

ST. MARY'S PRE-SCHOOL
ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017

Income & Expenditure Account

	2017	2016
<u>Income</u>		
Fees	13245	12240
Council funding	66888	43896
	<u>80133</u>	<u>56136</u>
Sale of photographs	278	413
Sale of t-shirts and sweat shirts	4	0
Fund raising	183	313
Donations	393	350
Interest received	136	161
Sundry income	0	0
	<u>81127</u>	<u>57373</u>
<u>Expenses</u>		
Wages & PAYE	61869	53039
Book-keeping	1080	960
Cleaner	2267	2092
Utilities	1846	955
Materials	1029	1094
Equipment purchased	1949	1104
Milk	0	120
Photographs for re-sale	242	254
Insurance	867	837
Training/course fees	659	245
Cleaning materials	313	258
Food & beverages	258	275
Repairs and maintenance	463	145
Telephone	604	322
Stationary & postage	639	414
Uniforms	100	0
Photograph printing	141	188
Subscription & licences	232	91
Legal fees	0	1530
Entertainment & outings	140	65
Xmas expenses	355	125
Bank charges	193	207
Donation	0	0
Gifts & gratuities	56	0
Refunds	74	0
Sundry(petty cash)	80	257
	<u>75456</u>	<u>64577</u>
Excess of income over expenditure	5671	-6612
Excess brought forward	34961	41573
Excess carried forward	<u>40632</u>	<u>34961</u>

ST. MARY'S PRE-SCHOOL
YEAR ENDED 31 AUGUST 2017

Balance Sheet

31.8.17

31.8.16

Bank balances:

Scottish Widows deposit account
 Lloyds TSB deposit account
 Lloyds TSB current account

35,000
 227
 16,308
51,535
 30
 605
52,170

40,000
 2
 3,494
43,496
 812
 534
44,842

Petty Cash
 Cash in Hand

Creditors

11,538

9,881

Income & expenditure account

40,632

34,961

52,170

52,170

44,842

44,842

Creditors

DCC 9463
 PAYE 1657
 S Edmondston 219
 Tempest 185
 P Notley 14
11538

Debtors

0

ST. MARY'S PRE-SCHOOL
ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2017

Income & Expenditure Account

	2017	2016	Summer term	Spring term	Winter term
Income					
Fees	13245	12240	6083	2321	4841
Council funding	66888	43896	28548	20252	18088
	<u>80133</u>	<u>56136</u>	<u>34631</u>	<u>22573</u>	<u>22929</u>
Sale of photographs	278	413	228	0	50
Sale of t-shirts and sweat shirts	4	0			4
Fund raising	183	313			183
Donations	393	350	393		
Interest received	136	161		136	
Sundry income	0	0			
	<u>81127</u>	<u>57373</u>	<u>35252</u>	<u>22709</u>	<u>23166</u>
Expenses					
Wages & PAYE	61869	53039	26569	15486	19814
Book-keeping	1080	960	450	270	360
Cleaner	2267	2092	928	619	720
Utilities	1846	955	1112	734	
Materials	1029	1094	266	278	485
Equipment purchased	1949	1104	1322	404	223
Milk	0	120			
Photographs for re-sale	242	254	242		
Insurance	867	837	867		
Training/course fees	659	245		659	
Cleaning materials	313	258	81	169	63
Food & beverages	258	275	72	134	52
Repairs and maintenance	463	145	39	197	227
Telephone	604	322	272	141	191
Stationary & postage	639	414	241	177	221
Uniforms	100	0		100	
Photograph printing	141	188	34	67	40
Subscription & licences	232	91	35	55	142
Legal fees	0	1530			
Entertainment & outings	140	65	30		110
Xmas expenses	355	125			355
Bank charges	193	207	75	46	72
Donation	0	0			
Gifts & gratuities	56	0	15		41
Refunds	74	0		62	12
Sundry(petty cash)	80	257		80	
	<u>75456</u>	<u>64577</u>	<u>32650</u>	<u>19678</u>	<u>23128</u>
Excess of income over expenditure	5671	-6612	2602	3031	38
Excess brought forward	34961	41573	38030	34999	34961
Excess carried forward	<u>40632</u>	<u>34961</u>	<u>40632</u>	<u>38030</u>	<u>34999</u>

