

Section C Crossbow Pre-School Committee Trustees Report 2016/2017

The name of the Association is Crossbow Pre-School. The principle address of the Association is Crossbow Pre-school, St. Peter's Hall, School Road, Frampton Cotterell, Bristol BS36 2DA. The Pre-School is registered as a charity with the Charity Commission for England and Wales and its registration number is 1112130.

The following persons were registered in the books of the charity as Trustees for 2016/2017 at the committee meeting held on 14th September 2016 following the Annual General Meeting.

Joanne Wilton	Chair
John Warren	Treasurer
Sarah Maher	Secretary
Zoey Laverty	General Member (Part Time)
Kylie Luton	Communications Officer
Helen Ireland	Vouchers & Bookings Officer
Rachel Colman	Webmaster
Sian Cutter	General Member
Kirsty Mitchell	General Member
Emma Price	General Member
Laura Bisp	General Member
Jackie West	General Member
Mady Silcock	General Member
Gemma Talbot	General Member
Hannah Stabins	General Member
Zoe Drew	Fundraising Co-ordinator

Crossbow Pre-School End of Year Accounts for 2015/2016

As at 31st August 2016 the balance of the account was **£36,272.32**. The accounts for year end 2015/2016 were externally audited and approved on the 21st September 2016 and subsequently approved by the Charity Commission on 9th October 2016.

Crossbow Pre-School End of Year Accounts for 2016/2017

The following report is for the Crossbow Pre-school End of Year Accounts, which covers the twelve months period ending 31st August 2017.

General Activities Year Ending 2016/2017

General Activities - Income

General activities income was **£57,252 (Rounded up figure on Accounts Summary)**

General activities income is broken down as follows:

Net Wages	5072
Xmas Party	56
End of Year Party 2016/2017	175
Grants	38,260
Fees	12,174
Fee Registration	440

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Bank Interest/Charges	72
Donations	100
Gift Aid	769
Uniform/Sweatshirts - Children	25
Zoo Lab	60
Breakfast Club	49

Subtotal £57,252

General Activities - Expenditure

General activities expenditure was **£70,744 (Rounded up figure on Accounts Summary)**

General activities expenditure is broken down as follows:

Net Wages	57,942
Tax & N.I.	736
Auto Enrolled Pension	28
Rent	7,370
Insurance	503
General Expenses	1,195
Petty Cash Expenses	400
Xmas Party	190
End of Year Party 2016/2017	85
Membership/Subscriptions	381
Website	40
Staff Training	930
Grants	190
Fees	198
Uniform/Sweatshirts - Staff	110
Tapestry	90
BT Line & Broadband Rental	266
Zoo lab	90

Subtotal £70,744

From the general activities income (**£57,252**) we deduct our general activities expenditure (**£70,744**), giving a **deficit** for the year of (**£13,492**) rounded.

Fundraising Activities Year Ending 2016/2017

Fundraising during the year consisted of activities which were organised to provide income to provide additional resources and equipment for the children and to assist with the on-going running of the Pre-school.

Fundraising Activities - Income

Fundraising activities income was **£4,107 (Rounded up figure on Accounts Summary)**

Fundraising activities income is broken down as follows:

Nativity Play Bucket Collection	251
Coffee & Cake Day	44
Quiz Night	371
Xmas Bazaar	981
Halloween/Autumn Disco	803
Summer Fun Day	537
Clothes for A Cause	80
Clothes Day	165
Concept Photography	74
Egg Hunt	281
Graduation Shots	125
Mother's Day	235
Father's Day	160

Subtotal £4,107

Fundraising Activities - Expenditure

Fundraising activities expenditure was **£647 (Rounded up figure on Accounts Summary)**

Fundraising activities expenditure is broken down as follows:

Quiz Night	60
Xmas Bazaar	217
Halloween/Autumn Disco	253
Summer Fun Day	55
Father's Day	62

Subtotal £647

From the fundraising activities income (**£4,107**) we deduct our fundraising activities expenditure (**£647**), giving a **surplus** for the year of (**£3,460**) rounded.

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The **deficit** of general activities of (£13,492) plus the **surplus** for fund raising activities of (£3,460) has resulted in an overall **deficit** of (£10,032) rounded for the financial year.

The un-rounded overall **deficit** for the financial year (Income of £61,357.42 less Expenditure £71,392.17) is £10,034.75 (As Per Account Summary).

The difference between the rounded (£10,032) and un-rounded (£10,034.75) amounts equates to £2.75 which are the rounding differences as shown at the foot of the Accounts Summary of £1.58 (Income) and -£1.17 (Expenditure).

Financial Status Summary - Year Ending 31st August 2017

Total Income Received (As Per Account Summary)	£61,357.42
Total Expenditure Paid (As Per Account Summary)	£71,392.17

Deficit	£10,034.75
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Account Balance as at 31st August 2016	£36,272.32
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Santander Business Account Balance as at 31st August 2017	£20,955.89
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Less outstanding Accruals as at 31st August 2017	£2,122.50
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Account Balance as at 31st August 2017	£18,833.39
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The account balance as at 31st August 2017 is **£18,833.39** compared with **£36,272.32** as at 31st August 2016 which gives an overall **deficit** during the year of **£17,438.93**.

