

St Andrews (Burgess Hill) Pre - School

A charitable company limited by guarantee.

Annual Report and Financial Statement of Accounts for the year ended 31st August 2020

Registered Company Number 05093330 (England &
Wales) Registered Charity Number 1104242

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) of St Andrew's (Burgess Hill) Pre-School present their report and financial accounts for the year ended 31st August 2020 and confirm that they have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with The Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102) (Effective 1st January 2019)

Reference and Administrative Information

Charity name: St. Andrews (Burgess Hill) Pre School

Other name: St. Andrews Pre School

Charity registration no: 1104242

Company Registration no: 05093330

Registered Office:
2a Cants Lane
Burgess Hill
West Sussex
RH15 0LG

Independent Examiner Mr John Thacker FCA DChA

Trustees nominated under Article 4.2.1

Janet Davies (Chair [from 16/8/16])

Trustee elected under Article 4.2.2

Hazel Barbara Butler

John Maxted ((resigned 19th November 20)

Julie Forrest (24th November 20)

Trustees elected under Article 4.2.3

Gill Dunn (March 2019)

Lucy Turner (24th November 20)

Pre-School Manager

Sarah John

Finance Manager (from 01/02/20)

Sean Larkin

Pre-School Deputy Manager

Hannah Deamer

Bankers

NatWest Acc no: 86513958

NatWest Acc no: 86513966

CafBank Acc no:00024662

Structure, Governance and Management

The Pre-school is bound by its Memorandum and Articles of Association.

The Chair and Vice Chair are appointed by the Parochial Church Council of St Andrew, Burgess Hill under article 4.2.1. Other trustees, including the Treasurer and Secretary, are sought primarily from the Family Members (the parent body) but should insufficient suitable volunteers offer to serve, the trustees have the power to co-opt under article 4.2.4 and in such circumstances could turn to the Pre-School Learning Alliance for assistance.

The Trustees are responsible for the overall management and control of the Pre-School and meet at least termly. The work of implementing most of their policies is carried out by the executive officers, who meet regularly. Responsibility for the day to day running of the Pre-school is delegated to the Manager, who is supported by a deputy. The Finance Manager has ensured the smooth running of all the financial areas needed to enable the Pre-School to run smoothly and maintain its excellent staff/children ratios.

Objectives and Activities of the Charity

The objects of the Pre-school ("the Objects") are to enhance the development and education of children in Burgess Hill, primarily 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 and training courses, 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;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;

Objectives and Aims

In setting our objectives and planning our activities our Trustees have considered the Charity Commission's general guidance on public benefit and aim to provide a safe and caring learning environment, free from prejudice and discrimination, for children aged 2 to 5 years.

Our key objectives for the year were:

- To continue to build on our last outstanding OFSTED report.
- To continue to improve the provision for all our children.
- To offer places to as many children as possible.
- To carry out all the requirements of Early Years Foundation Scheme (EYFS)
- To continue to develop our pastoral care, which involves, wherever necessary, assisting parents and the Social Services.
- To continue to encourage parents and carers to understand and provide for the needs of their children and to become involved in the Pre-School's activities.
- To continue and improve upon our provision for children with special educational needs and disabilities and for children who have English as a second language.
- To ensure that every child is accessing opportunities at their individual level.
- To continue to encourage a sense of community among the parents.
- To ensure that staff have access to continuing professional training.

Ethos, Strategies and Policies

Children and their families are welcomed from all backgrounds.

We are an equal opportunity organisation committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or children who are, or who become, disabled.

Our Pre-school is committed to safeguarding and promoting the welfare of our children and has policies covering all aspects of Pre-school life. These policies are under continual review.

Review of Activities and Achievements

St Andrew's Pre-School has now been serving the children and the community in the Eastern part of Burgess Hill and beyond for fifty-one years.

162 children have attended the Pre- School this year.

The Pre-School was inspected by OFSTED in October 2018 when the setting was judged outstanding in all areas. The contribution of the manager was highlighted especially her commitment to the ongoing development of the pre-school and continually improving outcomes for all children. It was noted that staff have high expectations of all children and are committed to their roles and raising the quality of their teaching to benefit children and their families. They create a very welcoming and relaxed environment where children feel incredibly safe and secure. A strength of the pre-school identified was their work with children with special educational needs, where provision is described as excellent, and also where the involvement of outside agencies was required.

