

**ST JOHNS PRE-SCHOOL
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st DECEMBER 2020**

	Note	2020	2020	2019	2019
INCOME					
Fees	1	7,910.50		23,520.50	
Fundraising	2	11,969.93		18,567.80	
Grants & Donations	3	83,925.75		78,493.14	
Cleaning refund					
Interest		39.59		43.21	
			103,845.77		120,624.65
EXPENDITURE					
Wages	4	69,094.78		63,583.39	
Staff training & uniform	5	501.97		1,732.62	
Rent		5,678.64		5,678.64	
Equipment		3,840.51		4,414.55	
Maintenance & Cleaning	6	2,386.19		29,131.09	
Insurance		622.89		566.32	
Consumables	7	199.65		241.79	
Print, Post & Stationary		241.19		448.10	
Telephone & Internet		938.36		613.31	
Regulatory Fees		463.00		77.00	
Outings, parties & entertainment				1983.12	
Accounts		282.00		216.00	
Payroll administration		776.00		576.00	
Advertising	8	820.67		472.16	
Sundries	9	1,054.50		1,423.40	
			86,900.35		111,157.49
Surplus/Defecit of Income over Expenditure for year			16,945.42		9,467.16

ST JOHN'S PRE-SCHOOL
BALANCE SHEET AS AT 31st DECEMBER 2020

	2020	2019
Consolidated Pre-School Fund	40,135.46	30,668.30
Surplus/Defecit for this year	+16,945.42	+9,467.16
	57,080.88	40,135.46
Represented by:		
Metro Bank Account	41,416.65	24,617.90
Metro Bank Savings Account	15,438.42	15,397.56
Cash in Hand	225.81	120.00
	57,080.88	40,135.46

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2020, 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: *N. Sandel*

Dated: *12/08/22*

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed: *H.M. Milson*

Role: Pre-School manager

Dated: *12/8/22*

ST JOHN'S PRE-SCHOOL

NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2020

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 extracurricular 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 is the total funds received through fundraising activities. It is reflective of donations received throughout the year at several fundraising events, such as Christmas raffle and bake sales, as well as match funding received for such events.

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) Equipment - This amount includes sundry small items together with the cost of equipment bought during the year.

6) Maintenance & Cleaning - This amount also includes a regular fee for cleaning of the hall which is used by the pre-school. There is a partial refund of this fee because the pre-school are not exclusive users of this space (although they are the main users during term times)

7) 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.

8) 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

9) Sundries - Inclusive of Hartbee ps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development). Since the Covid-19 pandemic has prevented outside agencies entering the setting for a large part of the year, these costs are less than previous years but do not indicate a trend for coming years when outside teaching can commence