St Marys pre-school		Petty						Receipts 1.9.16 - 31.8.17					
Date	Details	Debtors	Cash	Cash	Lloyds	Sc. Widows	Deposit a/c	Fees	Voucher	Photos	T-Shirts	Fundraising	Interest
	debtors b/f	7270.41							7270.41				
	Donation		20.00									20.00	
	P cash		10.00	-10.00									
	late fees			6.00				6.00					
21-Sep													
28-Sep	Scottish Widows				5000.00	-5000.00							
30-Sep	B.Poole				135.00			135.00					
30-Sep	Wishart				190.00			190.00					
04-Oct	Sharpe				319.20			319.20					
20-Oct	Emp Childcare				11.40			11.40					
21-Oct	cash/fees	-1000.00			1640.30								
	Brewster							34.20					
	Fawcett							159.60					
	Scottish Widows							150.10					
	Ashby							239.40					
	Wood							57.00					
	Smith		136.80					136.80					
	Norman		22.80					22.80					
	Norman		182.40					182.40					
	Tott		240.00	-0.60				239.40					
	Tucker		38.00					38.00					
	Tucker		7.60					7.60					
	Dixon		216.60					216.60					
	Dixon		11.40					11.40					
24-Oct	DCC				9971.67				9971.67				
31-Oct	B.Poole				135.00			135.00					
11-Nov	DCC				845.67				845.67				
17-Nov	Sanders				205.20			205.20					
23-Nov	Sharpe				319.20			319.20					
21-Nov	Jumper			4.00							4.00		
29-Nov	Emp Childcare				58.00			58.00					
30-Nov	B.Poole				135.00			135.00					
15-Dec	Holland				102.06			102.06					
21-Dec	DCC				9486.26				9486.26				
	cash/fees	-500.00			1244.57					50.17			
	Corben							57.00					
	Brewster							68.40					
	Fawcett							159.60					
	Elm							148.20					
	Colville							33.20					
	Corben							68.40					
	Scott							159.60					
30-Dec	B.Poole				135.00			135.00					
	Elm			57.00				57.00					
	Norman		300.00	-3.60				296.40					
	Smith		160.00	-0.40				159.60					
	Jones		60.00	8.40				68.40					
	Dixon			296.40				296.40					
	Nowasad		12.00	-0.60				11.40					
	Elm		11.40					11.40					
	Children I Need											44.87	
	Fundraising											118.50	
	debtors c/f	-9486.26							-9486.26				
	23166.65	-2215.85	92.37	356.60	29933.53	-5000.00	0.00	4841.36	18087.75	50.17	4.00	183.37	0.00
	debtors b/f	9486.26					57.00		9486.26				
17-Jan	Storer							57.00					
31-Jan	B. Poole				135.00			135.00					
01-Feb	Sharpe				228.00			228.00					
01-Feb	Scott Widows				135.54							135.54	
03-Feb	English				228.00			228.00					
10-Feb	DCC				10765.70				10765.70				
16-Feb	Fees				769.50								
	Brewster							57.00					
	Wood							125.40					
	Lerche							57.00					
	Spurling							133.00					
	Thurnball							45.60					
	Elm							114.00					
	Sanders/Wishart							152.00					
	Scott							85.50					
	Shepherd		70.00	-13.00				57.00					
	Jones		57.00					57.00					
	Norman		228.00					228.00					
feb/mar	latefees			6.00				6.00					
28-Feb	B. Poole				135.00			135.00					
09-Mar	Storer						84.00	84.00					
22-Mar	Sharpe				336.00			336.00					
31-Mar	DCC				13629.88				13629.88				
	debtors c/f	-13629.88							-13629.88				
	22708.00	-4143.62	355.00	-7.00	26362.62		141.00	2320.50	20251.96	0.00		0.00	135.54
	debtor b/f	13629.88							13629.88				
06-Apr	Storer						84.00	84.00					

