

REGISTERED COMPANY NUMBER: 07899199 (England and Wales)
REGISTERED CHARITY NUMBER: 1147761

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2016
FOR
ST CLARE'S PRESCHOOL

CHARITY COMMISSION
FIRST CONTACT

05 AUG 2016

ACCOUNTS
RECEIVED

ST CLARE'S PRESCHOOL
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FOR THE YEAR ENDED 31 MARCH 2016

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ST CLARE'S PRESCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity 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 and training courses, 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.
- Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

ST CLARE'S PRESCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Pre-school has provided childcare to 111 children within the community and surrounding area this year ranging from ages 2years to 5years. From within this group of children we have provided places for 15 funded 2 year olds, 40 funded 3 year olds and 31 funded 4year olds. We have also provided one to one care for 4 children with Special Educational Needs.

Our financial position has enabled us to keep the cost of our fees low and more affordable and accessible to our community, helping parents and carers return to work or access training. We extended our opening hours which has enabled members of the community to access childcare more flexibly and fit their requirements.

The pre-school has provided a varied fun curriculum in line with the Early Years Foundation stage which enhances children's play to further their development. Children have been provided with the opportunity to play alongside other children which has developed their social skills and increased their independence all of which is important in getting them ready for school. In addition, the children have been on bus outings to the local library and shopping centre, experienced a visiting farm and enjoyed their end of year graduation concert with a world war 2 theme.

This year we implemented a tooth brushing scheme and provided all children with a toothbrush and toothpaste for home and one for in pre-school so they could participate in learning to brush their teeth correctly.

To help promote being healthy we contracted in Activ8 who deliver fun sport sessions to children, the team visited the pre-school twice a week allowing children to benefit from exercise in pre-school whilst improving listening and attention skills and co-ordination. To support this further, children are provided with a healthy snack twice a day. Children have also had the opportunities to make healthy foods as well as try different foods from around the world to enhance their knowledge and understanding.

We secured planning permission to extend the garden and outdoor play facilities. This is now complete and secured with new fencing. Funds have been spent on resources to enhance the new play area to include a mud kitchen, planting area, bug hotel and flowers.

Maintenance of the property has consisted of erecting new boundary fencing to enclose the new play area. New windows. Internal decoration of hallway and toilets.

We have 25 staff members. Qualifications - one staff member has completed the level 3 NVQ in childcare, one has completed her Foundation degree in childcare. All staff are now qualified to a minimum of a level 3 in childcare.

Our community - we have visited 2 local care homes to sing Christmas carols, invited local residence of these care home to watch our Nativity play. Took children to visit the local Christmas display at Keydell Nurseries.

FINANCIAL REVIEW

Financial position

The pre-school remained within our desired budget for the majority of areas. The exception being staffing, it was necessary to increase staff levels to cover the increased number of children and increase staffing hours to support children needing one to one care. The cost to train staff on required training like safeguarding and first aid has increased and this cost has also impacted the accounts.

The pre-school is in a comfortable financial position.

Reserves policy

The pre-school currently holds funds of £155,603 in our reserves to cover 6 months running cost in the event of any change to funding or security.

ST CLARE'S PRESCHOOL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charitable company was incorporated on 5th January 2012 and is limited by guarantee and registered as a charity. It is Governed by its Memorandum and Articles of Association.

Recruitment and appointment of new trustees

We inform our parents in the first instance when we need to recruit any new trustees. Interested parties need to apply in writing and attend an interview from which the successful applicant will be appointed. In the event of no parent/carer making an application we will advertise this post locally and encourage other community services to apply, successful applicants will be interviewed an appointment will be made from one of the applicants. The successful applicant will be subject to a satisfactory enhanced DBS check.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07899199 (England and Wales)

Registered Charity number

1147761

Registered office

10 Strouden Court
Havant
Hampshire
PO9 4JX

Trustees

M A Brown
L M Cowlin
C G Harris
G Young-Evans
S Bream

Company Secretary

S Bream

Independent examiner

P J Underwood
FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Approved by order of the board of trustees on 29/6/2016 and signed on its behalf by:


.....
G Young-Evans - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST CLARE'S PRESCHOOL**

I report on the accounts for the year ended 31 March 2016 set out on pages six to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



P J Underwood
FCCA
Morris Crocker
Chartered Accountants
Station House
North Street
Havant
Hampshire
PO9 1QU

Date: 2 August 2016

ST CLARE'S PRESCHOOL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

		2016 Unrestricted fund £	2015 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Charitable activities	3		
Development and education		290,175	259,994
Investment income	2	112	337
Other income		<u>623</u>	<u>568</u>
Total		290,910	260,899
 EXPENDITURE ON			
Charitable activities	4		
Development and education		<u>298,027</u>	<u>247,986</u>
NET INCOME/(EXPENDITURE)		(7,117)	12,913
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>162,720</u>	<u>149,807</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>155,603</u></u>	<u><u>162,720</u></u>

