

St Bonaventure's Pre School Trustees' Report.

Sept 2022 - Aug 2023.



St Bonaventure's Pre School



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Declaration

Section A | Reference and Administration Details.

Charity Name

St Bonaventure's Pre School

Registered Charity Number

1190289

Registered Address

St Bonaventure's Pre School
Egerton Road
Bishopston
Bristol
BS7 8HP

Trustees.

Trustee Name

Office Held

Heather Turner

Chair

Tracy Flaherty

Treasurer

Sophie Ottaway

Secretary

Katie Smith

Safeguarding

Marie Taylor

Pre School
Manager

Helen Ordish

Deputy Pre
School
Manager

Additional Financial Information.

Independent Examiner

Mrs Lena Long (ACCA)
32 Great Clover Leaze
Stoke Gifford
Bristol
BS16 1GG

Bankers

Barclays
1 High Street
Westbury-on-trym
Bristol
BS9 3DR

Area of Operation

St Bonaventure's Pre School operates solely in the South West of England.



Section A | Reference and Administration Details.

Section A | Additional Information.

Question	Answer
For the period of this return, were there any serious incidents that the charity failed to report to the commission?	No
Does your charity raise funds from the public?	Yes
Does your charity work with a professional fundraiser?	No
Does your charity work with a commercial participator?	No
Is grant making the main way your charity carries out its purposes?	No
During the financial period for this return, did your charity receive income from contracts (other than grant agreements) from central government or a local authority?	No
During the financial period for this return, did your charity receive any grant funding from central government or a local authority?	Yes

Section A | Additional Information Continued.

Question	Answer
During the financial period for this annual return, did the charity receive income from outside of the UK?	No
Are the trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates?	Yes
Does the charity have any trading subsidiaries?	No
During the financial period for this annual return, did any of the trustees receive remuneration or benefits other than expenses incurred?	No
During the period covered by this annual return, did any of the trustees resign and take up employment with the charity?	No
Did any of your charity's staff receive total employee benefits of £60,000 or more?	No

Structure, Governance and Management.

Governing Document

The Charity is **controlled by its governing document**; the constitution adopted 28th September 1993 as amended by resolution dated 8th May 2009, 16th June 2009 and 8th May 2010.

How is the charity constituted?

The Charity is a CIO [Charitable Incorporated Organisation] and consists of six members. **The minimum number of Committee members shall be 5 and the maximum shall be 9**, together with up to a further 3 co-opted members.

The Committee shall consist of: A Chair, a Treasurer and a Secretary ("the Officers"); and not less than 2 nor more than 6 other elected Members.

Trustee selection methods

Officers and **Committee members are elected for one year at the Annual General Meeting**. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.

Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

Additional Governance Issues

All Officers and Committee **members are required to hold a current Enhanced DBS certificate and be registered on the DBS 'Update' system**. In addition to DBS certificates, all Officers and Committee members are registered with Ofsted via the formal EY2 process and are listed on the Charity Commission website.

Objectives and Activities.

Objectives

Here at St Bonaventure's we **strive to provide high quality care and education for children in their pre-school year**. We appreciate this can be a huge step into the wider world for children, parents and families, so we pride ourselves on our ability to ensure all children feel happy safe and secure with us. St Bonaventure's Pre-School is **a warm welcoming and caring environment**. The aims of the Charity are to enhance the development and education of children primarily under statutory school age.

Activities

We strive to achieve our objectives by **offering appropriate play, education, and care facilities, together with facilitating parents to take responsibility for and to become involved in the activities of the preschool**, ensuring that the preschool offers opportunities for all children whatever their race, culture, religion, means or ability.

We are passionate about providing the best start in life for children in a fun and relaxed atmosphere. **Children are unique and we treat them all with respect. Practitioners love to chat with the children, exploring their views and extending their learning**. Children who are happy will learn through their play. Our highly qualified and experienced practitioners support and extend their learning.

We nurture children's self-esteem and wellbeing and foster a sense of belonging and pride in their preschool. **Children are encouraged to "have a go" and persevere in their endeavours. We promote risk taking whilst following strict health and safety guidelines**. We take great pride in promoting children's involvement in a variety of physical exercise and an awareness of a healthy lifestyle.

Achievements and Performance.

Achievements and Performance

During the period **1st September 2022 - 31st August 2023** we **provided play, education and care facilities to a total of 26 children** from our local community.

We provided this to children who are active learners who play in an engaged and purposeful way. **Staff used observation and assessment to monitor data of children's achievements consistently and track children's progress effectively** this information was then used to plan and provide purposeful activities to develop learning. This highly effective assessment also helped staff plan in detail to meet children's individual care and learning needs.

Staff were able to draw on a wealth of knowledge and experience that they could then use to develop positive strategies that support all children in their learning. **Staff were then able to effectively share this with parents ensuring a consistent approach to children's learning continued to be successfully achieved.** Partnerships with parents remained strong, with staff using various strategies to keep parents well informed about their children's learning and how to extend this at home.

The manager expertly evaluated the quality of the provision and **identified any staff training needs through a robust system of supervision**, this training then had a positive impact on outcomes for the children, as staff were able to share their newly gained knowledge with the whole team, providing a holistic approach to learning.

The manager and her team **developed strong relationships with other professionals and used this support to further help to ensure that staff practice and the provision are carefully adapted to meet the needs of all children.** As a result, the children make exceptional progress from their starting points.

Financial Review.

Reserves Policy

The trustees consider that the reserves held are sufficient to continue the support of the Pre-School in future years.

Independent Examiner's Review

Independent Examiner: Mrs Lena Long (ACCA)

Address: 32 Great Clover Leaze, Stoke Gifford, Bristol BS16 1GG


Date: 11th June 2024

Scope of audit of the Financial Statements

I have examined all records and the Income and Expenditure Account presented to me for any errors or fraud. I am confident that the accounts for the year ended 2022-2023 show financial integrity and that there are no signs of fraud or substantial errors. Any small errors have now been rectified. There are no major points of concern.

Lena Long

Section A | Receipts and Payments Accounts.

 CHARITY COMMISSION FOR ENGLAND AND WALES	St Bonaventures Early Years	1190289	CC16a	
	Receipts and payments accounts			
	For the period from	01/09/2022	To	31/08/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Nursery Education Grant	115,276	-	-	115,276	-
Fees	41,298	-	-	41,298	-
Deposit / refunds	2,312	-	-	2,312	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	158,886	-	-	158,886	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	158,886	-	-	158,886	-
A3 Payments					
Staff Costs	130,287	-	-	130,287	-
Other Operating Costs	21,966	-	-	21,966	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	152,253	-	-	152,253	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	152,253	-	-	152,253	-
Net of receipts/(payments)	6,633	-	-	6,633	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	6,633	-	-	6,633	-

Section B | Statement of assets and liabilities at the end of the period.

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	133,304	-	-
	Total cash funds	133,304	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Tracy Flaherty	Tracy Flaherty	28/06/2024	

Declaration.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signature: Signed on original

Name: Tracy Flaherty

Position Held: Treasurer

Date: 28/06/2024

COMMUNITY A/C ****1608	Sep-22	Oct-22	Nov-22	Dec-22
INCOME				
Nursery Education Grant		15,701.79		32,408.96
Fees	3,843.19	3,851.71	5,608.17	1,481.68
Deposit / refunds	-400.00		200.00	-57.16
SEN/EYPP Payments from Bristol City Council				
Bank Int./CAP. Grant/Development Grant				
Charity Collection				
TOTAL INCOME	3,443.19	19,553.50	5,808.17	33,833.48
EXPENDITURE				
Temp Staff/Cover & SGW Invoice.	84.60	108.60	189.60	375.98
Salaries (excluding Tax and NI and Pension)	8,857.36	9,786.32	9,195.29	8,870.09
Pensions charges	371.27		996.34	
Tax and NI	961.78	1,379.59	958.96	
A Total Salaries	10,275.01	11,274.51	11,340.19	9,246.07
Outdoor Area				
NNDR CTAX /Electricity/ Water				
Insurance/Audit/Legal Chgs				
Snacks		134.12	90.52	134.17
Opening Party/Parent Evening	84.10			
Caretaker /Cleaners / Materials	294.58	224.49	250.00	
Service & Maintenance				
Printing & Stationery	167.42	56.69	245.46	73.66
Security				
ICT	120.00			
Equipment			11.98	
Furniture				
Childrens Toys/Activity Material	449.43	315.38	278.76	465.88
Petty Cash	250.00		250.00	250.00
Subscriptions				
Charity	19.50	19.50	19.50	19.50
Training		371.00	107.40	40.00
Outings (coach costs)				
First Aid etc..		5.69		
Volunteer staff present/Christmas Meal / EOY Party	32.99			
Uniform	905.00			
Photographer/Advertising	257.40	66.00	66.00	354.00
Tennis / Extra Curric				425.00
OFSTED				
CR CD/ BANK CHARGES	26.15	8.50	8.50	8.50
B Total Other costs	2,606.57	1,201.37	1,328.12	1,770.71
TOTAL All Costs (A+B)	12,881.58	12,475.88	12,668.31	11,016.78
MOVEMENT				
Income less expenditure (A-B)	-9,438.39	7,077.62	-6,860.14	22,816.70
Opening balance (bank)	126,669.37	117,230.98	124,308.60	117,448.46
Closing balance (bank)	117,230.98	124,308.60	117,448.46	140,265.16

Bank Statement Balance	117,230.98	124,308.60	117,448.46	140,265.16
Discrepancy	0.00	0.00	0.00	0.00

Balance
115,276.26
41,298.33
2,312.24
0.00
0.00
158,886.83
5,388.84
108,105.24
6,085.84
10,706.63
130,286.55
0.00
0.00
1,314.91
1,367.27
84.10
1,767.07
0.00
1,664.93
0.00
120.00
1,012.55
0.00
4,987.77
1,200.00
141.00
234.00
758.60
0.00
5.69
778.49
1,383.80
2,465.40
2,260.00
125.00
294.96
0.00
21,965.54
152,252.09
6,634.74

AUDIT REPORT ST BONAVENTURES EARLY YEARS FOR THE YEAR 2022-2023

AUDITOR: Ms Lena Long (ACCA)

ADDRESS: 32 Great Clover Leaze, Stoke Gifford, Bristol BS16 1GG

DATE: 11th June 2024

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Lena Long

11th June 2024