



**St Luke's Pre-School (Rochester)**  
**Trustee's annual report & accounts for the 12 months ending 31<sup>st</sup> December 2017**

**Registered Charity 4970594**  
**Registered Charity Number 1102167**

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- 2. Income and Expenditure Account**
- 3. Balance Sheet**
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## **1. Trustees Report**

### **St Luke's Pre-school (Rochester) Trustees' Report for 2017**

**Registered number 4970594**

**Registered Charity number 1102167**

#### **Introduction**

St Luke's pre-school (Rochester) is a community based registered charity (1102167) which has run for over 50 years. We have been a member of the pre-school learning Alliance since October 1997. This offers the pre-school support and guidance and provides us with the necessary insurance cover.

St Luke's Pre-School aims to enhance the development and education of children under statutory school age in a parent involved community based group. This is achieved from offering a safe, secure and stimulating environment that ensures equality of opportunity for all children and their families.

All children are offered a tailored curriculum following the Early Years Foundation Stage. We are able to provide individual care and attention with/through a key-worker system whilst encouraging fun and friendship with other children and adults. To do this we currently employ 8 members of staff.

The pre-school Sensory Garden which opened in 2008, has had a very positive impact on both the children and staff. The children are enjoying planting seeds and watching them grow and it gives them an insight into their environment.

#### **The Pre-school operates from;**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

#### **Registered Office is:**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Management Committee**

The pre-school is community based and every year at the AGM a management committee is elected from interested and willing parents and supporters of the pre-school. This committee is responsible for over seeing the management of the pre-school, which includes three monthly committee meetings and also, helping with the organising of events such as the end of year graduation held within the Pre-school. All staff are employed and supported by the management committee. Our Supervisor Mrs Maria Hill has the responsibility of the day to day running and staff management for the pre-school, who is also on the advisory board for the local children's development centre "Sure Start". The pre-school is also supported by our Administrator Mrs Victoria Trevallion and our Book-keeper, Mrs Kirsty Sartain.

**The Management Committee for 2017 was :**

**Claire Smith– Chair-person**

**Kelly Wright-Treasurer**

**Victoria Trevallion - Secretary**

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Summary of Accounts**

The full statement of Accounts for period to 31/12/2017<sup>1</sup> was prepared by Mrs Kirsty Sartain.

The Pre-school made a profit of £21,802.19 which was used to offset the loss made in the previous year due to delayed funding, which was received early 2017.

Through the fund raising efforts of the management committee a total of **£5,355.47** was raised that enabled the purchase of the following:

- New Play tents
- Upgrade toys ie Binoculars and telescopes
- 

**Summary of the Year**

The pre-school continues to offer 5 morning sessions, with lunch club sessions and 2 afternoon sessions per week.

The pre-school has held a number of successful events during the past year, these include

- ❖ Spring/Christmas Plays
- ❖ Sponsored Event
- ❖ Pre-School outing
- ❖ Sports day
- ❖ Teddy bears picnic
- ❖ Activity afternoons
- ❖ Breakfast with Santa
- ❖ Christmas Party

**The future**

This year we will continue to forge close links with the church and local schools and hold regular meetings.

We will also offer support and guidance to all staff in making sure St Luke's Pre-school maintains its excellent standards and reputation within the community, with all staff continuing to request important courses to keep updated at all times.

This report has been prepared on behalf of Mrs Maria Hill. St Luke's Pre School Company Director and Secretary Victoria Trevallion.

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<sup>1</sup> St Lukes Pre-school Statement of Accounts



**2. St Lukes Pre-School (Rochester) Income and Expenditure account for the 12 months ended 31<sup>st</sup> Dec 2017**

<b>Income</b>	<b>2017 £</b>
Government Funding	£71,034.85
Fees	£10,715.85
Fund Raising	£5355.47
Donations	£0.00
Bank Interest	£0.00
Bottles and Uniform	£417.95
	<b>£87,524.12</b>

<b>Expenditure</b>	
Jan – Dec Salaries	£52,330.78
Inland Revenue	£2,667.19
Hall Rent	£5,540
Insurance	£919.77
Consumables	£161.55
Equipment	£1,186.36
Fund Raising Costs	£555.72
Admin	£957.62
Telephone & Broadband	£583.30
Other (uniform/water bottles/training/school trip)	£1719.64
	<b>£65,721.93</b>

Profit/Deficit for period **£21,802.19**

Fund Balance Bought Forward **£82,997.69**

Fund Balance Carried Forward **£82,997.69**



### 3. St Lukes Pre-School (Rochester) Balance Sheet at 31<sup>st</sup> December 2017

<b>Current Assets</b>	<b>2017</b>
Debtors	£0.00
Cash at Bank and in Hand	<b>£82,997.69</b>
<b>Creditors</b>	<b>£0.00</b>
<b>Net Current Assets</b>	<b>£82,997.69</b>
<b>Funds</b>	
General Funds	<b>£82,997.69</b>
<b>Total Funds</b>	<b>£82,997.69</b>

### 4. Audit Exemption Statement:

For the year ending 31<sup>st</sup> December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- *the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,*
- *the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts*
- *these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.*

#### Approved by:

Name.....

Signed: .....

Date: .....

St Lukes Pre-School Company Director

# Independent Examiner's Report on the Accounts



## Section A Independent Examiner's Report

Report to the trustees/members of

Charity Name

ST LUKES PRE SCHOOL  
ROCHESTER KENT ME1 2BO

Charity no (if any)

1102167

On accounts for the year ended

31/12/17

Set out on pages

(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

M. A. Hill

Date

20-09-18

Name

M. A. Hill

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

Address

10, NICKLEBY CLOSE  
ROCHESTER  
KENT  
ME1 2LE





3. St Lukes Pre-School (Rochester) Balance Sheet at 31<sup>st</sup> December 2017

Current Assets		2017
Debtors	Cash at Bank and in Hand	£0.00
		£82,997.69
Creditors		£0.00
Net Current Assets		£82,997.69
Funds		
General Funds		£82,997.69
Total Funds		£82,997.69

4. Audit Exemption Statement:

For the year ending 31<sup>st</sup> December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by:

Name: MRS. M. A. HILL

Signed: M. A. Hill

Date: 20-09-18

St Lukes Pre-School Company Director