

ST JOSEPH'S PRE-SCHOOL

**FINANCIAL STATEMENTS
FOR
31 AUGUST 2020**

Charity Number 1153598

DERBY COMMUNITY ACCOUNTANCY SERVICE

Babington Lodge
128 Green Lane
Derby
DE1 1RY

ST JOSEPH'S PRE-SCHOOL

FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

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ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

Board of Trustees

Mrs Theresa Hall- Chair
Fr John Trenchard (Resigned 19th April 2020)
Ms Mary Hague
Mrs Rachel Lewis
Ms Mary Anne Manjoro
Mr Haydn Cartwright (Appointed 11th February 2020)
Mr Anthony Parkes (Appointed 19th April 2020)
Mrs Mary Parkes (Appointed 19th April 2020)

Chair Person

Mrs Theresa Hall

Pre-School Manager

Mrs Kirsty Sharp

Registered Office

St Joseph's Pre- school
Mill Hill Lane
Derby
DE23 6SB

Independent Examiner

Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

The Trustees, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ending 31 August 2020.

STRUCTURE , GOVERNANCE AND MANAGEMENT

Governing document

St Joseph's Pre-school was registered as a charity on 30 August 2013 and its principal address is Mill Hill Lane, Derby, Derbyshire DE23 6SB.

Trustees Selection methods

The recruitment of Trustees is reviewed periodically and at least on an annual basis.

Risk Management

The Trustees undertake a review of the major risks to the financial sustainability of the organisation annually and monitors the risks throughout the year.

OBJECTIVES AND ACTIVITIES

The aims of the preschool are 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.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees meetings.

The charity is open to all individuals irrespective of race, gender or any other personal circumstances.

ACTIVITIES AND ACHIEVEMENTS

From its creation over 30 years ago as a playgroup to its current status as a pre-school, St Joseph's has always strived to support the development of happy, well motivated and confident children and recognises that each child has unique talents, learning styles and personalities. It is committed to supporting the individual social, emotional and educational needs of the children who attend in a happy, caring and safe environment where they can play, learn and grow.

St Joseph's Pre-school currently has the capacity to have 28 pre-school children attending it's setting at any one time and there are usually approximately 40 children attending the setting over the course of a week.

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TRUSTEES' ANNUAL REPORT

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The Pre-School is open to children from the term before they turn 3 years old although priority is given to oldest children on the waiting list. Pre-school also accepts a limited number of children who were 2 years of age this supports the government initiative to improve childcare options for parents and carers on low incomes.

Individual children can access their free entitlement to early years education for up to 15 hours of childcare per week. Children can also attend for additional hours over and above their 15 hour entitlement and are charged a fee for this provision. St Joseph's Pre School can also offer the 30 hour free childcare extended provision where children are eligible under new government guidelines.

Pre-school is open during school term times only; it is closed for all school holidays, bank holidays and St. Joseph's School Inset Days. It is open for 38 weeks of the year.

St Joseph's Pre-school is guided by the standards set out in the government's Early Years Foundation Stage Principles and its overarching mission statement is as follows:

“At St. Joseph's Pre-school we strive to provide a safe, caring, happy environment for all our children. We aim to nurture their individual needs in partnership with family and our community.”

All children are integrated quickly into the ethos of pre-school which is to provide an environment where children can play, learn and grow whilst benefiting from the Christian values and way of life engendered by all those who contribute to the running of Pre-school.

Pre-school is situated in the inner city of Derby and in recent years the demographics of the area have changed. The nature and location of housing in the area have made it popular with families arriving from around the world and the housing which is now ageing has meant that the post codes in the area have a deprivation factor attached to them.

Pre-school settings by their nature are a child's first introduction into the education system although there is not a statutory obligation for a child to attend.

St Joseph's Pre-school strives to make that experience a positive one. They are guided principally by the standards set out in the government's Early Years Foundation Stage Principles but the pre-school has been established for over 30 years and as such it also draws on the experience it has gained as a pre-school provider for this significant period of time.

