

**ST JOHNS PRE-SCHOOL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31<sup>ST</sup> DECEMBER, 2017**

	Note	2017	2017	2016	2016
<b>INCOME</b>					
Fees	1	16786.16		10331.35	
Fundraising	2	2922.42		1934.24	
Grants & Donations	3	69434.50		61616.46	
Sundries		214.00			
Lunches					
Clothing					
Cleaning					
Interest		2.19		10.24	
			<b>89359.27</b>		<b>73892.29</b>
<b>EXPENDITURE</b>					
Wages	4	61171.96		65144.79	
Staff training & uniform		2008.42		2364.58	
Rent		5678.64		6039.64	
Equipment	5	2214.56		3265.66	
Maintenance & cleaning		2462.02		2438.99	
Insurance		464.50		508.11	
Consumables	6	85.95		849.49	
Print, Post & Stationary		829.57		123.04	
Telephone & Internet		322.08		549.06	
Regulatory Fees		13.00		50.00	
Outings, parties & entertainment	7	2060.30		1154.59	
Accounts		1302.02		290.00	
Payroll administration		935.93			
Bank charges					
Advertising	8	864.50		343.56	
Sundries	9	1927.08			
Clothing					
			<b>82340.53</b>		<b>83121.51</b>
<b>Surplus/Deficit of Income over Expenditure for year</b>			<b>+ 7018.74</b>		<b>- 9229.22</b>

**ST JOHN'S PRE – SCHOOL**

**BALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER, 2017**

	<b>2017</b>	<b>2016</b>
Consolidated Pre-School Fund	15193.74	24422.96
Surplus/Deficit for this year	+ 7018.74	- 9229.22
	<b>22212.48</b>	<b>15193.74</b>
<b>Represented by:</b>		
Barclays Bank Account	9696.06	2569.51
Barclays Tracker Account	12516.42	12514.23
Cash in Hand	0	110.00
Less Provision for PAVE & NI re December 2014		
	<b>22212.48</b>	<b>15193.74</b>

I confirm that I have prepared without carrying out an audit, the above Balance Sheet as at 31st December 2017, and the Income & Expenditure Account ended on that date. Together with the attached notes they are in accordance with the records & explanations given to me. There were some problems with the record keeping for the year in question. As a result some assumptions had to be made in arriving at the analysis of income and expenditure. These were made on as reasonable a basis as possible.

Signed:   
M. Juerling-Coles

Dated: 15.10.2018

I confirm that I have made available all relevant records & information for the preparation of the attached Financial Statements.

Signed:   
Role: Pre-School Chairperson

Dated: 15.10.2018

## ST JOHN'S PRE-SCHOOL

### NOTES TO ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2017

- 1 (Fees)** This is inclusive of snack charges (£0.50 per child per session) which is not covered by grant funding, as well as fees of £2 per session per child for extra curricula activities (see 9 for Sundries expenses), and all additional hourly charges not covered by the West Berkshire Council grants (see 3, Grants & Donations)
- 2 (Fundraising)** This amount a net figure which takes into account costs incurred in fund raising (such as raffle tickets printing and licensing costs). It is reflective of donations received throughout the year at several fundraising events, such as Christmas and Summer Fayres, as well as match funding received for such events
- 3 (Grants & Donations)** This relates to net grants received from West Berks Council
- 4 (Wages)** This is made up of amounts paid during the year to staff, together with related Tax & National Insurance and pension contributions. The payments are calculated by an agent.
- 5 (Equipment)** This amount includes sundry small items together with the cost of equipment bought during the year.
- 6 (Consumables)** This covers all snack expenditure – as mentioned above (see 1, Fees), parents pay a contribution towards these costs. These contributions have covered all of the consumables costs, however previous bookkeeping does not allow for easy separation of hourly fees and snack contributions. The costs are therefore shown in this report in accordance with petty cash records, not taking into account that they have already been covered by takings
- 7 (Outings, Parties & Entertainment)** This amount is inclusive of the staff Christmas do as well as incentive bonuses paid to staff which is performance based
- 8 (Advertising)** This relates both to advertising of the setting as such through local Newspapers and social media, as well as cost incurred when advertising for new staff
- 9 (Sundries)** Inclusive of Yoga and Hartbeeps sessions delivered by outside agencies, as well as PLA membership and tapestry fees (online learning journals for recording children's development)

**St John's Pre-School AGM  
October 2018  
Committee Chairperson's Report  
Michelle Smith**



2017/18 was another busy and successful year for St John's Pre-School.