27-Apr	Fees			1559.40			179.40						
	Elm						336.00						
	English						196.00						
	Spurling						84.00						
	Lerche						84.00						
	Thumball						84.00						
	Wood						224.00						
	Sanders/Wishart						168.00						
	Fawcett						204.00						
	Brewster						84.00						
	Shepherd	84.00					84.00						
	Tott	84.00					84.00						
	James	40.00	44.00				84.00						
	Norman	204.10	119.90				324.00						
	Tucker	50.00	-3.00				47.00						
	Easter fundraising	77.60								77.60			
12-May	Taylor			60.00			60.00						
17-May	cash	-500.00		500.00									
02-Jun	DCC			14798.67			14798.67						
14-Jun	Edenred			156.00			156.00						
20-Jun	Edenred			228.00			228.00						
	cash/fees	-400.00		1206.00									
	Scott						126.00						
	Brewster						156.00						
	Marriott						48.00						
	Corben						12.00						
	Harwood						24.00						
	Sanders/Wishart						240.00						
	Fawcett						60.00						
	Spurling						140.00						
	Bedford	11.00	10.00				21.00						
	Bedford	99.00					99.00						
	Marriott	30.00					30.00						
	Norman	220.00	-4.00				216.00						
	Nowasad	48.00					48.00						
	Tucker	64.00					64.00						
	Tott	48.00					48.00						
	Elijam	46.80					46.80						
22-Jun	Taylor			72.00			72.00						
	Jones	43.00					43.00						
	Brewster	216.00					216.00						
	Tucker	70.00	2.00				72.00						
	Norman	204.00					204.00						
	Nowasad	22.00	50.00				72.00						
	Tipple Evans	120.00					120.00						
	Caldwell		60.00				60.00						
	Shepherd	15.00					15.00						
	Bedford	144.00					144.00						
	Jones	77.00					77.00						
	Wood	72.00					72.00						
	Wood	48.00					48.00						
	Marriott	40.00					40.00						
	Shepherd		84.00				84.00						
	Photographs	191.00							191.00				
12-Jul	DCC			120.00			120.00						
	Sponsored bounce	315.09								315.09			
08-Aug	cash/fees	-1000.00		1692.00									
	Marriott						72.00						
	Fawcett						105.00						
	Spurling						172.00						
	Scott						198.00						
	Wright						24.00						
	McCarthy						12.00						
	Sanders/Wishart						72.00		15.00				
	McCarthy							22.00					
29-Aug	DCC			9463.65			9463.65						
	Interest					0.09					0.09		
	debtor c/f	-9463.65					-9463.65						
	35252.53	4166.23	783.59	362.90	29855.72	84.09	6063.20	28548.55	228.00	0.00	392.69	0.09	
	81127.18	-2193.24	1230.96	712.50	86151.87	-5000.00	225.09	13245.06	66888.26	278.17	4.00	576.06	135.63
	B/f		533.56	812.07	3493.59	40000.00	1.62						
	Payments		-1159.75	-1494.88	-73337.38								
	C/f		604.77	29.69	16308.08	35000.00	226.71						