It endeavours to build strong relationships with both the child and their parent/carer.

It operates a key person system which means that each member of staff has a small group of children for whom they have specific responsibilities. When a child joins the setting they will then have a special adult to help them settle in and who they can relate to.

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

This system also helps to establish good links between the home environment and pre-school and parents are encouraged to maintain regular contact with their child's key person to discuss progress made and any other issues which may arise.

This is particularly important when a family is new to the area. Over 50% of children attending the setting in the previous two years have had English as an additional language. Quite often Pre-school is the first agency that a family engages with on a regular basis on arrival in the UK. It is crucial that Pre-school make this a positive experience and helps the child and family with signposting to other agencies who can support the families until they are settled.

Another crucial area which Pre-school can provide help is where children have Special Educational Needs (SEN). The highly qualified and experienced staff at Pre-school are able to identify when a child may have development, behavioural or child protection issues. Pre-school is often the first place that a child attends outside its family environment and it is often within the pre-school setting that issues are identified. Parents are encouraged to be very involved with their child's development and any issues are dealt with sensitively and professionally with the positive outcome being that the necessary outside agencies can be contacted to help and provide additional support for the family.

The role of St Joseph's Pre-school has broadened since its small beginnings as a playgroup 30 years ago. Over the years as the play group became a pre-school and then an approved provider of pre-school education St Joseph's has opened its doors to a wider range of children from different family settings and backgrounds. The pre-school was inspected by Ofsted in January 2015 and April 2017 and was deemed 'Good' in all areas.

Operations During COVID

St Joseph's like all Early Years settings has found the period from March 2020 extremely challenging due to the COVID pandemic. The staff at pre school have gone above and beyond to ensure that children were still receiving an Early Years education in spite of lockdown with resources being put on line and even delivered to children's homes where on line provision wasn't possible. St Joseph's continued to open for key worker children when government guidelines allowed and gradually re-opened its doors to all children in line with recommendations from government.

Enhanced Health and Safety routines have been paramount during the pandemic and a testament to the staff is the fact that pre school has not had to close due to any outbreaks within the setting.

Only one member of staff was furloughed and that member received a top up to 100% of their salary from pre school. All other staff received their normal salaries during closure.

Derby City Council provided invaluable support financially and also in an advisory capacity via the Early Years team at the Families Information Service.

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2020

Trustees

During this financial year Father John Trenchard retired from St Joseph's parish and we would like to express our appreciation for the support he gave to St Joseph's pre school during his time in Derby both as a priest and a Trustee to pre school.

Financial Review

Pre-school has always strived to maintain a sound financial base. The surplus for the year of £12,827 is another encouraging result and together with the surplus in the previous year eases the financial pressure and allows the trustees to plan for the future with more confidence.

During the current financial year Pre-school has changed its opening hours to offer extended wrap around care on a daily basis it is hoped that this will provide more flexible childcare options for parents/carers.

Trustee Induction and Training

All trustees have been provided with information packs on their roles and responsibilities, including Good Governance, a code for the Voluntary and Community Sector, and are encouraged to attend appropriate external training events.

Organisation

The board of trustees administers the charity. It meets regularly and is supported by staff and volunteers.

INDEPENDENT EXAMINERS

Derby Community Accountancy Services were appointed as independent examiners during the year and have expressed their willingness to continue in office. A resolution to re-appoint them as auditors will be put to the members at the annual general meeting.

Registered office:

St Joseph's Pre-school
Mill Hill Lane
Derby
DE23 6SB

Approved by the trustees on 16th June 2021

Signed on behalf of the trustees

Mrs Theresa Hall

Trustee: Mrs Theresa Hall

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST JOSEPH'S PRE- SCHOOL
YEAR ENDED 31 AUGUST 2020**

I report on the accounts for the period ended 31st August 2020 which are set out on pages 8 to 18.

Respective responsibilities of the trustees and examiner

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 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.

