

ST ANDREWS PRE-SCHOOL  
REGISTERED CHARITY NUMBER 1026835

ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017

TINGLE ASHMORE LTD  
CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS  
SHEFFIELD

ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017

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ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017  
GENERAL INFORMATION

Name and address	St Andrews Pre-School Pentland Road Dronfield Woodhouse S18 8ZQ
Trustees	Andrea Powell Christine Watkinson Chloe Gill Brooks Alison Parker Kate Broomhead Sarah Blackburn Maxine Gachagan
Independent examiner	Brendan Ashmore ACA Tingle Ashmore Ltd Chartered Accountants & Registered Auditors Enterprise House Broadfield Court Sheffield S8 0XF
Bankers	The Royal Bank of Scotland Plc Dronfield Branch 24 Lea Road Dronfield S18 1SB
Registered charity number	1026835

ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017  
TRUSTEES' ANNUAL REPORT

The trustees present their report and the financial statements for the year ended 31st May 2017.

**Principal activities and objects**

St Andrews Pre-School is a registered charity and is governed by its constitution.

The objects of the charity are to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

**Public benefit**

The trustees consider that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission.

**Trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Review of activities during the year**

The receipts and payments account shows a reduction in total receipts of over £20,000, to £95,391, due primarily to significantly lower Nursery certificate income from the Council.

Total expenditure reduced by around £2,000, to £108,710, due primarily to lower wages and rent costs.

Overall, there was a deficit for the year of £13,319, which compares to a surplus of £4,659 for the previous year.

ST ANDREWS PRE-SCHOOL  
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TRUSTEES' ANNUAL REPORT

Reserves policy and financial position

The Receipts and Payments Account shows unrestricted funds at 31st May 2017 of £49,848 of which £30,000 has been set aside in a designated fund to cover staff redundancy payments in the event that the pre-school has to close. The balance of £19,848 represents approximately 2 months of expenditure. This level of reserves is held to fund the continuing expenditure of the charity.

Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate the exposure to major risks.

The report of the trustees was approved on 11th July 2017 and signed on its behalf by

.....  
Alison Parker

ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST ANDREWS PRE-SCHOOL

I report on the accounts of the charity for the year ended 31st May 2017 which are set out on pages 5 to 7.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of 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 statement 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

.....  
Brendan Ashmore ACA  
Tingle Ashmore Ltd  
Chartered Accountants & Registered Auditors  
Enterprise House  
Broadfield Court  
Sheffield  
S8 0XF

Dated : 11th July 2017

ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017  
RECEIPTS AND PAYMENTS ACCOUNT

		Unrestricted funds 2017	Restricted funds 2017	Total funds 2017	Total funds 2016
	Note	£	£	£	£
<b>RECEIPTS</b>					
Nursery certificates		55,096	-	55,096	78,396
Fees		34,331	-	34,331	31,643
Other grants, donations and gift aid		559	850	1,409	1,315
Uniform sales		140	-	140	100
Meals		1,749	-	1,749	591
Christmas party		207	-	207	227
Fundraising		1,687	-	1,687	1,823
Contributions to trip expenses		575	-	575	1,188
Bank interest		197	-	197	357
<b>TOTAL RECEIPTS</b>		<u>£94,541</u>	<u>£850</u>	<u>£95,391</u>	<u>£115,640</u>
<b>PAYMENTS</b>					
Wages and training costs		85,549	850	86,399	89,212
Rent		7,791	-	7,791	10,568
Equipment and repairs		2,720	-	2,720	1,590
Supplies		1,835	-	1,835	1,557
Uniforms		227	-	227	125
Advertising and website		745	-	745	80
Photocopying, stationery and stamps		476	-	476	598
Mobile phone and internet		145	-	145	379
Milk, snacks and meals		4,414	-	4,414	2,877
PLA membership and insurance		729	-	729	713
Independent examination and payroll preparation		930	-	930	690
Leaving presents		127	-	127	139
Trips and excursions		501	-	501	740
French lessons		340	-	340	580
Sundries		875	-	875	688
Bank charges		456	-	456	445
<b>TOTAL PAYMENTS</b>		<u>£107,860</u>	<u>£850</u>	<u>£108,710</u>	<u>£110,981</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	2	(13,319)	-	(13,319)	4,659
Cash and bank balances brought forward		<u>63,167</u>	<u>-</u>	<u>63,167</u>	<u>58,508</u>
Cash and bank balances carried forward		<u>£49,848</u>	<u>£-</u>	<u>£49,848</u>	<u>£63,167</u>

ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017  
STATEMENT OF ASSETS AND LIABILITIES

	2017	2016
	£	£
CASH AND BANK DEPOSITS		
Royal Bank of Scotland Plc		
Deposit account	47,889	61,981
Current account	1,953	1,179
Cash	6	7
	<u>£49,848</u>	<u>£63,167</u>
Analysis between funds		
Unrestricted funds		
General reserve	19,848	32,167
Designated fund	30,000	31,000
	<u>£49,848</u>	<u>£63,167</u>

The Pre-School has a stock of play equipment and supplies of paint, paper etc. This has not been valued due to difficulties in ascertaining a realistic realisable value. It has an insurance value of £10,000.

These accounts are prepared in accordance with the provisions of the Charities Act 2011.

The accounts were approved by the Trustees on 11th July 2017 and signed on their behalf by

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Kate Broomhead



ST ANDREWS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED  
31ST MAY 2017  
NOTES TO THE ACCOUNTS

1 Accounting Policies

a) Basis of preparation

The accounts have been prepared under the historical cost convention on a receipts and payments basis.

b) Fund accounting

Funds held by the charity are either:-

Unrestricted funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these comprise unrestricted funds that have been set aside by the trustees to meet staff redundancy payments in the event that the pre-school has to close.

Restricted funds - these are funds that can only be used for particular restricted purposes, imposed by the donor or through the terms of an appeal.

				2017	2016
				£	£
2	(Deficit)/surplus for the year				
	This is stated after charging				
	Independent examination and payroll preparation fees			£930	£690
3	Restricted funds				
		Balance at	Movement in resources		Balance at
		1st June	Incoming	Outgoing	31st May
		2016			2017
		£	£	£	£
	Staff costs	£-	£850	£(850)	£-

The restricted funds arose as follows:

Staff costs - grants received to cover additional staff costs for particular children, or staff training.