St Marys pre-school

			Payments 1.9.16 - 31.8.17					Post &									
Date	Details	Creditors	Cash	Lloyds	Wages	Accounts	Materials	Repairs	Utilities	Stationary	Telephone	Photos	B charge	Cleaning	Leverages	Sundry	
	creditors b/f	-2611.21			-1419.07		-38.64					-253.50				-900.00	
09-Sep	B Charges			15.67									15.67				
	Ellis Jones			900.00												900.00 (b/f)	
08-Sep	Pinks electrical			30.00				30.00									
	H Tempest			253.50								253.50					
13-Sep	BT			33.99							33.99						
16-Sep	B Charges			15.50									15.50				
22-Sep	Consortium			30.70			30.70										
30-Sep	Wages			4395.05	4395.05												
	Book-keeping		90.00			90.00											
13-Oct	BT			51.68													
17-Oct	S Edmundston			150.95			65.21		28.88			15.45		21.90	19.51		
	PAYE			2029.09	2029.09												
18-Oct	B Charges			9.30									9.30				
27-Oct	P J Notley			14.40										14.40			
	DCC			90.00												90.00	
31-Oct	Wages			4334.40	4334.40												
	Book-keeping		90.00			90.00											
01-Nov	WEMCO			81.60				81.60 boiler									
14-Nov	BT			40.76							40.76						
15-Nov	PAYE			103.99	103.99												
17-Nov	B Charges			13.20									13.20				
28-Nov	Consortium			350.27			350.27										
30-Nov	S Edmundston			193.53			7.28		117.69			25.05		25.85	17.66		
	Wages			5274.32	5274.32												
	Book-keeping		90.00			90.00											
13-Dec	BT			54.66							54.66						
16-Dec	B Charges			18.50									18.50				
23-Dec	Wages			4387.46	4387.46												
	Book-keeping		90.00			90.00											
	creditors c/f	1448.87			1428.48		20.39										
		-1162.34	360.00	22872.52	20533.72	360.00	435.21	111.60	0.00	146.57	181.09	40.50	72.17	62.15	37.17	90.00	
	creditors b/f	-1448.87			-1428.48		-20.39										
	an PAYE			1428.48	1428.48												
12-Jan	Pre-School Learning			21.64			21.64										
	Consortium			20.39			20.39										
	PDC			20.00												20.00	licence
	Southern Security			84.00				84.00 alarm									
	S Bonfield			100.00												100.00	uniforms
13-Jan	BT			38.21							38.21						
17-Jan	B Charges			12.65									12.65				
26-Jan	Wessex training			500.00												500.00	training
	S Edmondston			176.91			19.39		54.43			18.48		45.05	39.56		
31-Jan	Wages			4719.95	4719.95												
	Postage		0.55							0.55							
	Book-keeping		90.00			90.00											
02-Feb	Ofsted			35.00													
08-Feb	Consortium			152.85			152.85										35.00 subscription
13-Feb	BT			53.30							53.30						
17-Feb	B Charges			18.40									18.40				
22-Feb	White Horse Training			159.24												159.24	training
	A Fenney			303.72												303.72	computer
	Sign & Print			96.00				96.00									
27-Feb	Wages			4431.87	4431.87												
	Book-keeping		90.00			90.00											
13-Mar	BT			49.44							49.44						
20-Mar	B Charges			14.30									14.30				
28-Mar	St Marys school			733.55					733.55								
	A Fenney			79.63												79.63	sundry
30-Mar	Wages			4985.98	4985.98												
	Book-keeping		90.00			90.00											
	creditors c/f	2485.35			1967.74		61.40			105.39		48.72		115.01	87.10	99.99	camera
		19542.54	1036.48	270.55	18235.51	16105.54	270.00	255.28	180.00	733.55	160.37	140.95	67.20	45.35	160.06	126.66	1297.58
	creditors b/f	-2485.35			-1967.74		-61.40			-105.39		-48.72		-115.01	-87.10	-99.99	
	Apr BT			50.14							50.14						
	B Charges			14.30									14.30				
24-Apr	Little Acoms CTC			24.00			24.00										
25-Apr	PAYE			1967.74	1967.74												
27-Apr	Wages			4606.05	4606.04												
	Book-keeping		90.00			90.00											
15-May	BT			55.25							55.25						
18-May	B Charges			13.60									13.60				
26-May	Wages			4986.87	4986.87												
	Payroll software		79.20							79.20							
	Book-keeping		90.00			90.00											
12-Jun	Consortium			58.76			58.76										
	S Edmondston			667.84			67.40		176.38			83.02		140.11	100.94	99.99	camera
	Rempstone Joinery			1310.00												1310.00	shed
13-Jun	BT			56.63							56.63						
15-Jun	Info. Commis.			35.00												35.00	subscription
	Pre school learn.			867.04												867.04	insurance
16-Jun	B Charges			14.35									14.35				
27-Jun	PAYE			1794.57	1794.57												
29-Jun	Wages			5030.68	5030.68												
	Book-keeping		90.00			90.00											
13-Jul	BT			61.36							61.36						
17-Jul	St Marys School			1111.94					1111.94								
18-Jul	B Charges			14.05									14.05				
24-Jul	Wages			4753.40	4753.40												
	Book-keeping		90.00			90.00											
14-Aug	BT			48.45							48.45						
17-Aug	B Charges			18.45									18.45				
29-Aug	Wages			4668.88	4668.88												
	Book-keeping		90.00			90.00											
	creditors c/f	2075.55			1657.10		28.95	5.80		59.50		242.57		51.45	30.18		
		32348.75	-409.80	529.20	32229.35	27497.54	450.00	117.71	5.80	1111.94	209.69	271.83	276.87	74.75	76.55	44.02	2212.04
YEAR		73961.47	-535.66	1159.75	73337.38	64136.80	1080.00	808.20	297.40	1846.49	516.63	593.87	384.57	192.27	298.76	207.85	3599.62