M NEWEY

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

Date **16th June 2021**

**ST JOSEPH'S PRE-SCHOOL
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 AUGUST 2020

		Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Aug 2020	Total Funds Year to 31 Aug 2019
	Note	£	£	£	£
Income from:					
Donations	3	-	-	-	-
Charitable activities	4	157,673	4,695	162,368	145,110
Investment income	5	9	-	9	-
Total incoming resources		157,682	4,695	162,377	145,110
 <u>Expenditure on:</u>					
Raising funds		-	-	-	-
Charitable activities		144,855	4,695	149,550	142,967
Total expenditure	6	144,855	4,695	149,550	142,967
Net (expenditure) income		12,827	-	12,827	2,143
Transfer between funds		-	-	-	-
Net movement in funds		12,827	-	12,827	2,143
 Fund balances at 1 September 2019		52,608	635	53,243	51,100
Fund balances at 31 August 2020		65,435	635	66,070	53,243

The company had no new or discontinued activities during the year.

The notes on pages 10 to 18 form part of these financial statements.

**ST JOSEPH'S PRE-SCHOOL
BALANCE SHEET
YEAR ENDED 31 AUGUST 2020**

		2020		2019	
Note	£	£	£	£	£
Fixed assets			-		-
Current assets					
Debtors	11	-		505	
Cash at bank and in hand		93,824		81,636	
		93,824		82,141	
Creditors: amounts falling due within one year	12	27,754		28,898	
Net current assets			66,070		53,243
Total assets less current liabilities			66,070		53,243
Net assets			66,070		53,243
The funds of the charity:					
Restricted	13		635		635
Unrestricted – General reserves	13		65,435		52,608
TOTAL CHARITY FUNDS	14		66,070		53,243

These financial statements were approved by the trustees and authorised, and are signed on their behalf by:

	Mrs Theresa Hall	16 June 2021
Trustee	Mrs Theresa Hall	Date _____
	Mr Haydn Cartwright	16 June 2021
Trustee	Mr Haydn Cartwright	Date _____

The notes on pages 10 to 18 form part of these financial statements.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in Sterling which is the functional currency of the company. Monetary amounts in these financial statements to the nearest £.

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits/

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

2. Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

**ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 AUGUST 2020

3. Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Aug 2020 £	Total Funds Year to 31 Aug 2019 £
Donations	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

4. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Aug 2020 £	Total Funds Year to 31 Aug 2019 £
Early Years Pupil Premium	-	1,272	1,272	2,704
Funded Places	138,939	-	138,939	119,407
SEN Funding	-	907	907	-
HMRC Job Retention Scheme	-	2,016	2,016	-
Burton & South Derbyshire College	-	500	500	-
DCC Discretionary Grant	2,000	-	2,000	-
DCC PPE	400	-	400	-
Admission Fees	10,302	-	10,302	18,907
School Dinners	4,025	-	4,025	4,092
Other charitable income	2,007	-	2,007	-
	<u>157,673</u>	<u>4,695</u>	<u>162,368</u>	<u>145,110</u>

5. Investment income

	Total Funds Year to 31 Aug 2020 £	Total Funds Year to 31 Aug 2019 £
Bank interest receivable (unrestricted)	<u>9</u>	<u>-</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

6. Analysis of expenditure

	Total Funds Year to 31 € Aug 2020	Total Funds Year to 31 € Aug 2019
Staff costs	127,609	121,298
Books Toys & Resources & Activities	1,777	1,354
Groceries & Milk	870	1,667
School Dinners	4,332	4,576
Repairs & Maintenance	2,196	1,843
Security	280	334
Equipment	450	202
Website	1,854	-
Building Improvements	-	2,200
Water & Refuse	713	547
Hygiene	1,006	836
Health and Safety	61	-
Heat & Light	2,186	2,812
Telephone	559	647
Printing, Postage & Stationery	1,032	971
Insurance	1,603	1,569
Advertising	102	16
Subscriptions & CRB	616	500
Legal fees	600	-
Staff Uniforms	-	21
Translation	-	20
Training	440	551
Travel	92	22
Audit & Pension Admin	720	650
Summer Trip	-	94
Gifts	47	215
Bank Charges	-	22
Bad Debts	405	-
	<u>149,550</u>	<u>142,967</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