Once again, this year unfortunately the Pre-School committee ran with particularly limited numbers during 2017/18, the committee consisted of the Chair, a Secretary and a Treasurer (along with the Pre-School Manager and Deputy Manager). We were unable to attract a Fundraising Co-ordinator or any other committee members. The committee members therefore had to share the additional workload. Parents/carers were actively encouraged to sign up to organise and run stalls at fundraising events (e.g. Christmas, Easter and Summer fayres) as well as selling raffle tickets and raising sponsorship for the sponsored bounce. Overall, we had a good year on the fundraising front, raising over £2,000. We were also able to secure matched funding from Vodafone once per quarter resulting in over £1,000 of additional funding. Fundraising must remain a key focus for all involved with Pre-School, especially as we aim to transform the toilets and changing room. Fundraising and grant applications for funding will remain a key priority as we look to renovate much of the inside space going forward.

Pre-school adapted well to the implementation of 30 hours funding and have shown a flexible approach in order to ensure they are meeting parents' needs while managing staff costs.

The Pre-School team have continued to provide a wealth of activities and experiences for the children including; Sticky Kids, Forest School, Hartbeeps (with financial contributions from parents to enable these sessions to continue) and Yoga.

Embarking on the journey to Curiosity Approach accreditation has been an exciting development which has helped Pre-School to differentiate itself among the competitors in the local area. The natural materials and ethos advocated by the approach has proved popular with new and existing parents/carers and is proving to be a huge hit with the children!

Work has continued around raising Pre-School's profile in the local area to attract additional children to the setting. These measures have included; features (photos, advert and editorial) in the Newbury Weekly News 'Early Years' / First Class and Christmas in Our Schools supplements (secured at significantly discounted rates), an exhibition stand at the Newbury Show and the production and distribution of a new flyer. A low-cost design resource was used to develop the flyer in a theme that ties in with the Curiosity Approach. Flyers have been distributed in the local area as well as to toddler groups at St John's Church and other local venues. All other adverts in the NWN have been updated to align with this look and feel.

Moving forward, we plan to further update the Pre-School website to take on the new branding and provide additional information to visitors.

The payroll provider appointed is working out well and managing the payroll process well each month. New processes have been agreed with the new Pre-School Manager and everything has been implemented well and is running smoothly.

I would like to end by highlighting the single biggest positive change seen at Pre-School during 2017/18, namely the appointment of Marlis Juering-Cole as our new Manager. Marlis originally joined Pre-School as Deputy Manager but returned from maternity leave to take over as Manager and has worked tirelessly since doing so to make huge improvements at the setting. The Pre-School team is flourishing under her leadership, she is exceptional at instilling confidence and belief in those around her which is paying huge dividends for her team and the Pre-School. I have stayed on as Chairperson largely due to Marlis, I have never worked with such a dedicated person before and want to support her in achieving everything she has planned for St John's Pre-School. It's a pleasure seeing the setting going from strength ~~to~~ strength because of her.

to



## St. John's Pre-School Annual General Meeting 14th October 2018

### TREASURER'S REPORT

#### 1. 2017 Year End accounts

The accounts for our financial year ending 31<sup>st</sup> December 2017 will be submitted to the Charities Commission by the end of this month.

#### 2. Income & Expenditure

The 2017 draft accounts show a surplus of **£7018.74**. Our previous accounts for 2016 showed a deficit of **£9229.22** so we are very pleased with this year's outcome. The accounts for 2018 to date, with one term remaining in this financial year, look set to continue the 2017 trend. This can be attributed to the following:

- In 2016 the preschool was deemed to be underperforming financially. Whilst a proportion of this seeming underperformance was indeed due to intentional and considered spending on Pre-School equipment, several improvements were made to ensure an upward trend in terms of financial performance of the Pre-School for 2017 and subsequent years. These included an increase in fees and snack charges, charging a minimal fee for extra curricular activities such as Hartbeeps and Yoga, to help cover costs, and allowing the new 30hr funding scheme to be used at our Pre-School. We have also been very fortunate to have an extremely enthusiastic chair person who has thrown herself at every fundraising opportunity and has been able to secure match funding for most of our fundraising events.

