total cash balance at the end of the financial year was £84,119.51. Approximately 34% of this amount was being held in our current account with Santander so that we had sufficient cash on hand for day-to-day operations. The remaining amount was held in a Nationwide savings account. In addition, we owed creditors (HMRC and NEST Pensions) £937.33.</p> <p>Total expenditure for the 2020/2021 financial year was £114,010 and income came to £104,523. Therefore, the deficit made by Pre-school amounted to £9,487.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Cash held within our Santander account is all unrestricted funds. These funds are held for ongoing operational expenditure. Our contingency fund is held with Nationwide for unforeseeable events.
Amount of reserves held	Para 1.22	£71,576.60
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	

Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	2011 Constitution adopted 8 th May 2015
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Pre-School is a body in membership of the Early Years Alliance (trading name of the Pre-School Learning Alliance)
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	Committee members are elected by parents at the AGM and under the Constitution. All committee members must become trustees.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	St Andrew's Pre-school
Other name the charity uses	
Registered charity number	900218

Charity's principal address	St Andrew's Church Hall, Albert Road, Caversham, Reading RG4 7AW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sarah Challis	Chair		
2	Clare Waugh	Co-chair		
3	Fiona Williams	Treasurer		
4	Heather Marshall	Co-treasurer		
5	Sarah Magor	Fundraising		
6	Laura Fisher	Secretary		
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Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Hilary Coome - Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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)

Juliet Sleath

Heather Griffin

Full name(s)

Juliet Sleath

Heather Griffin

**Position (eg
Secretary, Chair, etc)**

Chair

Treasurer

Date

30/06/2022



Treasurer's Report

Annual General Meeting, 23rd May 2022

Financial Year 2020/2021 Accounts

Annual accounts for the financial year ended 3rd September 2021 have been completed. They have been approved by the Pre-school Committee and signed-off by an independent auditor, as required by the Charities Commission.

The total cash balance at the end of the financial year was £84,119.51. Approximately 34% of this amount was being held in our current account with Santander so that we had sufficient cash on hand for day-to-day operations. The remaining amount was held in a Nationwide savings account. In addition, we owed creditors (HMRC and NEST Pensions) £937.33.

An amount of £71,576.60 could not be touched as it is our reserves fund (essentially money to cover any predicted deficit and costs that would have to be paid in the event of an unforeseen closure – i.e. redundancy costs, rent, costs to remove equipment and other expenses). **Hence a more accurate picture of our surplus is £12,542.91 (on September 3rd 2021).**

Total expenditure for the 2020/2021 financial year was £114,010 and income came to £104,523. Therefore, the **deficit** made by Pre-school amounted to **£9,487**.

When you take into account the Brighter Futures Early Years Entitlement funding advances for both Autumn 2020 and 2021, which were both paid early and in the incorrect financial year, the Pre-school made a deficit of **£9,730** during the financial year ended 3rd September 2021 (see the table below).

Income 4 th September 2020 – 3 rd September 2021	104,522.72
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Autumn 2020 2019/2020)	Brighter Futures	payment (paid	14,677.87
Autumn 2021 2020/2021)	Brighter Futures	payment (paid	-14,921.27
Expenditure 4 th September 2020 – 3 rd September 2021			-114,009.78
Deficit			-9,730.46

We budgeted for a spend of £110,322 in 2020/2021. Therefore, the Pre-school's expenditure of £114,010 equates to an overspend of 3.3% of the budget (see table on page 4). Many areas were lower due to the Covid-19 pandemic. However, staff overtime and training, as well as pensions were higher than predicted. There was also a 147% overspend on equipment due to the new play area being installed.

During 2020/2021, we raised £2,055 from fundraising (£2,878 raised with a spend of £822). Although lower than usual, it was a great achievement in a year with continuing challenges posed by the pandemic. The Pre-school would like to thank everyone involved, especially Sarah, the Fundraising Coordinator for that year.

On the income side, we collected £69,384 from Brighter Futures and £15,446 in private fees. In addition, we received £508 for HMRC Gift Aid and raised £2,190 in Voluntary Contributions (VCs) and we would like to thank the parents for their generous contributions.

Looking at the current financial year, we are currently on track to have a small surplus, however with the addition of several new staff members before the end of the year we may not achieve this. On a positive note, the Pre-school is currently in a strong position, having a healthy cash balance and a good intake for 2022/2023. We will work hard to try to achieve that surplus and have already begun modelling the upcoming year's finances as we build the new intake.

If you would like to know any further details about the income and expenditure, or for further details of our budget, please feel free to contact me afterwards.

Heather Griffin
Treasurer

St Andrews Pre School Accounts

Income and Expenditure Account

For the period 4th September 2020 to 3rd September 2021

Santander No. 1 Current Account:	Income £	Expenditure £	Net Income (Expenditure) £
Rent		14,042.03	-14,042.03
Staff & Training (excluding pensions)		81,503.67	-81,503.67
Pensions		1,989.85	-1,989.85
Milk		60.90	-60.90
Consumables		921.36	-921.36
Deposit/ Holding Fees		3,060.00	-3,060.00
Equipment		9,868.28	-9,868.28
Fundraising Expenses		822.37	-822.37
Grants		0.00	0.00
Miscellaneous Purchases		24.99	-24.99
Personnel		48.83	-48.83
Insurance/Subscriptions/Renewals		1,667.50	-1,667.50
EYP (Early Years Provision - RBC)	69,383.98		69,383.98
HMRC Gift Aid	508.23		508.23
Fees	15,445.75		15,445.75
Voluntary Contributions	2,190.40		2,190.40
Holding/ Deposit Fees	3,750.00		3,750.00
Registration Fees	640.00		640.00
Milk	93.26		93.26
Other	9,597.39		9,597.39
Fundraising	2,877.76		2,877.76
Interest	35.95		35.95
	<u>104,522.72</u>	<u>114,009.78</u>	<u>-9,487.06</u>