The Pre-School continually carries out the OFSTED self-evaluation procedures to ensure quality and consistency of provision for children's learning and development within the Early Learning Goals. Constant monitoring means that no child gets left behind. The staff and the trustees continue to work hard to ensure the children are happy and in a safe and stimulating learning environment, whilst taking into consideration the individual needs of each child.

Each child has a Key person responsible for his or her pastoral care and for their development within the Pre-School. However, continual monitoring, planning and recording, and requests for input from parents, reflect the individual child's choice and interests, and in this way, all the team are able to support each child and each key person.

Regular contact is maintained with the parents through informal meetings and formal consultations and via our weekly news emails and newsletters. The main point of contact continues to be each child's Key person as well as the Pre-School Manager.

The setting is well led and managed by our well qualified Manager and her senior team. Frequent Parental Surveys give very positive feedback.

Staff are well supported by a strong team of trustees and parents. All the Staff continue to undergo training to ensure up to date qualifications (e.g. there are currently two staff doing a Level 2 Diploma in Early two staff doing Level 3 Diploma in Early Childcare. All staff have completed Safeguarding Level 2 or Level 3 (as appropriate) and all have received in house training on the use of Tapestry and paediatric first aid). The process of ongoing self-evaluation and staff appraisal ensures best practice and a purposeful role within each session for each member of staff.

We also provide placements for students undertaking work experience and childcare qualifications.

Staff provide an engaging and motivating environment for children. Equipment is constantly monitored and renewed to ensure it meets the current needs of all the children. The pre-school continues to support the Government's healthy eating campaign and have continued to provide healthy snacks this year.

To help children reach their best potential, staff have continued to work with other professionals to provide extra support for those children and their families who require it. Multi agency working has featured heavily once more. Agencies have included the targeted setting support team, the child development team, the educational psychologist, the specialist speech and language team, outreach persons from the local Family Centre, health visitors, Portage, the West Sussex inclusion team, the sensory support team, the physiotherapist and the Social Services.

The children continue to experience high quality learning and have had a great deal of fun over the year despite the challenges the COVID pandemic has brought. Sadly, due to the current restrictions we have not been able to provide the full range of activities we originally planned; however, we are optimistic we will be able to resume full service in the next academic year.

Our 'Transition to School' programme continues to operate with staff visiting schools in the area and teachers visiting the Pre-School to ease the children's transition into school and full-time education. The Pre School is attracting children from all over the town, and beyond, as evidenced by the 13 different schools to which 76 of our children moved in September 2020.

The Pre-school is a member of the Pre-School Learning Alliance, and The National Day Nursery Association.

Financial Review

The accounts for the previous financial year were prepared on a Cash Basis which has now been changed to accrual-based account this financial year to ensure the charity is compliant with current regulations. The charity has now changed accounting systems and is using Xero.

The total income received this financial year compared to last shows an increase of 16%

Funding from West Sussex County Council increased by 12% from last year resulting in additional funding of £48,139. Parent fees decreased by 34% since last financial year which is mainly due to the current health pandemic.

Overall expenditure this financial year increased by 19% Gross Salary costs increased by 13% however, we have received a total of £41,101 from The Governments CJRS.

Other increased costs relate to a pest infestation after the first lockdown which has meant the pre-school had to be professionally cleaned, equipment replaced, and the infestation eradicated.

The Preschool made a surplus of £32,841 which is a 10% reduction of the previous year's surplus.

Reserves Policy

The board of directors have examined the charity's requirements for reserves in the light of the main risks to the organisation.

The climate in which the Pre-School operates remains very uncertain and competition from other providers in the area remains strong. The strong surplus experienced this year is being retained in order to ensure we have adequate reserves to deal with the expected changes in pay rates due to the introduction of the increasing living wage and pension obligations.

The Pre-School is heavily dependent on Government Nursery Grant and to a lesser extent fees from parents. Reserves have been set aside to underpin running costs in the event of fluctuation or delays in the receipt of this income or any shortfalls arising from there being insufficient numbers of children to fill all available places. These are in the region now of six months estimated running costs in such circumstances, which is a stronger position than in previous years.

Risk Management

The Trustees are responsible for monitoring the risks faced by the Pre-school. Risks are identified, assessed and controls established throughout the year. They are managed under the headings of:

- Financial sustainability
- Pre-school safety
- Community access to the site
- Child welfare
- Employment
- Pre-school trips and events

There are currently 24 policies in place and the Trustees are satisfied that the major risks have been identified and adequately mitigated where necessary. It is recognised that systems can only provide reasonable, but not absolute assurance that major risks have been adequately managed.

Statement of Trustees'/Directors' Responsibilities

Law applicable to limited companies and charities in England and Wales requires the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the charitable company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees/directors are required to:

- select suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the trustees on 4.5.2021 and signed on their behalf.

Signature: JD Davies

Date: 4.5.2021

Name: Dr Janet Davies

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST. ANDREWS (BURGESS HILL) PRE-SCHOOL

Independent examiner's report to the trustees of St. Andrew's (Burgess Hill) Pre-School ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st August 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

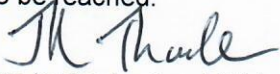
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

John Thacker FCA DChA
Institute of Chartered Accountants in England and Wales
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA



Date:

6 May 2021

St. Andrew's Pre-School

Statement of Financial Activities for the year ended 31 August 2020

	Note	2019/2020 £	2018/2019 £
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2a	0	892
Activities for generating funds	2b	3,136	4,678
Investment income	2c	159	227
Incoming resources from charitable activities	2d	419,972	388,520
Other incoming resources	2e	43,723	2,409
Total incoming resources		<u>466,989</u>	<u>396,726</u>
Resources expended			
Cost of generating funds			
Costs of generating voluntary income	3a	9,228	3,000
Charitable activities	3b	408,578	345,976
Governance costs	3c		
Other resources expended	3d	14,907	11,059
Total resources expended		<u>432,713</u>	<u>360,035</u>
Net incoming resources		32,841	36,691
Reconciliation of funds			
Total funds brought forward		178,258	141,567
Total funds carried forward		<u>211,099</u>	<u>178,258</u>

This statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

**St. Andrew's Pre-School
Balance Sheet at 31 August 2020**

	Note	2019/20 £	2018/19 £
Fixed Assets			
Equipment	6		
Current Assets			
Debtors	7	-18	
Short term deposits	8	292,032	200,284
Cash at bank and in hand	9	12	343
		292,026	200,627
Short term liabilities	10	80,927	59,060
Net Current Assets		211,099	141,567
Total assets		211,099	141,567
Funds		211,099	141,567

Statement of Directors' Responsibilities

For the year ended 31 August 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime

Approved by the Board of Trustees on

and signed on its behalf by:

Signature.....*JDavies*.....

Name.....JANET DAVIES.....

4.5.2021.

Signature.....*Hazel Butler*.....

Name.....HAZEL BUTLER.....

4/5/21.

1 ACCOUNTING POLICIES

Basis of preparing the financial statements.

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)', Financial Reporting Standard FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and on that basis the charity is a going concern.

Income

Incoming resources are accounted for as follows:

Charitable Activities

Charitable activities income is included in the period in which the income becomes receivable, i.e. when the services are provided.

Investment Income and All Other Income

These are included when receivable by the charity.

Grants

Grant's receivable are credited to income in the period to which they relate, except where the donor imposes restrictions on the timing of expenditure in which case the grant is treated as deferred.

Fundraising Income

The income from fundraising ventures is shown gross, with associated costs included within Raising Funds.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accrual's basis including irrecoverable VAT and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Resources expended are accounted for on an accrual's basis:

- a). Charitable Activities comprise all expenditure directly relating to objects of the charity.
- b). Raising Funds comprise the costs incurred in publicity and fundraising events.
- c). Other Resources Expended comprises other costs including governance costs associated with constitutional and statutory requirements.

Tangible fixed assets and depreciation

Depreciation is calculated to write off the cost less estimated residual value of fixed assets over their useful economic lives as follows:

Fittings and Office Equipment - over 5 years straight line basis.