- Grant capital remaining from previous years in conjunction with funds raised over the academic year 2017/2018 have been used towards the grand garden renovations which took place over the summer. With a view to keeping the improvement momentum going, we are currently fundraising and applying for grants to enable us to undertake a complete renovation of the pre-school toilets and disabled toilet/nappy changing area. Given the impact the garden renovations have already had on outside interest in the Pre-School, we firmly believe that such spending would benefit the Pre-School in the long-run as it will make St John's more attractive to prospective parents and carers.

#### 3. Fundraising and Donations

Fundraising for 2018 so far is showing a continuation of the trend from 2017. The current figure stands at £2401.21. A net figure of £2922.42 was raised during 2017.

As such, fundraising for 2018 has already been significant this year and with a couple more fundraising events coming up this year, namely the sponsored bounce and our annual Christmas Fayre, we look set to match, if not surpass last year's efforts.

This is a vital contribution to the financial achievements of the Pre-School this year. I would personally like to extend a massive thank you and congratulations to our amazing chair person,



## **St. John's Pre-School Annual General Meeting 14th October 2018**

This is a vital contribution to the financial achievements of the Pre-School this year. I would personally like to extend a massive thank you and congratulations to our amazing chair person, Michelle Smith, who has worked very hard on this aspect, and those who have worked tirelessly to support her in this grand undertaking. Further, we are thrilled to have recruited not one, but two fundraising leads this academic year! As a charity our fundraising efforts really make a difference to the children and we hope to see further improvement on this during this final term of 2018.





## **St. John's Pre-School Annual General Meeting 14th October 2018**

### **MANAGER'S REPORT**

This year has seen a couple of changes in terms of staffing. I have taken over as Manager of the setting in April and Tracey Beal has stepped into the Deputy Manager's role – one that she fulfils exceptionally well!

We have also employed a new member of staff, Zoe Hooper, after Kate left us in order to pursue her dream of travelling the world.

Zoe has slotted in brilliantly with the rest of the team and as such our staff team has gone from strength to strength.

Numbers currently allow us to run the setting on five staff, however as numbers are set to pick up over the next few months we will be looking to recruit another member of staff to work mornings at Pre-School.

As a setting, we have continued to grow and develop. Our Curiosity Approach Accreditation Journey is at the very heart of any and all changes implemented. We have undertaken a grand renovation project this Summer, transforming the Pre-School garden into the inviting, learning provoking space it is today and are currently looking at further projects to enrich the indoor space, too.

As much as was possible, we have already transformed the indoor space, introducing loose parts, natural materials and learning provocations throughout the setting and limiting the use of plastic, closed play materials. The impact has been immediate and our children have swiftly taken on a much more curious, active and self-challenging role in their learning.

Through the use of our online learning journey platform Tapestry, we have been able to reach parents and build stronger bonds with other settings, too. Being able to share the children's learning experiences both with their families and, where applicable, other settings they attend, has helped us gain greater understanding of their learning needs and has enhanced their time at Pre-School in turn.

We have continued using learning stories as opposed to snap shot observations, something that makes us stand out as a setting and has gained a great deal of positive feedback from parents and staff alike. The Curiosity Approach Accreditation Journey has also brought us back to our 'in the moment' planning, adding provocations and extending learning as we go. As a team, we feel this has made planning more meaningful and has helped children engage deeper in their learning experiences.

As the year continues, we expect more changes to happen in accordance with the Curiosity Approach. Once we finish the Accreditation in January 2019, we are hoping to embark on a sustainability project, very much in keeping with the Curiosity Approach spirit. As a pre-school, we



**St. John's Pre-School Annual General Meeting 14th October 2018**

hope to be able to reduce waste, reuse materials where possible, and teach the children in our care a responsible and thoughtful relationship with their environment.

I look forward to the exciting year ahead