Balance Sheet:

Santander No. 1 current account no. 64575704		28,346.23
Nationwide business savers account no. 11358713		56,710.61
Creditors:		
HMRC	768.80	
Nest Pensions	168.53	-937.33
		<u>84,119.51</u>

Accumulated Fund

Balance 3rd September 2020 of total Accumulated Fund	93,606.57
Less: Net deficit for the year	-9,487.06

Accumulated Fund on 3rd September 2021

84,119.51

Reserve fund	71,576.60
Surplus	12,542.91

REPORT OF THE ASSESSOR:

I certify that I have reviewed the above Income & expenditure Account and the Balance Sheet shows a true position of the School Fund Account for the year 4th September 2020 to 3rd September 2021 and are in accordance with the books and records of the fund.

Signed:



Date: 4th May 2022

St. Andrew's Pre-school BUDGET for 2020/2021

Sep-21	Budgeted Expenditure for 20/ 21	%change v LY Actual	%change v LY Budget	Actual Expenditure To Date for 20/ 21	%of budget spent	£ Remaining
Rent	£14,863.03	44.10%	-0.34%	£14,042.03	94.5%	£821.00
Staff & Training	£79,923.96	6.59%	15.65%	£81,503.67	102.0%	(£1,579.71)
Salaries	£77,638.81	11.10%	19.31%	£76,723.59	98.8%	£915.22
Overtime & Training	£2,285.15	-49.20%	-43.39%	£4,214.88	184.4%	(£1,929.73)
R5 Friday - Add Sessions						
Bonus	£0.00					£0.00
Other Charges (inc payroll)	£848.00	41.61%	4.69%	£565.20	66.7%	£282.80
Pensions	£1,667.00	-3.66%	0.00%	£1,989.85	119.4%	(£322.85)
Milk	£440.80	207.07%	0.00%	£60.90	13.8%	£379.90
Consumables	£990.00	15.45%	0.00%	£921.36	93.1%	£68.64
Holding Fees	£3,150.00	16.67%	16.67%	£3,060.00	0.0%	£90.00
Petty Cash	£0.00		0.00%			
Equipment	£3,990.00	198.32%	107.81%	£9,868.28	247.3%	(£5,878.28)
Fundraising Expenses	£1,420.00	156.10%	0.00%	£822.37	57.9%	£597.63
Grants	£0.00		0.00%	£0.00	0.0%	£0.00
Miscellaneous Purchases	£990.00	149.92%	0.00%	£24.99	2.5%	£965.01
Office Expenses						
Personnel	£250.00	149.80%	0.00%	£48.83	19.5%	£201.17
Insurance/ Subscriptions/ Renewals	£1,788.86	0.00%	3.37%	£1,667.50	93.2%	£121.36
Miscellaneous Expense						
TOTAL	£110,321.65	16.24%	13.67%	£114,009.78	103.3%	-£3,688.13



Treasurer's Report

Annual General Meeting, 23rd May 2022

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St Andrews Pre School Accounts

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Interest	35.95		35.95
	<u>104,522.72</u>	<u>114,009.78</u>	<u>-9,487.06</u>

Balance Sheet:

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Nationwide business savers account no. 11358713		56,710.61
Creditors:		
HMRC	768.80	
Nest Pensions	168.53	-937.33
		<u>84,119.51</u>

Accumulated Fund

Balance 3rd September 2020 of total Accumulated Fund	93,606.57
Less: Net deficit for the year	-9,487.06

Accumulated Fund on 3rd September 2021 **84,119.51**

Reserve fund	71,576.60
Surplus	12,542.91

REPORT OF THE ASSESSOR:

I certify that I have reviewed the above Income & expenditure Account and the Balance Sheet shows a true position of the School Fund Account for the year 4th September 2020 to 3rd September 2021 and are in accordance with the books and records of the fund.

Signed:



Date: 4th May 2022

St. Andrew's Pre-school BUDGET for 2020/2021

Sep-21	Budgeted Expenditure for 20/ 21	%change v LY Actual	%change v LY Budget	Actual Expenditure To Date for 20/ 21	%of budget spent	£ Remaining
Rent	£14,863.03	44.10%	-0.34%	£14,042.03	94.5%	£821.00
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R5 Friday - Add Sessions						
Bonus	£0.00					£0.00
Other Charges (inc payroll)	£848.00	41.61%	4.69%	£565.20	66.7%	£282.80
Pensions	£1,667.00	-3.66%	0.00%	£1,989.85	119.4%	(£322.85)
Milk	£440.80	207.07%	0.00%	£60.90	13.8%	£379.90
Consumables	£990.00	15.45%	0.00%	£921.36	93.1%	£68.64
Holding Fees	£3,150.00	16.67%	16.67%	£3,060.00	0.0%	£90.00
Petty Cash	£0.00		0.00%			
Equipment	£3,990.00	198.32%	107.81%	£9,868.28	247.3%	(£5,878.28)
Fundraising Expenses	£1,420.00	156.10%	0.00%	£822.37	57.9%	£597.63
Grants	£0.00		0.00%	£0.00	0.0%	£0.00
Miscellaneous Purchases	£990.00	149.92%	0.00%	£24.99	2.5%	£965.01
Office Expenses						
Personnel	£250.00	149.80%	0.00%	£48.83	19.5%	£201.17
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TOTAL	£110,321.65	16.24%	13.67%	£114,009.78	103.3%	-£3,688.13