

Charity Registration No. 1131877

ST BARNABAS PRE-SCHOOL
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

ST BARNABAS PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	F Graham-Brown S Pike H Sturtivant S Matthews
Manager	Ms Tracey Tilbury
Charity number	1131877
Principal address	St Barnabas Church Hall Queens Square Adeyfield Hemel Hempstead HP2 4HY
Independent examiner	John Wilson FCA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE

ST BARNABAS PRE-SCHOOL

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ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

Objectives and activities

The charity's objects 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:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The policies adopted in furtherance of these objects are set out in a Parent Welcome Pack that all parents receive when their child starts at the Pre-School

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and they are supported in these matters by advice from the Pre-School Learning Alliance.

During the period the Pre-School provided classes for children aged 2 years to 5 years. The Pre-school provides a wide range of planned adult and child led activities to enhance the children's development in all areas. The pre-school provides a safe and stimulating environment where all children are supported and encouraged to reach their full potential.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meets the company law requirements for the trustees to present a strategic report.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

At the start of the financial year we had 14 members of staff. By September, 2 had moved on to other jobs and we took a Level 2 to cover any gaps. So, by the end of the financial year we have 13 members of staff.

The pre-school has again been busy and we were near full by January 2017. Some spaces were saved for children turning 3 after Easter. We have 72 children on the books by the end of the financial year with a waiting list for September 2017. We were unable to open the upstairs room for additional sessions due to qualifications of staff. All staff are now qualified to Level 2 or above. 2 more staff are signing up to Level 3 in the new financial year.

All safeguarding training is up to date. The 4 members of the Senior team are now trained as the Designated Safeguarding Lead due to new requirements by Ofsted. There will always be a DSL in the building now.

All DBS certificates are up to date and the majority of staff are now part of the update scheme which means that the pre-school would be notified of any changes. This will also work out financially better off.

Staff attended various training courses. All staff attended refresher training for STEPS. Our new colleague attended the full training. Various SENCO clusters and Early years Network meetings were attended.

9 colleagues have been paediatric first aid trained with another 2 for the summer.

The Manager attended free Elklan training which has been beneficial to the support for children with communication difficulties. She also attended free Accredited SENCO training. We hope for another colleague to complete the credited SENCO in the Autumn term.

The Deputy is currently completing a Level 3 in Management and the Senior practitioner and Room Leader are completing Level 2 in Supervisory role. These courses have all been funded and will be due for completion this summer.

Events for families have all been successful. Parents' evenings are popular. Christmas nativity was busy and we received lots of good feedback. We joined forces with the church to do our Christmas fair this year which took place on a Saturday. We used the money raised to pay for exciting activities Christmas week: Zoo lab, Hart Beeps, Hearts and Voices. We also bought some Paw Patrol small world toys for the children. This year, we did our fundraising during March 2017 just before Easter and this was successful. We raised just under £500 which was used to purchase more balance bikes and trikes.

Uniform remains popular.

In July 2016, we had a leavers Disco which the children loved. This time we did the Disco ourselves to save money.

Financial review

During the period the charity reported a surplus of £7,361 (2016: surplus £11,413). The results are in line with the Trustees expectations and will allow the charity to continually review its resources and add to them as necessary.

The pre-school has operated at near full capacity and has therefore been able to maximise the income it receives from all sources, along with running a summer club whilst ensuring that proper financial control is maintained over the pre-school expenditure.

The Trustees commissioned an independent accountant to manage the accounting system and to provide monthly reports and financial advice.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure.

The charity has achieved this objective such that in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The Trustees consider the reserves to be at the right level and intend to maintain the status quo.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

Structure, governance and management

The charity was established with a constitution based on that recommended by the Pre-School Learning Alliance on 30th June 2009.

The trustees who served during the year were:

F Graham-Brown

S Pike

H Sturtivant

S Matthews

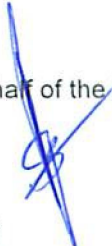
Trustees were recruited from the local church (host of the Pre-School) and parents of children who attend the Pre-School; the Chair was recruited separately by invitation.

The trustees employ a manager who has a deputy as well as two senior practitioners as well as the necessary number of staff.

There are no related parties.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks including financial management systems and educational systems as required by Ofsted; one of the trustees takes responsibility for supporting the manager on related educational matters.