However, the overall **deficit** of **£17,438.93** does include the first grant payment for the Autumn term that was received into the bank account on 31st Aug 2016 of **£7,404.18**. Excluding this grant payment results in (**£17,438.93 - £7,404.18**) giving an actual **deficit** for the year of **£10,034.75**

I can confirm that the attached accounts for the twelve months ending 31st August 2017 give a true and fair reflection of the income and expenditure of the Pre-school for that period. In accordance with the requirements of the Charity Commission I can confirm that these accounts together with the books and financial records of the Pre-school have been submitted for examination by Mr Rob West FCA who is independent of the Pre-school and trustees.

John Warren (Treasurer)

Date 21st September 2017

CROSSBOW PRE-SCHOOL - ACCOUNTS SUMMARY REPORT - 2016/2017						
AUG 2017 - MONTH 12	INCOME		EXPENDITURE		SURPLUS	
GENERAL ACTIVITIES	YTD	BUDGET	YTD	BUDGET	YTD	BUDGET
Net Wages	5072	5072	57942	52000	-52870	-46928
Tax & NI	0	0	736	2000	-736	-2000
Pensions	0	0	28	0	-28	0
Rent	0	0	7370	8000	-7370	-8000
Insurance	0	0	503	500	-503	-500
General Expenses	0	0	1195	1500	-1195	-1500
Petty Cash Expenses	0	0	400	300	-400	-300
Xmas Party	56	0	190	150	-134	-150
End of Year Party 2016/2017	175	0	85	150	90	-150
Membership/Subscriptions	0	0	381	300	-381	-300
Website	0	0	40	100	-40	-100
Staff Training	0	0	930	500	-930	-500
Grants	38260	35184	190	0	38070	35184
Fees	12174	14016	198	0	11976	14016
Fee Registration	440	340	0	0	440	340
Bank Interest/Charges	72	70	0	0	72	70
Donations	100	300	0	0	100	300
Gift Aid	769	600	0	0	769	600
Uniform/Sweatshirts - Children	25	150	0	150	25	0
Uniform/Sweatshirts - Staff	0	0	110	100	-110	-100
Tapestry	0	0	90	100	-90	-100
BT Line & Broadband Rental	0	0	266	430	-266	-430
Zoolab	60	0	90	0	-30	0
Breakfast Club	49	0	0	0	49	0
GENERAL ACTIVITY TOTALS	£57,252	£55,732	£70,744	£66,280	-£13,492	-£10,548
AUG 2017 - MONTH 12	INCOME		EXPENDITURE		SURPLUS	
FUNDRAISING ACTIVITIES	YTD	BUDGET	YTD	BUDGET	YTD	BUDGET
Nativity Play Bucket Collection	251	100	0	0	251	100
Coffee & Cake Day	44	0	0	0	44	0
Quiz Night	371	250	60	11	311	239
Xmas Bazaar	981	750	217	123	764	627
Halloween/Autumn Disco	803	300	253	121	550	179
Summer Fun Day	537	500	55	91	482	409
Ladies Pamper Evening	0	250	0	16	0	234
Clothes For A Cause	80	80	0	0	80	80
Clothes Day	165	0	0	0	165	0
Concept Photography	74	60	0	0	74	60
Egg Hunt	281	180	0	0	281	180
Graduation Shots	125	130	0	16	125	114
Mothers Day	235	200	0	49	235	151
Fathers Day	160	200	62	0	98	200
FUNDRAISING ACTIVITY TOTALS	£4,107	£3,000	£647	£427	£3,460	£2,573
OVERALL TOTALS	£61,359	£58,732	£71,391	£66,707	-£10,032	-£7,975

RECONCILIATION OF ACCOUNTS TO CASHBOOK - 2016/2017

MONTH	CASHBOOK INCOME TOTAL			CASHBOOK EXPENDITURE TOTAL		
September 2016		£8,118.06			£166.70	
October 2016		£2,009.64			£6,144.95	
November 2016		£4,407.13			£6,266.15	
December 2016		£2,791.72			£7,679.47	
January 2017		£11,566.20			£5,164.29	
February 2017		£1,851.78			£6,439.29	
March 2017		£7,072.87			£4,581.64	
April 2017		£10,143.38			£5,972.89	
May 2017		£3,358.37			£6,039.03	
June 2017		£7,096.62			£5,111.12	
July 2017		£2,246.77			£5,994.40	
August 2017		£694.88			£11,832.24	
CUMULATIVE MONTHLY TOTALS		£61,357.42			£71,392.17	
DIFFERENCES		£1.58			-£1.17	

Independent examiner's unqualified report to the trustees of Crossbow Pre-School.

I report on the accounts of the Trust for the year ended 31st August 2017 which are set out on the attached pages.

Respective responsibilities of trustee 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 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 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; or

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

Name: *R.H. West* (R.H. WEST)

Relevant professional qualification or body: *CHARTERED ACCOUNTANT (F.C.A.)*
(RETIRED)

Address: *19, LANGTHORN CLOSE,*
FRAMPTON COTTERELL,
BRISTOL, BS362JH

Date:

25th SEPTEMBER 2017.