The charity capitalises assets costing more than £2,500.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Retirement benefits (pension scheme)

The charity operates a defined contribution scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

St Andrew's Pre-School - Burgess Hill
Notes to the Financial Statements for the year ended 31 August
2020

	2019/2020	2018/2019
2		
Incoming Resources from generated funds		
2a Voluntary income		
Donations	0	0
Grant	0	892
Degree Course Grant	0	0
	0	892
2b Activities for generating funds		
Christmas Party	1,823	975
Other Fundraising	137	342
Sale Photos	120	234
Sale Uniform	1,056	1,503
Summer Fun Day	0	1,624
Summer Fun Run	0	0
	3,136	4,678
2c Investment income		
Investment Income - Bank Interest	0	30
Investment Income - COIF Account Interest	159	197
	159	227
2d Incoming resources from charitable activities		
Income from Charitable Activities - Parents Fees	33,497	50,680
Income from Charitable Activities - Registration Fees	495	0
Income from Charitable Activities - WSCC Education Grants	336,111	273,879
Income from Charitable Activities - WSCC Inclusion Funding Grant	16,308	23,640
Income from Charitable Activities - WSCC Two Year Old Funding	33,561	40,321
Income from Generated Funds - Donations	0	0
	419,972	388,520
2e		
Other Income - Furlough Pay	41,101	0
Other Income Resources - Miscellaneous Income	1,166	0
Other Income Resources - Snack Donations	1,456	2,409
	43,723	2,409
Total incoming resources	466,989	396,726

St Andrew's Pre-School - Burgess Hill
Notes to the Financial Statements for the year ended 31 August 2020
Cont'd
Cost of generating funds
3a Costs of generating voluntary income

Christmas Activities	7	206
Other Fund Raising	582	562
Photos	66	0
Summer Fun Day	75	18
Uniforms	2,538	2,214
WSCC Education Grants Transfer to Another Provider	5,960	0
	9,228	3,000

3b Charitable activities

Basic Pay	316,284	246,314
Cleaning Equipment & Materials	5,530	2,035
Discretionary Bonus	0	0
Educational Materials	16,746	25,299
Educational Visits	1,270	946
Employer Pension Costs (frm 2019)	4,079	0
Employers National Insurance	6,160	8,140
Finance Manager	10,749	6,558
Furniture & Equipment from Fundraising	53	80
Hall Rentals	25,797	28,950
Other Furniture, Equipment and Materials	1,916	11,205
Other Staff Costs	2,348	6,006
Payroll Services	1,816	1,386
Presents, Gifts and Treats	1,553	4,306
Refreshments	185	9
Staff Training	14,091	4,742
	408,578	345,976

3c Governance costs

Accountancy Costs	1,440	0
	1,440	0

3d Other resources expended

Bank Charges	69	140
Computer Equipment Depreciation	14	0
Computer Software	3,153	1,635
Donation to PCC	0	0
Fees & Charges	1,074	13
Insurance	1,973	1,869
Miscellaneous	1,665	4
Postages	428	17
Printing, Stationary, Photocopying	2,773	1,489
Snack Expenses	2,416	3,017
Subscriptions & Donations	965	1,219
Telephone & Communications	360	1,656
Companies House Confirmation Fee	13	0
	17,782	11,059

Total Resources Expended 437,028 360,035

Net incoming resources 29,961 36,691

St Andrew's Pre-School - Burgess Hill
Notes to the Financial Statements for the year ended 31 August
2020

Cont'd

	Total funds brought forward	178,258	141,567
	Total Funds carried forward	211,099	178,258
	This statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985		
4	Directors		
	None of the directors (or any person connected with them) received any remuneration during the year.		
5	Employees		
	The average number of employees in the period (full time equivalents)	36	15
	No employee received emoluments of more than £50,000.		
6	Fixed Assets		
	Play equipment		
	Less depreciation		
7	Debtors		
	Parent Fees	-18	0
	Prepayments	0	7,654
		-18	7,654
8	Short Term Deposits		
	Business Reserve Account	16,809	16,689
	CAF Bank - Main Account	221,402	200,398
	COIF Deposit Account	50,798	30,639
	FairFx - Hannah	0	970
	FairFx - Sarah	0	899
	FairFX Main	0	37
	Soldo	2,723	0
		291,732	249,632
9	Cash at Bank/in hand		
	Preschool Current Account	300	300
	Pre-School Imprests	12	165
		312	465
10	Short Term Liabilities		
	Creditors for goods and services	-2,683	0
	Accruals	1,560	0
	Deferred Income	72,170	71,125
	Provision for Improvements	8,368	8,368
		79,416	79,493
	Net Current assets	212,610	178,258