



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 2016

Charity no 1022398

Set out on pages

1 to 9 (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: 08/03/2017

Name:

Mr C M Donovan FMAAT

Relevant professional qualification

Fellow Member of the Association of Accounting Technicians

Address:

Donovan Atyeo – Accountancy & Taxation Services

Unit 12, Horn Park Business Centre,

Broadwindsor Road, Beaminster, Dorset, DT8 3PT

Registered Charity No: 1022398

St Andrews Pre-School

Accounts
31 August 2016

**St Andrews Pre-School
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St Andrews Pre-School

Approval statement

We approve the accounts for the year ended 31 August 2016 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**

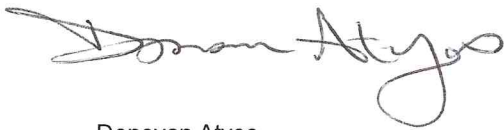
..... **Chairperson**

..... **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 2016 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 and Taxation Services

Unit 12, Horn Park Business Centre
Broadwindsor Road
Beaminster
Dorset
DT8 3PT

8 March 2017

**St Andrews Pre-School
Income and Expenditure Account
for the year ended 31 August 2016**

	2016 £
Income	95,317
Direct costs	82,972
	<hr/> 12,345
Expenses	
Other staff costs	255
Rent, rates, power & insurance costs	4,973
Repairs & renewals of property and equipment	976
Telephone & other office costs	1,024
Legal and other professional fees	1,019
Depreciation and loss/(profit) on assets	1,436
Other expenses	641
	<hr/> 10,324
Surplus for the year	<hr/> 2,021

St Andrews Pre-School
Balance Sheet
as at 31 August 2016

	Notes	2016 £
Fixed assets		
Equipment	3	8,135
Current assets		
Stock		110
Bank - current account		22,077
Bank - deposit account		10,723
Bank - fundraising account		11,589
Cash in hand		1
Debtors		267
		<u>44,767</u>
Current liabilities		
Receipts in advance		10,240
Other liabilities & accruals		4,441
		<u>14,681</u>
Net current assets		30,086
Net assets		<u>38,221</u>
Capital account		
Surplus brought forward 1 September 2015		36,200
Surplus for the year		2,021
		<u>38,221</u>
Surplus carried forward 31 August 2016		<u>38,221</u>

St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2016

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

	2016
	£
Income	
Fees received	18,164
Government fees	73,835
Fundraising	2,311
Sales of clothing, tea towels etc	194
Interest	16
Milk	697
Miscellaneous receipts	100
	<u>95,317</u>
Direct costs	
Purchases for resale	79
Decrease in stocks for resale	101
Wages and salaries	79,887
Consumables	2,905
	<u>82,972</u>
Other staff costs	
Staff training & welfare	<u>255</u>
Rent, rates, power & insurance costs	
Water rates	437
Light, heat & power	2,931
Insurance	1,249
Cleaning	356
	<u>4,973</u>
Repairs & renewals of property & equipment	
Repairs & maintenance	<u>976</u>
Telephone & other office costs	
Telephone & internet	494
Postage, stationery & printing	530
	<u>1,024</u>
Legal & other professional fees	
Accountants fees	<u>1,019</u>
Depreciation & loss/(profit) on assets	
Depreciation	<u>1,436</u>
Other expenses	
Subscriptions	98
Sundry expenses	543
	<u>641</u>

**St Andrews Pre-School
Notes to the Accounts
for the year ended 31 August 2016**

3 Fixed assets

	Equipment £
Cost	
At 1 September 2015	9,571
At 31 August 2016	<u>9,571</u>
Depreciation	
Charge for the year	<u>1,436</u>
At 31 August 2016	<u>1,436</u>
Net book value	
At 31 August 2016	<u>8,135</u>
At 31 August 2015	<u>9,571</u>

St Andrew's Pre School Annual General Meeting- Minutes

Thursday 19th January 2017 at 7.00pm

Venue: Pre-School

Committee Attendees

Eileen Haste - Chairperson, Katy Tigg – Secretary, Katie Watkins, Natasha Smith

Pre-school Staff Attendees

Gitte Mowatt – Pre School Leader, Sue Griffey - Deputy, Ashley Roots - Deputy, Sharon Hawker- Administrator, Jo Kane, Sarah Cross, Heidi Davies, Mel Hoskins, Jackie Cuff

Parent Attendees

Clare Sorrell, Isobel Shewell, Charlotte Akka, Sam Bowler, Anna Burden, Sammy Mowatt (new committee member as of AGM), Emily Case (new member as of AGM)

Meeting commenced 7.10pm

1. **Apologies** – Robyn Muth – Treasurer, Celia Harrison, Vicki Churchill
2. **Approve minutes from previous AGM held on 19/11/15**
Minutes approved by Eileen Haste, Natasha Smith seconded – No matters arising

3. Chairperson's report – Eileen Haste

Eileen extended thanks and congratulations to staff. It is lovely to see the children thriving and new ideas being implemented. The fundraising and new equipment and dynamic approach was noted. The Pre-School is something to be cherished and as a parent Eileen feels happy to leave her child at Pre-school.

