

REGISTERED COMPANY NUMBER: 07399199 (England and Wales)  
REGISTERED CHARITY NUMBER: 1147761

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2018  
FOR  
ST CLARE'S PRESCHOOL

ST CLARE'S PRESCHOOL

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 13

ST CLARE'S PRESCHOOL

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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**

**Objectives and aims**

The objects of the charity 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;

- Offering appropriate play, education and care facilities and training courses, 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.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs.
- Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

**Public benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

ST CLARE'S PRESCHOOL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

In October 2017, construction began on the new pre-school, moving to a purpose-built pre-school from the local Church hall was a long time goal that would enable the pre-school business to grow whilst reducing our outgoing rent. In January 2018 the new pre-school building was completed. We opened our doors to the children and families on the 15th January 2018. The new pre-school can accommodate 38 children at any one time and has allowed us flexibility in the childcare hours we can now offer. Since completion of the new pre-school our numbers have risen significantly, and we have been able to accommodate many children wishing to access the government 30 hour funded scheme.

The overall cost of the building was: £280,771, HCC funded £201,490 and the pre-school contributed £79,281.

The overall building cost was less than our original expectation as we were able to secure a zero-rating VAT certificate. This saving enabled us to put in a playground, this was not within our original budget and something we thought we would need to add later. The playground has allowed us to open with fully functional premises and a secure outdoor play area for the children to access.

The pre-school has secured a lease with PCC for land on which the new pre-school has been built. The lease is for a 20-year term and has been registered to the pre-school through land registry. Our legal costs exceeded our planned budget, but these were a necessity to safeguard the pre-school's investment and future and were managed through the saving of VAT.

We have provided childcare for 98 children during the year, 5 of these children have additional needs and one of the children requires one to one care. Our overall number of children was slightly lower than previous years, this was due to the anticipated move into our new premises and a decision that was made to keep numbers limited until we had successfully moved.

Our staff team has remains consistent with an additional member, they are highly qualified and experienced and consists of - 19 childcare staff members, 15 are qualified at level 3, 2 have foundation degrees and another is qualified with BA' Honours. We have one apprentice working towards a level 3 qualification. We employ a manger who is responsible for overseeing both pre-school's, an admin assistant, a kitchen assistant and cleaner.

The toothbrushing scheme we trialled proved very successful and we have continued to carry out toothbrushing in pre-school. To enhance our learning and promote children's awareness to be healthy, we introduced two sports sessions per week. The sports sessions are fun based and aimed at the individual age groups. The sessions are planned to support development within the EYFS and enhance current learning subjects within the pre-school. The fun sports sessions have been very successful developmentally to the children. The children are really enjoying taking part in the sessions and are finding them fun.

We have continued to strengthen links within the community and have visited both local care homes at Christmas to perform some Christmas carols and enjoy a festive sing-a-long with the residents. The children have enjoyed outings and visited the local library, taken some trips on the bus to our local shopping centres and the train station. This has been the first year that we have use so much public transport within our curriculum and found this to enhance children's learning, understanding and enjoyment.

## FINANCIAL REVIEW

### Financial position

Following the expenditure of the new pre-school financially the pre-school is in a secure position. We will need to improve on this to ensure we regain a comfortable financial position for the future so that we can continue to manage the increase in our staffing costs which continue to rise in line with the national living wage and pensions.

### Reserves policy

As of the 31st March 2018 our reserve account hold's £90,865 the reserve account funds are held for our contingency plan for increased or unexpected running cost that may impact the business.

ST CLARE'S PRESCHOOL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charitable company was incorporated on 5th January 2012 and is limited by guarantee and registered as a charity. It is Governed by its Memorandum and Articles of Association.

**Recruitment and appointment of new trustees**

We inform our parents in the first instance when we need to recruit any new trustees. Interested parties need to apply in writing and attend an interview from which the successful applicant will be appointed. In the event of no parent/carer making an application we will advertise this post locally and encourage other community services to apply, successful applicants will be interviewed an appointment will be made from one of the applicants. The successful applicant will be subject to a satisfactory enhanced DBS check.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07899199 (England and Wales)

**Registered Charity number**

1147761

**Registered office**

10 Strouden Court  
Havant  
Hampshire  
PO9 4JX

**Trustees**

M A Brown  
L M Cowlin  
C G Harris  
G Young-Evans  
S Bream

**Company Secretary**

S Bream

**Independent examiner**

P J Underwood  
FCCA  
Morris Crocker  
Chartered Accountants  
Station House  
North Street  
Havant  
Hampshire  
PO9 1QU

Approved by order of the board of trustees on 23/7/18 and signed on its behalf by:

  
.....  
G Young-Evans - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST CLARE'S PRESCHOOL

Independent examiner's report to the trustees of St Clare's Preschool ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



P J Underwood  
FCCA  
Morris Crocker  
Chartered Accountants  
Station House  
North Street  
Havant  
Hampshire  
PO9 1QU

Date: 3 August 2018

ST CLARE'S PRESCHOOL

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 Unrestricted fund £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>	3		
Development and education		488,631	267,170
Investment income	2	26	52
Other income		932	3,216
<b>Total</b>		<u>489,589</u>	<u>270,438</u>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>	4		
Development and education		285,416	282,017
<b>NET INCOME/(EXPENDITURE)</b>		204,173	(11,579)
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		144,024	155,603
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>348,197</u></u>	<u><u>144,024</u></u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

ST CLARE'S PRESCHOOL

BALANCE SHEET  
AT 31 MARCH 2018

	Notes	2018 Unrestricted fund £	2017 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	11	278,841	791
<b>CURRENT ASSETS</b>			
Debtors	12	537	-
Cash at bank and in hand		86,093	152,249
		<u>86,630</u>	<u>152,249</u>
<b>CREDITORS</b>			
Amounts falling due within one year	13	(17,274)	(9,016)
<b>NET CURRENT ASSETS</b>		<u>69,356</u>	<u>143,233</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>348,197</u>	<u>144,024</u>
<b>NET ASSETS</b>		<u>348,197</u>	<u>144,024</u>
<b>FUNDS</b>	14		
Unrestricted funds		348,197	144,024
<b>TOTAL FUNDS</b>		<u>348,197</u>	<u>144,024</u>

ST CLARE'S PRESCHOOL

BALANCE SHEET - CONTINUED  
AT 31 MARCH 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 23/7/18 and were signed on its behalf by:



.....  
G Young-Evans -Trustee

## ST CLARE'S PRESCHOOL

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties regarding the charity's ability to continue as a going concern.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 25% on cost
Long leasehold	- 2% on cost
Fixtures and fittings	- 25% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES - continued

**Financial instruments**

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable investments in stocks and shares. The measurement basis used for these instruments is detailed below.

**Debtors and cash at bank**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Cash at bank and in hand included cash held on deposit or in a current account.

**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. INVESTMENT INCOME

	2018 £	2017 £
Deposit account interest	<u>26</u>	<u>52</u>

All investment income is derived from assets held in the United Kingdom.

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2018 £	2017 £
Parental funding	Development and education	41,017	39,649
Grants	Development and education	447,614	227,521
		<u>488,631</u>	<u>267,170</u>

Grants received, included in the above, are as follows:

	2018 £	2017 £
Hampshire County Council	<u>447,614</u>	<u>227,521</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 5) £	Support costs (See note 6) £	Totals £
Development and education	<u>265,403</u>	<u>20,013</u>	<u>285,416</u>

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2018 £	2017 £
Staff costs	218,569	213,107
Rent, rates and water	21,819	21,365
Insurance	1,622	1,622
Light and heat	4,039	3,719
Telephone and internet	1,641	1,224
Postage and stationery	1,704	1,793
Advertising	1,200	1,212
Sundries	7,337	7,446
Computer costs	537	2,369
Children's play equipment and craft materials	6,093	9,995
Travel expenses	336	367
Subscriptions	490	1,038
Staff costs	16	492
	<u>265,403</u>	<u>265,749</u>

6. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Development and education	<u>18,638</u>	<u>1,375</u>	<u>20,013</u>

Support costs, included in the above, are as follows:

**Management**

	2018 Development and education £	2017 Total activities £
Wages	9,481	9,749
Bank charges	801	820
Payroll	1,222	883
Depreciation	7,089	2,596
Loss on sale of tangible fixed assets	45	-
	<u>18,638</u>	<u>14,048</u>

**Governance costs**

	2018 Development and education £	2017 Total activities £
Accountancy fees	1,375	1,320
Legal fees	-	900
	<u>1,375</u>	<u>2,220</u>

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

7. NET INCOME/(EXPENDITURE)

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

	2018	2017
	£	£
Depreciation - owned assets	7,087	2,596
Deficit on disposal of fixed asset	45	-
Independent examiner's fee	1,375	1,320
	<u>1,375</u>	<u>1,320</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

During the year Gail Young-Evans, who became a trustee with effect from 5 January 2012, received a salary totalling £18,963 (2017: £19,498) for her role as the Pre School Manager. Lucy Cowlin, who became a trustee with effect from 5 January 2012, received a salary totalling £705 (2017: £818) for her role as the accountant.

Apart from the above, there was no trustee's remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

During the year no trustees (2017: None) were reimbursed out of pocket expenses.

9. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2018	2017
Charitable activities	23	23
	<u>23</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
<b>Charitable activities</b>	
Development and education	267,170
Investment income	52
Other income	3,216
<b>Total</b>	<u>270,438</u>
<b>EXPENDITURE ON</b>	
<b>Charitable activities</b>	
Development and education	282,017
<b>Total</b>	<u>282,017</u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(11,579)</u>

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

10.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted fund £			
	RECONCILIATION OF FUNDS				
	Total funds brought forward	155,603			
	TOTAL FUNDS CARRIED FORWARD	<u>144,024</u>			
11.	TANGIBLE FIXED ASSETS				
		Totals £			
	Freehold property £	Long leasehold £	Fixtures and fittings £	£	
	<b>COST</b>				
	At 1 April 2017	23,194	-	9,807	33,001
	Additions	-	280,771	4,412	285,183
	Disposals	(23,194)	-	(2,778)	(25,972)
	At 31 March 2018	<u>-</u>	<u>280,771</u>	<u>11,441</u>	<u>292,212</u>
	<b>DEPRECIATION</b>				
	At 1 April 2017	23,194	-	9,016	32,210
	Charge for year	-	5,615	1,472	7,087
	Eliminated on disposal	(23,194)	-	(2,732)	(25,926)
	At 31 March 2018	<u>-</u>	<u>5,615</u>	<u>7,756</u>	<u>13,371</u>
	<b>NET BOOK VALUE</b>				
	At 31 March 2018	<u>-</u>	<u>275,156</u>	<u>3,685</u>	<u>278,841</u>
	At 31 March 2017	<u>-</u>	<u>-</u>	<u>791</u>	<u>791</u>
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
			2018 £	2017 £	
	Prepayments and accrued income		<u>537</u>	<u>-</u>	
13.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
			2018 £	2017 £	
	Accruals and deferred income		<u>17,274</u>	<u>9,016</u>	

ST CLARE'S PRESCHOOL

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018

14. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
<b>Unrestricted funds</b>			
General fund	144,024	204,173	348,197
<b>TOTAL FUNDS</b>	<u>144,024</u>	<u>204,173</u>	<u>348,197</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	489,589	(285,416)	204,173
<b>TOTAL FUNDS</b>	<u>489,589</u>	<u>(285,416)</u>	<u>204,173</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
<b>Unrestricted Funds</b>			
General fund	155,603	(11,579)	<b>144,024</b>
<b>TOTAL FUNDS</b>	<u>155,603</u>	<u>(11,579)</u>	<u><b>144,024</b></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	270,438	(282,017)	<b>(11,579)</b>
<b>TOTAL FUNDS</b>	<u>270,438</u>	<u>(282,017)</u>	<u><b>(11,579)</b></u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.