

ST JOSEPH'S PRE-SCHOOL

**FINANCIAL STATEMENTS
FOR
31 AUGUST 2017**

Charity Number 1153598

DERBY COMMUNITY ACCOUNTANCY SERVICE

Babington Lodge
128 Green Lane
Derby
DE1 1RY

ST JOSEPH'S PRE-SCHOOL

FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

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ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2017

Board of Trustees

Fr John Trenchard
Mrs Carol Farrugia (Resigned December 2017)
Ms Mary Hague
Mrs Natasha Callaghan (Resigned April 2017)
Mrs Rachel Lewis
Ms Mary Anne Manjoro (Appointed Aug 2017)

Acting Chair Person

Ms Mary Hague

Pre-School Managers

Mrs Theresa Hall
Mrs Kirsty Sharp

Registered Office

St Joseph's Pre- school
Mill Hill Lane
Derby
DE23 6SB

Independent Examiner

Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2017

The Trustees, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ending 31 August 2017.

STRUCTURE , GOVERNANCE AND MANAGEMENT

Governing document

St Joseph's Pre-school was registered as a charity on 30 August 2013 and its principal address is Mill Hill Lane, Derby, Derbyshire DE23 6SB.

Trustees Selection methods

The recruitment of Trustees is reviewed periodically and at least on an annual basis.

Risk Management

The Trustees undertake a review of the major risks to the financial sustainability of the organisation annually and monitors the risks throughout the year.

OBJECTIVES AND ACTIVITIES

The aims of the preschool 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.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees meetings.

The charity is open to all individuals irrespective of race, gender or any other personal circumstances.

ACTIVITIES AND ACHIEVEMENTS

From its creation 30 years ago as a playgroup to its current status as a pre-school, St Joseph's has always strived to support the development of happy, well motivated and confident children and recognises that each child has unique talents, learning styles and personalities. It is committed to supporting the individual social, emotional and educational needs of the children who attend in a happy, caring and safe environment where they can play, learn and grow.

St Joseph's Pre-school currently has the capacity to have 28 pre-school children attending it's setting at any one time and there are usually approximately 40 children attending the setting over the course of a week.

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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2017

The Pre-School is open to children from the term before they turn 3 years old although priority is given to oldest children on the waiting list. From September 2014 Pre-school accepted a limited number of children who were 2 years of age this was to support the government initiative to improve childcare options for parents and carers on low incomes.

Individual children can access their free entitlement to early years education for up to 15 hours of childcare per week. Children can also attend for additional hours over and above their 15 hour entitlement and are charged a fee for this provision. St Joseph's Pre School can also offer the 30 hour free childcare extended provision where children are eligible under new government guidelines.

Pre-school is open during school term times only; it is closed for all school holidays, bank holidays and St. Joseph's School Inset Days. It is open for 38 weeks of the year.

St Joseph's Pre-school is guided by the standards set out in the government's Early Years Foundation Stage Principles and it's over arching mission statement is as follows:

“At St. Joseph's Pre-school we strive to provide a safe, caring, happy environment for all our children. We aim to nurture their individual needs in partnership with family and our community.”

All children are integrated quickly into the ethos of pre-school which is to provide an environment where children can play, learn and grow whilst benefiting from the Christian values and way of life engendered by all those who contribute to the running of Pre-school.

Pre-school is situated in the inner city of Derby and in recent years the demographics of the area have changed. The nature and location of housing in the area have made it popular with families arriving from around the world and the housing which is now ageing has meant that the post codes in the area have a deprivation factor attached to them.

Pre-schools by their nature are a child's first introduction into the education system although there is not a statutory obligation for a child to attend.

St Joseph's Pre-school strives to make that experience a positive one. They are guided principally by the standards set out in the government's Early Years Foundation Stage Principles but the pre-school has been established for over 29 years and as such it also draws on the experience it has gained as a pre-school provider for this significant period of time.

It endeavours to build strong relationships with both the child and their parent/carer.

It operates a key person system which means that each member of staff has a small group of children for whom they have specific responsibilities. When a child joins the setting they will then have a special adult to help them settle in and who they can relate to.

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2017

This system also helps to establish good links between the home environment and pre-school and parents are encouraged to maintain regular contact with their child's key person to discuss progress made and any other issues which may arise.

This is particularly important when a family is new to the area. Over 50% of children attending the setting in the previous two years have had English as an additional language. Quite often Pre-school is the first agency that a family engages with on a regular basis on arrival in the UK. It is crucial that Pre-school make this a positive experience and helps the child and family with signposting to other agencies who can support the families until they are settled.

Another crucial area which Pre-school can provide help is where children have Special Educational Needs (SEN). The highly qualified and experienced staff at Pre-school are able to identify when a child may have development, behavioural or child protection issues. Pre-school is often the first place that a child attends outside its family environment and it is often within the pre-school setting that issues are identified. Parents are encouraged to be very involved with their child's development and any issues are dealt with sensitively and professionally with the positive outcome being that the necessary outside agencies can be contacted to help and provide additional support for the family.