ST CLARE'S PRESCHOOL

**BALANCE SHEET
AT 31 MARCH 2016**

			2016 Unrestricted fund	2015 Total funds
	Notes	£	£	£
FIXED ASSETS				
Tangible assets	11		3,347	10,073
CURRENT ASSETS				
Debtors	12		-	2,000
Cash at bank and in hand			<u>160,485</u>	<u>152,147</u>
			160,485	154,147
CREDITORS				
Amounts falling due within one year	13		(8,229)	(1,500)
NET CURRENT ASSETS			<u>152,256</u>	<u>152,647</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>155,603</u>	<u>162,720</u>
NET ASSETS			<u>155,603</u>	<u>162,720</u>
FUNDS	14			
Unrestricted funds			<u>155,603</u>	<u>162,720</u>
TOTAL FUNDS			<u>155,603</u>	<u>162,720</u>

ST CLARE'S PRESCHOOL
BALANCE SHEET - CONTINUED
AT 31 MARCH 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on29/6/16..... and were signed on its behalf by:


.....

G Young Evans -Trustee

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Land and buildings	- 25% on cost
Plant and machinery etc	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	<u>112</u>	<u>337</u>

All investment income is derived from assets held in the United Kingdom.

ST CLARE'S PRESCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2016 £	2015 £
Parental funding	Development and education	44,058	34,918
Grants	Development and education	<u>246,117</u>	<u>225,076</u>
		<u>290,175</u>	<u>259,994</u>

Grants received, included in the above, are as follows:

	2016 £	2015 £
Hampshire County Council	<u>246,117</u>	<u>225,076</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 5) £	Support costs (See note 6) £	Totals £
Development and education	<u>276,549</u>	<u>21,478</u>	<u>298,027</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2016 £	2015 £
Staff costs	202,463	189,579
Rent, rates and water	19,912	21,386
Insurance	1,619	1,543
Light and heat	4,974	2,506
Telephone and internet	2,252	-
Postage and stationery	2,332	3,279
Sundries	4,935	871
Repairs and maintenance	11,867	4,238
Computer costs	1,164	969
Children's play equipment and craft materials	21,407	12,116
Children's uniform	616	-
Staff costs	<u>3,008</u>	<u>-</u>
	<u>276,549</u>	<u>236,487</u>

6. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Development and education	<u>19,978</u>	<u>1,500</u>	<u>21,478</u>

Support costs, included in the above, are as follows:

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

6. SUPPORT COSTS - continued

Management

	2016 Development and education £	2015 Total activities £
Wages	9,558	-
Bank charges	716	329
Payroll	1,464	1,808
Depreciation	<u>8,240</u>	<u>7,862</u>
	<u>19,978</u>	<u>9,999</u>

Governance costs

	2016 Development and education £	2015 Total activities £
Accountancy fees	<u>1,500</u>	<u>1,500</u>

7. NET INCOME/(EXPENDITURE)

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

	2016 £	2015 £
Depreciation - owned assets	8,241	7,862
Independent examiner's fee	<u>1,320</u>	<u>1,500</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

During the year Gail Young-Evans, who became a trustee with effect from 5 January 2012, received a salary totalling £19,115 (2015: £19,115) for her role as the Pre School Manager. Lucy Cowlin, who became a trustee with effect from 5 January 2012, received a salary totalling £1,171 (2015: £1,171) for her role as the accountant.

Apart from the above, there was no trustee's remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

During the year no trustees (2015: None) were reimbursed out of pocket expenses.

9. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2016 <u>20</u>	2015 <u>20</u>
Charitable activities		

No employees received emoluments in excess of £60,000.

ST CLARE'S PRESCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Development and education	259,994
Investment income	337
Other income	<u>568</u>
Total	260,899
EXPENDITURE ON	
Charitable activities	
Development and education	<u>247,986</u>
Total	<u>247,986</u>
NET INCOME/(EXPENDITURE)	12,913
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>149,807</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>162,720</u></u>

11. TANGIBLE FIXED ASSETS

	Land and buildings £	Plant and machinery etc £	Totals £
COST			
At 1 April 2015	23,194	8,252	31,446
Additions	<u>-</u>	<u>1,515</u>	<u>1,515</u>
At 31 March 2016	<u>23,194</u>	<u>9,767</u>	<u>32,961</u>
DEPRECIATION			
At 1 April 2015	17,251	4,122	21,373
Charge for year	<u>5,799</u>	<u>2,442</u>	<u>8,241</u>
At 31 March 2016	<u>23,050</u>	<u>6,564</u>	<u>29,614</u>
NET BOOK VALUE			
At 31 March 2016	<u>144</u>	<u>3,203</u>	<u>3,347</u>
At 31 March 2015	<u>5,943</u>	<u>4,130</u>	<u>10,073</u>

ST CLARE'S PRESCHOOL

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Other debtors	<u>-</u>	<u>2,000</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Other creditors	<u>8,229</u>	<u>1,500</u>

14. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	162,720	(7,117)	155,603
	<u>162,720</u>	<u>(7,117)</u>	<u>155,603</u>
TOTAL FUNDS	<u>162,720</u>	<u>(7,117)</u>	<u>155,603</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	290,910	(298,027)	(7,117)
	<u>290,910</u>	<u>(298,027)</u>	<u>(7,117)</u>
TOTAL FUNDS	<u>290,910</u>	<u>(298,027)</u>	<u>(7,117)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.