The staff all welcome input from parents and visits if you have unusual pets, hobbies or a talent to share. The pre-school is welcoming and parents are always welcome to look at their child's work, look in their trays and become as involved as they want to.

4. Pre-school report – Gitte Mowatt

Good evening and a warm welcome and thank you for your support.

Gitte introduced the staff team as follows;

GITTE MOWATT – Pre-School Leader

SUE GRIFFEY – Pre-School Deputy, Equalities Named Co-ordinator Officer (ENCO)

ASHLEY ROOTS – Pre-school Deputy

JACKIE CUFF – Pre-School Assistant 1 session per week and is the longest serving staff member.

JO KANE – Pre-School Assistant – manages the fb page with Heidi

MEL HOSKINS – Pre-School Assistant

HEIDI DAVIES – Pre-School Assistant, Special Educational Needs Co-ordinator(SENCO)
SARAH CROSS– Pre-School Assistant, Special Educational Needs Co-ordinator(SENCO)
SHARON HAWKER – Administrator

Thanked the team for their hard work and commitment in making the pre-school a fun safe and secure place where the children are cared for, can develop self-confidence and self-esteem and learn through play.

The pre-school has 54 children attending during a week. In the summer we said goodbye to 28 children and have had 30 new children starting in the school year, since September and after Christmas.

Events which have taken place since last years AGM are;

31st October 2016 – Lantern Festival

Eileen Haste organised lantern making during 2 workshops during half term. Siblings were welcome. The lanterns were then lit and we walked up to the forest school area to sit around the fire and have story telling from Martin Maudsley and two musicians played accompanying music. There were drinks and flapjacks too. The weather was dry and it was a great success. Thank you to Eileen and we hope to do it again next year.

December 2016

The children/ staff walked to the Christmas Tree Festival at the United Reform Church to see the display of trees. The children enjoyed the outing. The Pre-school had a tree on display on stage and the theme was Jingle Bells. The children made decorations using bell beads and ribbons. They also sang in church.

A Cherubs Choir was held at pre-school in the evening this year as opposed to daytime so more parents could attend. It was well attended and a good fundraiser. The Christmas party was held on the last day of term where there was dancing, singing, aerobics and a visit from a special guest Father Christmas.

Easter 2016

Egg hunt was held and 'potato and spoon' races. Each child received a parcel of 'eggs' as a gift from the Easter Bunny (who delivered in secret).

There was a visit from Bredy Vets. They brought chickens, guinea pigs and a tortoise to show the children. This was enjoyed by all and aim to repeat it this year as the vets visited free of charge.

Summer 2016

Summer Trip was a trip to Vurlands Farm, this was initially postponed due to poor weather but it was lovely and sunny on the day we went. The children enjoyed running around in a safe environment, exploring the maze, play area and seeing and feeding all the animals. Vurlands farm is a nice environment for a summer trip because it is not too commercialised.

End of school Year 2016

Martin Maudsley – story teller took part in the end of year celebrations. The children/ staff enjoyed the presentations and they sang songs to the parents and received gifts.

Gitte said thank you to the committee who have been very supportive and dedicated.

5. Fundraising report – Gitte Mowatt

From September 2015 to August 2016 we have raised £1764.02p and from September 2016 to now we have raised £1330. We have carried out the following; litter picking at the Beer Festival raising £500, holding bric a brac stalls on Buckydoo Square selling donated items (Septembers' stall raised over £300 however July's stall raised less due to bad weather), holding monthly cake stalls which raised between £42 to £70 approximately on each occasion, the Cherubs Choir raised approximately £267.

New items have been purchased with fundraising money which include; a roof for the mud kitchen, picnic bench, bamboo fencing, outdoors dolls house which children can play with from both sides encouraging communication skills, good quality new chairs, a large construction block, Wellington boot rack.

We plan to update the indoor play house next with new screens and kitchen furniture.

6. Treasurer report – Gitte Mowatt on Robyn Muth's behalf

Spreadsheet of breakdown of expenses from year ending August 2016 was circulated. The final accounts have not yet been returned from the accountants yet but will need signing off/ approving when returned. The surplus for the year is £6269.46p. The Pre-school is not running at a loss.

7. Election of committee members

Eileen Haste proposed as Chairperson by Katie Watkins and seconded by Emily Case
Katy Tigg proposed as Secretary by Eileen Haste and seconded by Gitte Mowatt
Robyn Muth – Treasurer – to be agreed

Celia Harrison proposed by Eileen Haste seconded by Katy Tigg

New Members:

Sammy Mowatt proposed by Natasha Smith, seconded by Katy Tigg

Emily Case proposed by Eileen Haste, seconded by Katie Watkins

Please note Vicki Churchill and Natasha Smith stepped down

8. DBS check and registering with OFSTED

Katy to circulate instructions to new members on how to register. It was noted that it is a requirement of OFSTED membership for committee members to be OFSTED registered and have a DBS check.

9. AOB (5 mins)

Emily Case has a large amount of clothes to donate. A clothes swap party was recommended as a possible future fundraising event.

ACTION: Add to Agenda for next meeting.

Meeting Closed at 7.50pm

Next Meeting: Thursday 2nd February 7.30pm at Pre-School

Please remember that anything discussed within the committee must remain confidential.