

ST ANDREWS PRE-SCHOOL TRUSTEES' ANNUAL REPORT

The Trustees present their annual report and unaudited financial statements for the year ended 31 August 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011, and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in July 2014.

Structure, governance and management

St Andrews Pre-School is an unincorporated charity committee run pre-school. The charity was originally set up in 1975 and adopted The Pre-School Learning Alliance Model Constitution 2011 at the Extraordinary General Meeting in April 2017.

The daily responsibilities of the Pre-School are overseen by the Pre-School Leader, Mrs G Mowatt with guidance from the members of the Management Committee. The Management Committee, made up of Trustees, meet approximately Bi-monthly to address any matters relating to the management of the Pre-School.

Objectives and activities

The charity's objectives 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 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;

encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

instigating and adhering to and furthering the aims and objects of the pre-school learning alliance

As required by section 17(5) of the Charities Act 2011 the Trustees have considered the guidance published by the Charity Commission in respect of public benefit. They believe that the Charity's objective, as set out above, falls within the definitions of charitable purposes in the Act and that the activities as set out above contribute to meeting that objective.

Achievements and financial performance

The Pre-School has continued to thrive and be a valuable asset to the local community. Thanks to the dedicated Manager and staff who ensure that the pre-school runs as effectively as possible. Thanks also to the Committee Members, parents and volunteers for giving up their time freely, organising fundraising events and supporting Pre-school activities.

Income:

Overall income rose slightly in the year. Fees were maintained at the expected level, income from other activities increased slightly as restrictions lifted.

Expenditure:

Employment costs increased by 9% on the previous year (5.7% on 2019) due to wage increases and hours increased from the previous year where The Pre-School was closed for a period due to Covid-19, other expenditure increased modestly. The Pre-School is mindful of any further wage increases to ensure staff retention and keeping the services viable. Furthermore, any items and services purchased are sourced as reasonably priced as possible, whilst bearing in mind their durability.

The Pre-School continues to work closely with the Local Authorities and supports families and children with a wide range of needs. In line with Ofsted regulations, staff have accessed online training, keeping

ST ANDREWS PRE-SCHOOL TRUSTEES' ANNUAL REPORT

abreast of changes in legislation, practices and new safeguarding measures. Training has also been undertaken to ensure renewal of certificates held, maintaining the rolling programme of staff qualifications.

Due to the increases in costs, there was a decline in the surplus generated by The Pre-School which for the year totals £5,966 (2020 - £11,506). The cash funds generated have been retained with cash funds at the year end.

Reserves Policy

The finances of The Pre-School are reliant on voluntary fundraising and the number of children enrolled in each year. However, The Pre-School has no contractual commitments or obligations beyond the notice period applicable to the staff. Therefore, it is the policy of the Pre-school to maintain unrestricted funds, which are the free reserves of The Pre-School, at a minimum level equal to three months' employment costs. This equates to approximately £30,000. Unrestricted funds were maintained at this level throughout the year.

Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and the incoming resources and application of resources, including the income and expenditure of the charitable company for that year.

In preparing those financial statements, the Trustees are required to:

select suitable accounting policies and then apply them consistently to observe the methods and principles in the Charities SORP (FRS 102);

make judgements and estimates that are reasonable and prudent;

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

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 adequate accounting records that 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 Charities Act 1993, as amended by the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 27 June 2022 signed on their behalf by:

Samantha Mowatt
Trustee

Registered Charity No: 1022398

St Andrews Pre-School

**Accounts
31 August 2021**

St Andrews Pre-School Contents

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St Andrews Pre-School

Approval statement

We approve the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes. We acknowledge our responsibilities for the accounts, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Donovan Atyeo with all information and explanations necessary for their compilation.

..... **Treasurer**

..... **Chairperson**

..... **Date**

St Andrews Pre-School

Accountants' report on the unaudited accounts to St Andrews Pre-School

You have approved the accounts for the year ended 31 August 2021 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Donovan Atyeo
Accountancy & Taxation Services

Unit 4, Hounsell Building
North Mills Trading Estate
Bridport
Dorset
DT6 3BE

21 June 2022

**St Andrews Pre-School
Income and Expenditure Account
for the year ended 31 August 2021**

	2021 £
Income	118,471
Direct costs	99,762
	<hr/> 18,709
Expenses	
Other staff costs	2,079
Rent, rates, power and insurance costs	7,012
Repairs and renewals of property and equipment	203
Telephone and other office costs	579
Legal and other professional fees	1,210
Depreciation and loss/(profit) on sale	1,334
Other expenses	326
	<hr/> 12,743
Surplus for the year	<hr/> 5,966

**St Andrews Pre-School
Balance Sheet
as at 31 August 2021**

	Notes	2021 £
Fixed assets		
Equipment	3	6,629
Current assets		
Stock	152	
Bank - current account	53,559	
Bank - deposit account	30,054	
Bank - fundraising account	20,422	
Cash in hand	23	
Debtors	129	
	<u>104,339</u>	
Current liabilities		
Receipts in advance	13,904	
Other liabilities and accruals	4,383	
	<u>18,287</u>	
Net current assets		86,052
Net assets		<u>92,681</u>
Capital account		
Surplus brought forward at 1 September 2020		86,715
Surplus for the year		5,966
Surplus carried forward at 31 August 2021		<u>92,681</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2021

1 Accounting basis

The accounts have been compiled on a basis that enables profits to be calculated in accordance with UK Generally Accepted Accounting Practice.

2 Income and expenditure account analysis

	2021
	£
Income	
Fees received	22,590
Government fees	90,963
Fundraising	3,837
Sales of clothing, tea towels etc	194
Interest	108
Milk	779
	<u>118,471</u>
Direct costs	
Purchases for resale	307
Increase in stocks for resale	(90)
Wages and salaries	95,769
Consumables	3,776
	<u>99,762</u>
Other staff costs	
Pensions	1,370
Employer's NI	353
Staff clothing costs	194
Staff training and welfare	162
	<u>2,079</u>
Rent, rates, power and insurance costs	
Water rates	204
Light, heat and power	1,698
Insurance	1,293
Cleaning	3,817
	<u>7,012</u>
Repairs and renewals of property and equipment	
Repairs and maintenance	<u>203</u>
Telephone, fax, stationery and other office costs	
Telephone and internet	349
Postage, stationery and printing	230
	<u>579</u>
Legal and other professional fees	
Accountants fees	1,063
DBS and Ofsted fees	147
	<u>1,210</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2021

Depreciation and loss/(profit) on sale

Depreciation	1,185
Loss on sale of fixed assets	149
	<u>1,334</u>

Other expenses

Subscriptions	109
Sundry expenses	217
	<u>326</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2021

3 Plant, machinery and motor vehicles

	Equipment £
Cost	
At 1 September 2020	7,673
Additions	290
Disposals	(149)
At 31 August 2021	<u>7,814</u>
Depreciation	
Charge for the year	<u>1,185</u>
At 31 August 2021	<u>1,185</u>
Net book value	
At 31 August 2021	<u>6,629</u>
At 31 August 2020	<u>7,673</u>



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Andrews Pre-School
(Bridport, Dorset)

**On accounts for the year
ended**

31 August 2021

Charity no

1022398

Set out on pages

1 to 10 (including this page)

**Respective responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's
statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

Signed:**Date:**

20/06/2022

Name:

Mr C M Donovan FMAAT

**Relevant professional
qualification**

Fellow Member of the Association of Accounting Technicians

Address:

Donovan Atyeo Ltd – Accountancy & Taxation Services

Unit 4, Hounsell Building, North Mills Trading Estate

Bridport, Dorset, DT6 3BE