The role of St Joseph's Pre-school has broadened since its small beginnings as a playgroup 30 years ago. Over the years as the play group became a pre-school and then an approved provider of pre-school education St Joseph's has opened its doors to a wider range of children from different family settings and backgrounds. The pre-school was inspected by Ofsted in January 2015 and April 2017 and was deemed 'Good' in all areas.

Pre-school has always strived to maintain a sound financial base. The surplus for the year of £1,639 is another encouraging result and together with the surplus in the previous year eases the financial pressure and allows the trustees to plan for the future with more confidence.

Trustee Induction and Training

All trustees have been provided with information packs on their roles and responsibilities, including Good Governance, a code for the Voluntary and Community Sector, and are encouraged to attend appropriate external training events.

Organisation

The board of trustees administers the charity. It meets regularly and is supported by staff and volunteers.

ST JOSEPH'S PRE-SCHOOL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 AUGUST 2017

INDEPENDENT EXAMINERS

Derby Community Accountancy Services were appointed as independent examiners during the year and have expressed their willingness to continue in office. A resolution to re-appoint them as auditors will be put to the members at the annual general meeting.

Registered office:

St Joseph's Pre-school
Mill Hill Lane
Derby
DE23 6SB

Signed on behalf of the trustees

Ms Mary Hague

Trustee: Ms Mary Hague

Approved by the trustees on **19 June 2018**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST JOSEPH'S PRE- SCHOOL
YEAR ENDED 31 AUGUST 2017**

I report on the accounts of the company for the year ended 31 August 2017 which are set out on pages 9 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, 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 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Mark Newey

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green
Derby
DE1 1RY

19 June 2018

**ST JOSEPH'S PRE-SCHOOL
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 AUGUST 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Aug 2017 £	Total Funds Year to 31 Aug 2016 £
Income from:					
Donations	3	-	-	-	222
Charitable activities	4	135,936	4,794	140,730	132,960
Investment income	5	8	-	8	32
Total incoming resources		135,944	4,794	140,738	133,214
 <u>Expenditure on:</u>					
Raising funds		-	-	-	-
Charitable activities		134,305	4,794	139,099	129,623
Total expenditure	6	134,305	4,794	139,099	129,623
Net (expenditure) income		1,639	-	1,639	3,591
Transfer between funds		-	-	-	-
Net movement in funds		1,639	-	1,639	3,591
 Fund balances at 1 September 2016		43,939	635	44,574	40,983
Fund balances at 31 August 2017		45,578	635	46,213	44,574

The company had no new or discontinued activities during the year.

The notes on pages 10 to 18 form part of these financial statements.

**ST JOSEPH'S PRE-SCHOOL
BALANCE SHEET
YEAR ENDED 31 AUGUST 2017**

	Note	2017		2016	
		£	£	£	£
Fixed assets					
			-		-
Current assets					
Debtors	11	1,453		3,239	
Cash at bank and in hand		71,013		61,456	
		<u>72,466</u>		<u>64,695</u>	
Creditors: amounts falling due within one year	12	<u>26,253</u>		<u>20,121</u>	
Net current assets			<u>46,213</u>		44,574
Total assets less current liabilities			<u>46,213</u>		<u>44,574</u>
Net assets			<u>46,213</u>		<u>44,574</u>
The funds of the charity:					
Restricted	13		635		635
Unrestricted – general reserves	13		45,578		43,939
TOTAL CHARITY FUNDS	14		<u>46,213</u>		<u>44,574</u>

These financial statements were approved by the trustees and authorised, and are signed on their behalf by:

Trustee Ms Mary Hague Date 19th June 2018
Ms M Hague

Trustee Fr John Trenchard Date 19th June 2018
Fr J Trenchard

The notes on pages 10 to 17 form part of these financial statements.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102, "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared on historical cost convention apart from freehold property that is carried at market value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.4 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in the support of the charitable activities.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

1.6 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.7 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.

1.8 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.

1.9 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Derecognition of financial liabilities

Financial liabilities are derecognised when the company's contractual obligations expire or are discharged or cancelled.

