

ST JOHNS PRE-SCHOOL
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31ST DECEMBER, 2019

	Note	2019	2019	2018	2018
INCOME					
Fees	1	23,520.50		14,330.02	
Fundraising	2	18,567.80		3,997.21	
Grants & Donations	3	78,493.14		75,430.53	
Sundries					
Lunches					
Clothing					
Cleaning					
Interest		43.21		24.04	
			120,624.65		93,781.80
EXPENDITURE					
Wages	4	63,583.39		60,352.58	
Staff training & uniform	5	1,732.62		2,352.70	
Rent		5,678.64		5,678.64	
Equipment	6	4,414.55		1,761.80	
Maintenance & cleaning	7	29,131.09		6,712.42	
Insurance		566.32		526.26	
Consumables	8	241.79		262.81	
Print, Post & Stationary		448.10		559.13	
Telephone & Internet		613.31		1,238.92	
Regulatory Fees		77.00		424.37	
Outings, parties & entertainment	9	1,983.12		619.55	
Accounts		216.00		1,010.00	
Payroll administration		576.00		624.00	
Bank charges					
Advertising	10	472.16		1,146.96	
Sundries	11	1,423.40		2,055.84	
Clothing					
			111,157.49		85,325.98
Surplus/Deficit of Income over Expenditure for year			+9467.16		+ 8455.82

ST JOHN'S PRE - SCHOOL

BALANCE SHEET AS AT 31ST DECEMBER, 2019

	2019	2018
Consolidated Pre-School Fund	30668.30	22212.48
Surplus/Deficit for this year	+9467.16	+8455.82
	40135.46	30668.30

Represented by:

Barclays Bank Account	0	3751.48
Barclays Tracker Account	0	16010.35
Metro Bank Account	24617.90	10906.47
Metro Bank Savings Account	15397.56	N/A
Cash in Hand	120.00	0
	40135.46	30668.30

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2019, 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: 

Dated: 7th Oct 2020

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: 08/10/2020

ST JOHN'S PRE-SCHOOL

NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2018 9

- 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 extra curricula 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 a net figure which takes into account costs incurred in fund raising (such as raffle tickets printing and licensing costs). It is reflective of donations received throughout the year at several fundraising events, such as Christmas and Summer Fayres, as well as match funding received for such events.
- Please note, the extraordinary fundraising amount we have achieved this year is linked to a bid with Greenham Trust which was set up in order to fund our Pre-School toilet renovations. All fundraising achieved through this bid has been directly tied to and spend on said renovations (see 7, Maintenance & Cleaning)
- 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 (Staff training & Uniform)** This is inclusive of costs relating to University studies of one member of staff. Please note, these studies are government subsidised to allow staff cover, etc
- 6 (Equipment)** This amount includes sundry small items together with the cost of equipment bought during the year.
- 7 (Maintenance & Cleaning)** This amount includes £28,663.59 spent on extensive renovations of the hall and toileting facilities on site. The decision to renovate these facilities was taken by the committee in order to make the Pre-School more inviting and thereby create more business. The costs were largely covered by the amount of fundraising achieved through the Greenham Trust bid (see 2, Fundraising).
- 8 (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.

9 (Outings, Parties

& Entertainment) This amount is inclusive of the staff Christmas do as well as incentive bonuses paid to staff which is performance based

10 (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

11 (Sundries) Inclusive of Hartbeeps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development)