

**St John's Pre-School AGM
September 2022
Committee Chairperson's Report
Nick Sandel**



2021/22 has been a good year for Pre-School.

We still had a lot of challenges from COVID-19 at the end of 2021 and into 2022. Omicron was on the rise in Winter and there was a lot of uncertainty on what that meant. Pre-School kept with limited parent interactions in the setting. It was in Spring that free public testing stopped and COVID-19 moved out of the main focus. By Easter parents could come back into Pre-School and enjoy seeing their children take part in the Easter Bonnet parade and it was wonderful to see the end of term graduation.

We've had to close twice this past year. In February we had storm Eunice produce an amber weather warning (we were very close to the red area) and the official advice was to not travel unless necessary. Local schools started closing the night before and we took the decision to follow too which seemed to be best seeing how many trees came down and other issues our area saw from the storm (a house roof collapsed on the road I live on!) Also in July we faced an unprecedented heatwave where temperatures climbed close to 40 degrees C. The setting was checked on the weekend before the peak heat and found to be unbearable inside and advice was to not keep the children outside so we took the decision to close.

My biggest focus as Committee Chair has been supporting Hannah in her new role of manager particularly in understanding the finances and supporting the recruitment of new members of staff. We have a great team

Fundraising has been difficult the past year with no main project to really focus on. We did however have a great Christmas raffle which sourced some really good prizes and had high engagement from parents and families. We also achieved some great matched funding which has helped us get some great new resources for the garden like the lookout tower. For future fundraising I have started looking into the possibility of air conditioning for the pre-school building as having to close due to heat was not ideal.

We need new members to join the committee. I myself am stepping down from Chairperson and moving into the Treasurer role so I can focus solely on the finances. The more parents join the better as if we need to make decisions which affect parents we need their voices to be heard!

If anyone works for a company with a matched funding scheme (e.g. Vodafone, Santander etc) please let us know – this makes all the difference in boosting the funds we raise at our events.

Please get as involved as you can in supporting our fantastic team, brilliant setting and wonderful children!

**ST JOHNS PRE-SCHOOL
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st DECEMBER 2021**

| | Note | 2021 | 2021 | 2020 | 2020 |
|---|------|-----------|-------------------|-----------|-------------------|
| INCOME | | | | | |
| Fees | 1 | 14,535.48 | | 7,910.50 | |
| Fundraising | 2 | 1,772.71 | | 11,969.93 | |
| Grants & Donations | 3 | 91,294.50 | | 83,925.75 | |
| Refunds | 10 | 532.50 | | | |
| Cleaning refund | | 1,115.00 | | | |
| Interest | | 12.40 | | 39.59 | |
| | | | 109,262.59 | | 103,845.77 |
| EXPENDITURE | | | | | |
| Wages | 4 | 65,270.96 | | 69,094.78 | |
| Staff training & uniform | 5 | 903.99 | | 501.97 | |
| Rent | | 5,678.64 | | 5,678.64 | |
| Equipment and Resources | | 4,312.93 | | 3,840.51 | |
| Maintenance & Cleaning | 6 | 11,847.39 | | 2,386.19 | |
| Insurance | | 0.00 | | 622.89 | |
| Consumables | 7 | 2,408.32 | | 199.65 | |
| Print, Post & Stationary | | 0.00 | | 241.19 | |
| Telephone & Internet | | 845.62 | | 938.36 | |
| Regulatory Fees | | 98.10 | | 463.00 | |
| Outings, parties & entertainment | | 614.28 | | | |
| Accounts | | 288.00 | | 282.00 | |
| Payroll administration | | 4,744.54 | | 776.00 | |
| Advertising | 8 | 217.91 | | 820.67 | |
| Sundries | 9 | 927.79 | | 1,054.50 | |
| Website | | 137.68 | | | |
| | | | 98,296.15 | | 86,900.35 |
| Surplus/Defecit of Income over Expenditure for year | | | 10,966.44 | | 16,945.42 |

ST JOHN'S PRE-SCHOOL
BALANCE SHEET AS AT 31st DECEMBER 2021

| | 2021 | 2020 |
|-------------------------------|------------|------------|
| Consolidated Pre-School Fund | 57,080.88 | 40,135.46 |
| Surplus/Defecit for this year | +10,966.44 | +16,945.42 |
| | 68,047.32 | 57,080.88 |
| Represented by: | | |
| Metro Bank Account | 52,550.38 | 41,416.65 |
| Metro Bank Savings Account | 15,450.82 | 15,438.42 |
| Cash in Hand | 46.12 | 225.81 |
| | 68,047.32 | 57,080.88 |

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2021, 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: *12/10/2022*

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: *13/10/2022*

ST JOHN'S PRE-SCHOOL

NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2021

- 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 includes a fee for £7932 the previous committee agreed to spend on new fencing work. 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
- 10) Refunds - when a purchase has been refunded showing this as an income line to reflect the bank statements clearly.

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

In carrying out my examination I noted a lapse in the keeping of accounting records.

There were a couple of cases where, for the transactions requested for testing, no invoice or receipt could be provided. The charity should ensure that receipts are kept for all items of expenditure relating to the charity and that adequate approval for all expenditure is maintained.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Johns Preschool

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

296147

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

**Responsibilities and
basis of report**

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 (other than that disclosed below) 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.

Signed:

Date:

11 October 2022

Name:

Gillian Down

**Relevant professional
qualification(s) or body
(if any):**

ACA - Member of ICAEW

Address:

EJBC Limited

2 Toomers Wharf, Canal Walk

Newbury, RG14 1DY