1.10 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/

1.11 Taxation

The charity is exempt from tax on income and gains falling with section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

2. 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 estimated and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

3. Donations

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Aug 2017	Total Funds Year to 31 Aug 2016
	£	£	£	£
Donations	-	-	-	222
	<u>-</u>	<u>-</u>	<u>-</u>	<u>222</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>222</u>

4. Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Aug 2017	Total Funds Year to 31 Aug 2016
	£	£	£	£
Grants	641	3,042	3,683	6,829
Early Years Pupil Premium	-	1,752	1,752	
Funded Places	120,333	-	120,333	107,656
Admission Fees	9,459	-	9,459	13,507
School Dinners	5,241	-	5,241	4,815
Fundraising Activities	225	-	225	112
Other charitable income	37	-	37	41
	<u>135,936</u>	<u>4,794</u>	<u>140,730</u>	<u>132,960</u>

5. Investment income

	Total Funds Year to 31 Aug 2017	Total Funds Year to 31 Aug 2016
	£	£
Bank interest receivable (unrestricted)	<u>8</u>	<u>32</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

6. Analysis of expenditure

	Total Funds Year to 31 € Aug 2017	Total Funds Year to 31 € Aug 2016
Staff costs	117,706	108,317
Books Toys & Resources	3,558	3,139
Groceries & Milk	1,432	1,581
School Dinners	2,106	5,573
Repairs & Maintenance	1,206	2,068
Improvements to facilities	1,817	0
Security	490	0
Equipment	1,591	1,275
Water & Refuse	709	936
Hygiene	809	421
Heat & Light	1,974	2,172
Telephone	754	404
Printing, Postage & Stationery	985	785
Insurance	1,374	1,202
Advertising	64	0
Subscriptions & CRB	587	190
Staff Uniforms	23	85
Training	559	321
Travel	244	285
Audit & Pension Admin	750	500
Entertainment	0	73
Gifts	361	295
	139,099	129,623

7. Total Charitable Expenditure

	Total Funds 2016-17	Total Funds 2015-16
Unrestricted	134,305	123,060
Restricted	<u>4,794</u>	<u>6,563</u>
	<u>139,099</u>	<u>129,623</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

8. Net (expenditure)/income

Net (expenditure)/income for the year is stated after charging/(crediting):

	2017	2016
	£	£
Independent Examiner's Fees	500	500
	<u>500</u>	<u>500</u>

9. Directors and key management personnel

The key management personnel of the charity consist of the trustees.
The trustees did not receive remuneration.

10. Employees

The average monthly number of persons employed (full time equivalent) during the year was

	Year to 31 Aug 2017	Year to 31 Aug 2016
	No	No
Charitable activities	8	8
	<u>8</u>	<u>8</u>

Employment costs

	Year to 31 Aug 2017	Year to 31 Aug 2016
	£	£
Wages and salaries	115,838	106,510
Social security costs	1,268	1,807
Pension Contributions	600	
	<u>117,706</u>	<u>108,317</u>

No employee earned more than £60,000 per annum.

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

11. Debtors

	2017	2016
	£	£
Trade debtors	1,453	3,239
	<u>1,453</u>	<u>3,239</u>

12. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Funding Received in advance for Autumn 2017	22,913	14,649
School dinners -DCC	0	2,371
Contingency for remedial building repairs	1,283	600
Taxation and social security	635	610
Accruals	1,422	1,891
	<u>26,253</u>	<u>20,121</u>

13. Analysis of charitable funds

Analysis of movements in unrestricted funds

	At 1 Sept 2016 £	Incoming	Outgoing	At 31 Aug 2017
General reserve	43,939	135,944	(134,305)	45,578
Total unrestricted funds	<u>43,939</u>	<u>135,944</u>	<u>(134,305)</u>	<u>45,578</u>
Restricted funds				
Fundraising reserve	362	-	-	362
Extended Hours fund	273	-	-	273
SEN Funding	-	3,042	(3,042)	-
Early Years Pupil Premium	-	1,752	(1,752)	-
Total Restricted funds	<u>635</u>	<u>4,794</u>	<u>(4,794)</u>	<u>635</u>
Total funds	<u>44,574</u>	<u>140,738</u>	<u>(139,099)</u>	<u>46,213</u>

ST JOSEPH'S PRE-SCHOOL
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 AUGUST 2017

SEN Funding is provided to support individual children attending pre school who need additional support. This funding is provided after referrals are made to the Early Years Intervention team who undertake an assessment and establish a care plan for the child, working with specialist staff within the setting.

Early Years Pupil Premium(EYPP) is provided for children who are identified as needing extra support in their education due to a number of factors in their family circumstances. In 2016-17 Pre-school received a total of £1752 EYPP. £912 was used to support children in their development by providing school dinners to enable them to partake in the social and personal development aspects of lunch time within the setting. £840 was used to purchase ICT resources where children identified as having met the EYPP criteria could benefit from the enhanced education these resources provided.

General reserve

General reserves are the free reserves after allowing for all designated funds.

14. Analysis of net assets between funds

	Tangible fixed assets	Other net assets	Total
	£	£	£
Unrestricted funds			
Unrestricted Funds	-	45,578	45,578
Restricted funds			
Fundraising Reserve	-	362	362
Extended Hours Fund	-	273	273
Total funds	<u>-</u>	<u>46,213</u>	<u>46,213</u>

15. Related party transactions

The charity had no related party transactions that required disclosure.