7. Total Charitable Expenditure

	Total Funds 2019-20	Total Funds 2018-19
Unrestricted	144,855	141,759
Restricted	<u>4,695</u>	<u>1,208</u>
	<u>149,550</u>	<u>142,967</u>

8. Net (expenditure)/income

Net (expenditure)/income for the year is stated after charging/(crediting):

	2020	2019
	£	£
Independent Examiner's Fees	<u>500</u>	<u>500</u>

9. Directors and key management personnel

The key management personnel of the charity consist of the trustees.
The trustees did not receive remuneration.

10. Employees

The average monthly number of persons employed (full time equivalent) during the year was

	Year to 31 Aug 2020	Year to 31 Aug 2019
	No	No
Charitable activities	8	8
	<u>8</u>	<u>8</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

Employment costs

	Year to 31 Aug 2020	Year to 31 Aug 2019
	£	£
Wages and salaries	122,281	116,784
Employers National Insurance	1,899	1,846
Pension Contributions	3,429	2,668
	<u>127,609</u>	<u>121,298</u>

No employee earned more than £60,000 per annum.

11. Debtors

	2020	2019
	£	£
Admission fees	-	405
Prepayment	-	100
	<u>-</u>	<u>505</u>

12. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Funding Received in advance for Autumn 2019	23,459	26,652
Contingency for remedial building repairs	600	600
Taxation and social security	807	820
Accruals	2,888	826
	<u>27,754</u>	<u>28,898</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

13. Analysis of charitable funds

Analysis of movements in unrestricted funds

	At 1 Sept 2019 £	Incoming	Outgoing	At 31 Aug 2020 £
General reserve	52,608	157,682	(144,855)	65,435
Total unrestricted funds	52,608	157,682	(144,855)	65,435
Restricted funds				
Fundraising reserve	362	-	-	362
Extended Hours fund	273	-	-	273
Early Years Pupil Premium	-	1,272	(1,272)	-
SEN Funding	-	907	(907)	-
HMRC Job Retention Scheme	-	2,016	(2,016)	-
Burton & South Derbyshire College	-	500	(500)	-
Total Restricted funds	635	4,695	(4,695)	635
Total funds	<u>53,243</u>	<u>162,377</u>	<u>(149,550)</u>	<u>66,070</u>

Early Years Pupil Premium(EYPP) is provided for children who are identified as needing extra support in their education due to a number of factors in their family circumstances. In 2019-20 Pre-school received a total of £1272 EYPP.

The funding was used as follows:

- £477 was used to engage a nature specialist to work with the children for 6 sessions to enrich their connection with nature and the environment.
- £795 was used to cascade the ELKAN teaching principles to staff ensuring that children benefitted from improved communication skills.

All of the EYPP funding was used to ensure that children identified as having met the EYPP criteria could benefit from the additional resources and activities.

SEN Funding is provided to support individual children attending pre school who need additional support. This funding is provided after referrals are made to the Early Years Intervention team who undertake an assessment and establish a care plan for the child, working with specialist staff within the setting.

The HMRC Job Retention Scheme funds were provided to support employment during COVID.

The funding from Burton & South Derbyshire College was awarded under the Apprenticeship support scheme.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2020

General reserve

General reserves are the free reserves after allowing for all designated funds.

14. Analysis of net assets between funds

Unrestricted funds	Tangible fixed assets £	Other net assets £	Total £
Unrestricted Funds	-	65,435	65,435
Restricted funds			
Fundraising Reserve	-	362	362
Extended Hours Fund	-	273	273
Total funds	<u>-</u>	<u>66,070</u>	<u>66,070</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.