St Marys pre-school		P.Cash payments				YE.31.8.17				
Date	Details	Cash	Phone	Materials	Repairs	Equip.	Stationary photos	Cleaning	Food	Sundry
15-Jul	Putlake Farm	110.00								110.00 outing
19-Jul	present,committ	31.90								31.90 gift
20-Jul	ink	20.45					20.45			
01-Aug	gravel	43.20			43.20					
	various	7.49					5.49		2.00	
20-Aug	kettle/water jug	36.48			36.48					
	various	5.29			3.29		2.00			
		254.81								
08-Sep	play equip.	90.93				90.93				
	various	32.24		7.00	15.25		9.99			
22-Sep	sweets	4.00							4.00	
	scooter	17.97				17.97				
	gift	9.29								9.29 gift
	various	28.54			12.56		15.98			
	Duplo	40.00				40.00				
	Jumper return	8.00								8.00 refund
	various	12.48		1.58			7.00	1.50	2.40	
	camera	39.00				39.00				
13-Nov	xmas presents	156.00								156.00 xmas
16-Nov	soldiers	34.73				34.73				
22-Nov	various	26.94	10.00	12.53	4.41					
06-Dec	Jumper return	4.00								4.00 refund
01-Dec	puzzle	6.00		6.00						
07-Dec	various	25.58		12.38			13.20			
13-Dec	DBS check	52.29								52.29 DBS
14-Dec	xmas presents	10.00								10.00 xmas
16-Dec	hire hall	35.00								35.00 hall
	entertainer	135.00								135.00 entertainer
14-Dec	various	35.63		10.81					6.32	18.50 presents
		1058.43	10.00	50.30	115.19	222.63	74.11	1.50	14.72	569.98
01-Feb	books/cars	14.26		14.26						
	various	40.24		11.39	16.99			9.50	2.36	
03-Feb	books	10.00		10.00						
02-Mar	computer paper	9.95					9.95			
02-Mar	various	12.74		1.50			6.60		4.64	
27-Mar	Kitching refund	38.00								38.00 refund
28-Mar	Mrs L L refund	12.00								12.00 refund
	Brewster refund	12.00								12.00 refund
		134.93	0.00	22.89	16.99		16.55	9.50	7.00	62.00
06-Apr	various	19.80		17.80			2.00			
	tissues	2.98						2.98		
	various	23.06		11.25			1.38		10.43	
11-May	ink	9.29					9.29			
12-May	various	21.11		10.96			0.80		9.35	
	milk	2.34							2.34	
17-May	milk	2.34							2.34	
	castle/knights	12.00				12.00				
28-Jun	various	17.69		12.95			4.74			
	various	64.92		20.04	32.79		6.98	1.00	4.11	
	various	44.52		44.52						
18-Jul	Putlake farm	30.00								30.00 outing deposit
	various	9.49		3.99			5.50			
	various	41.98		26.98						15.00 flowers
		301.52	0.00	148.49	32.79	12.00	30.69	0.00	3.98	28.57
		1494.88	10.00	221.68	164.97	234.63	121.35	0.00	14.98	50.29
YEAR										676.98

Balance b/f @ 1.9.16	812.07
Sep-Dec, cash taken from fees	356.60
petty cash expenses recorded	-1058.43
Balance c/f	110.24
Balance b/f	110.24
Jan-Mar, cash taken from fees	-7.00
petty cash expenses recorded	-134.93
Balance c/f	-31.69
Balance b/f	-31.69
Apr-jul, cash taken from fees	362.90
petty cash expenses recorded	-301.52
Bal c/f @ 31.8.17	29.69

Annual Report by the Trustees of St. Mary's Pre-School (Swanage)
For the year ended 31st August 2017

St Mary's Pre-School (Swanage), began in 1971, formally known as The Millpond Playgroup. This was established to provide the children of Swanage an opportunity to learn to play together in a safe environment with trained staff. The Pre-School then moved into the St Mary's School grounds in 1980 in Manor Road and Re-named themselves as St Mary's Pre-School.

St Mary's Pre-school has now moved into its newly built building in Northbrook Road in February 2015.

There is provision to provide full day care & employ 6 part time members of staff who regularly attend training courses when available.

The Charity is supported by an enthusiastic committee of parents & staff.

The Pre-school participates in activities within the local community including Demonstrations & talks from the Emergency services. Liaison visits with the local Health care team. The Committee helped arrange a teddy bears picnic/sports day on the last day of the summer term as well as a Children's Christmas party, joint activities with the local school for fundraising events

The Pre-School offer inclusive education and no child would be refused a place on the grounds of special needs.

The charity depends on government funding for each child as well as parental contributions for additional hours and for donations to all fund raising activities arranged by the Committee.

Fundraising during this year included the sale of school professional photographs, the sale of pre-school printed t shirts & jumpers, Red Nose Day fun, Children in Need collection, an Easter bonnet parade/raffle and a raffle at the children Christmas party.

The Charity works closely with other local & national agencies for early learning and is a member of The Pre-School Learning Alliance.

The registered Trustees are:

Miss Lucy Ogden

Mrs Samantha Kirkpatrick

Mrs Georgina Norman

Mrs Jodie Edmunds

Mrs Susan Edmondston

Mrs Heather Kitching

Mrs Dee Tomes



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

ST. MARYS PRE SCHOOL

On accounts for the year ended

310817

Charity no (if any)

1062936

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 (~~other than that disclosed below~~*):

(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 Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed

Kevin Lyons

Date

30/11/17

Name

KEVIN LYONS

Relevant professional qualification(s) or body (if any)

FCCA

Address

HERSTON CROSS HOUSE

230 HIGH STREET

SWANAGE

DORSET BH19 2PQ

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose