



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	1 st	Sept	2018	To	31 st	Aug	2019

Reference and administration details

Charity name	St Joseph's Pre-school (Bristol)		
Other names charity is known by	St Joseph's pre-school		
Registered charity number (if any)	1032557		
Charity's principal address	St Joseph's Church Hall		
	Forest Road, Fishponds		
	Bristol		
	Postcode	BS16 3QT	

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	Hind El Omari	Chair		Committee
2	Ranjit Kaur	Secretary		Committee
3				
4				
5				
6				
7				
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of advisor	Name	Address

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

Centre Manager – Mrs Cathy Williamson, Pre-school Manager – Mrs Sheila Hastings

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Election at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

St Joseph's Pre-school is a member of the Early Years Alliance and follows their guidance with regards to key policy documents and procedures. We are also a member of Bristol and Neighbourhood Daycare (BAND).and receive guidance and support from them also, as well as the LEA Teacher Advisory Service.

The pre-school is registered with Ofsted and meets all statutory and regulatory requirements for the provision of day care for under five year olds.

The Committee and Trustees are elected annually and is largely made up of parent/carers who use the services we provide. The trustees give their time voluntarily to support the pre-school.

Objectives and activities

Summary of the objects of the charity set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

Summary of the main activities undertaken for the public benefit in relation to these objects

Providing pre-school education and care for children from 2 ¾ to 4 ¾ years old according to the requirements of the Early Years Foundation Stage.
Encouraging parental participation to enhance and support both the development of their children and of themselves.
Providing other services for parents/families such as 'drop-in' sessions, a Toddler Group, parent workshops, and family learning events.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

Achievements and performance

Summary of the main achievements of the charity during the year

Continuing to provide care and education to under 5yr olds serving over fifty families in the local community. The dedicated Two year old Room continues to go well. Staffing numbers have remained consistent and over the past twelve months the staff have continued with various in house and external training and are all keen and willing to continue doing these courses so that they can all keep up to date with the ever increasing changes in childcare. This includes a fourth staff member now embarking on their Level 5 Foundation degree and two others commencing their L3.

We have had less volunteers this year but continue with a good stream of students who are here to do much needed training and some who have chosen to keep volunteering on completion of training too as well as a steady stream of other short term student placements. Volunteers give up their valuable time and support to the children and pre-school and it is much appreciated.

We have continued to work on the local accreditation scheme called the 'Bristol Standard' and place high importance on ongoing self-evaluation and reflective practice to ensure the pre-school is the best that it can be. Our financial stability has been maintained in the last year though other running costs are still rising and we are depending more and more on fund raising to try and replace some of our tired and worn out equipment. As a not-for-profit run group who try to keep fees as low as possible, we really do look to parents and friends to support us in this so any ideas, help or even company sponsorship to support us would be greatly appreciated.

We have continued to try to build stronger links with parents to improve the learning opportunities for the children and to celebrate the learning that goes on both here and at home. This continues to be a strong focus as parental participation in children's learning underlies our core principles as a Community run group!

Financial review

Brief statement of the charity's policy on reserves

None

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Hind El Omari

Ranjit Kaur

Full name(s)

Hind El Omari

Ranjit Kaur

Position (eg secretary, chair, etc)

Chair

Secretary

Date

13/11/2019



Charity Name St Joseph's Pre-school	No (if any) 1032557
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Receipts and payments accounts

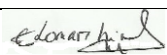
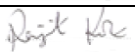
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For the period from	Period start date 01/09/2018	To	Period end date 31/08/2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fundraising	973	-	-	973	767
NEG +GLF +other Gov funding	220,261	-	-	220,261	210,781
Capital Funding Grant+Donations	4,024	-	-	4,024	-
Fees	14,072	-	-	14,072	10,414
Sweatshirts/trips etc.	992	-	-	992	4,777
Wages repaid inc. Cleaner	1,400	-	-	1,400	11,608
Bank interest + other	-	-	-	-	-
Hall Renovation Fund	-	1,527	-	1,527	1,095
Sub total	241,722	1,527	-	243,249	239,442
A2 Asset and investment sales, etc.		-	-	-	-
Total receipts	241,722.00	1,527	-	243,249	239,442
A3 Payments					
wages inc. Bank staff + pension	170,950	-	-	170,950	157,610
Inland Rev	17,327	-	-	17,327	16,435
Premises (rent)	8,847	-	-	8,847	10,101
Play Equipment	2,776	-	-	2,776	2,720
Food + Drink + Entertainer	1,088	-	-	1,088	1,222
Telephone + Internet	764	-	-	764	463
Uniform + office equipment	946	-	-	946	1,663
Insurance	960	-	-	960	1,057
Repairs/ maintenance/cleaning	1,234	-	-	1,234	691
Memberships and subscriptions	448	-	-	448	435
Admin+ office costs+postage	681	-	-	681	183
Accountancy + Bank Charges	233	-	-	233	222
BCC Bins	234	-	-	234	78
Staff Training/DBS	767	-	-	767	550
Hall Renovation Expenses	-	1,155	-	1,155	-
Other (Trip, fee refunds+defaults)	1,210	-	-	1,210	6,167
Sub total	208,466	1,155	-	209,620	185,399
A4 Asset and investment purchases. etc.	-	-	-	-	-
Total payments	208,466	1,155	-	209,620	185,399
Net of receipts/(payments)	33,256	372	-	33,628	- 39,012
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,702	1,095	-	34,797	33,964
Cash funds this year end	68,053	1,467	-	68,425	- 5,048

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			-	-
		-	-	-
		-	-	-
	Total cash funds	68,053	1,467	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	none	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Furniture	unrestricted	-	2,800
	Computer Equip	unrestricted	-	1,400
	Toys + Play	unrestricted	-	7,750
	Storage	unrestricted	-	2,000
	TV+Video Equip	unrestricted	-	300
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Wages+IR	unrestricted	16,500	# monthly
	Rent	unrestricted	9,000	annual
	Telephone/internet	unrestricted	765	annual
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Mrs Hind El Omari	13/11/2019
			Mrs Ranjit Kaur	13/11/2019



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
St Joseph's Pre-school (Bristol)

**On accounts for the year
ended**

31/08/2019

**Charity no
(if any)**

1032557

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 / 08 / 2019**.

**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.

** Please delete the words in the brackets if they do not apply.*

Signed: C Marotta

Date: 13/11/2019

Name: Concetta Marotta

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

AAT Level 4

Address: 1 Ella Close

Fishponds, Bristol

BS16 2NZ

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.