On behalf of the board of trustees



S Pike

Trustee

Dated: 26 September 2017

ST BARNABAS PRE-SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts 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.

ST BARNABAS PRE-SCHOOL

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

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 6 to 11.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Wilson FCAATII

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 26 September 2017

ST BARNABAS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Designated funds £	Total 2017 £	Total 2016 £
<u>Income</u>					
Donations and legacies	2	1,309	-	1,309	1,830
<i>Income from charitable activities</i>					
Pre-school	3	148,511	-	148,511	146,038
Other incoming resources	4	-	-	-	1,500
Total income		149,820	-	149,820	149,368
<u>Expenditure</u>					
<i>Costs of generating funds</i>					
Costs of generating donations and legacies		503	-	503	1,356
<i>Expenditure on charitable activities</i>					
Pre-school expenditure		141,956	-	141,956	136,599
Total expenditure		142,459	-	142,459	137,955
Net income for the year		7,361	-	7,361	11,413
Total funds brought forward		70,662	61,116	131,778	120,365
Total funds carried forward		78,023	61,116	139,139	131,778

ST BARNABAS PRE-SCHOOL

BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
Current assets					
Debtors	8	290		130	
Cash at bank and in hand		142,309		134,886	
		<u>142,599</u>		<u>135,016</u>	
Creditors: amounts falling due within one year	9	<u>(3,460)</u>		<u>(3,238)</u>	
Total assets less current liabilities			<u>139,139</u>		<u>131,778</u>
Income funds					
Unrestricted funds:					
Designated funds			61,116		61,116
Other charitable funds			<u>78,023</u>		<u>70,662</u>
			<u>139,139</u>		<u>131,778</u>

The accounts were approved by the Trustees on 26 September 2017


S Pite
Trustee

ST BARNABAS PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

These accounts have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)" rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants received are accounted for in the period of receipt. Grant income is received in respect of the core activities of the charity and disclosed within core activities.

The charities policy in relation to core activity income is to recognise this income on a receivable basis.

1.3 Resources expended

All expenditures are included in the Statement of Financial Activities on an accrual basis, inclusive of VAT.

1.4 Accumulated funds

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.7 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Donations and legacies

	2017 £	2016 £
Donations and gifts	<u>1,309</u>	<u>1,830</u>

3 Income from charitable activities

	2017 £	2016 £
Pre-school fees and charges	<u>148,511</u>	<u>146,038</u>

4 Other incoming resources

	Total 2017 £	Total 2016 £
Other income	<u>-</u>	<u>1,500</u>

ST BARNABAS PRE-SCHOOL

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

5 Activities undertaken directly

	2017	2016
	£	£
Other costs relating to Pre-school expenditure comprise:		
Training & recruitment	842	826
Rent	16,405	16,165
Equipment	7,514	3,919
Travel	325	330
Petty cash and subscriptions	1,661	2,613
General expenses	2,058	931
Governance costs	2,339	2,175
	<u>31,144</u>	<u>26,959</u>

Governance costs comprise independent examiner's fees of £1,776 (2016: £1,776) and legal costs of £563 (2016: £399).

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2017	2016
	Number	Number
Direct Charitable	<u>16</u>	<u>17</u>
Employment costs	2017	2016
	£	£
Wages and salaries	110,376	108,972
Social security costs	28	642
Other pension costs	408	26
	<u>110,812</u>	<u>109,640</u>

There were no employees whose annual remuneration was £60,000 or more.

ST BARNABAS PRE-SCHOOL

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

8 Debtors		2017	2016
		£	£
Other debtors		<u>290</u>	<u>130</u>
9 Creditors: amounts falling due within one year		2017	2016
		£	£
Taxes and social security costs		1,684	1,415
Other creditors		-	47
Accruals		<u>1,776</u>	<u>1,776</u>
		<u>3,460</u>	<u>3,238</u>
10 Pension and other post-retirement benefit commitments			
Defined contribution			
		2017	2016
		£	£
Contributions payable by the company for the year		<u>408</u>	<u>26</u>
11 Analysis of net assets between funds			
	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2017 are represented by:			
Current assets	81,483	61,116	142,599
Creditors: amounts falling due within one year	(3,460)	-	(3,460)
	<u>78,023</u>	<u>61,116</u>	<u>139,139</u>