

Charity Registration No. 1131877

**ST BARNABAS PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

ST BARNABAS PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	F Graham-Brown S Pike H Sturtivant S Matthews
Manager	Ms Tracey Tilbury
Charity number	1131877
Principal address	St Barnabas Church Hall Queens Square Adeyfield Hemel Hempstead HP2 4HY
Independent examiner	John Wilson FCAATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE

ST BARNABAS PRE-SCHOOL

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ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and financial statements for the year ended 31 March 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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

The charity's objects 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:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The policies adopted in furtherance of these objects are set out in a Parent Welcome Pack that all parents receive when their child starts at the Pre-School

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and they are supported in these matters by advice from the Pre-School Learning Alliance.

During the period the Pre-School provided classes for children aged 2 years to 5 years. The Pre-school provides a wide range of planned adult and child led activities to enhance the children's development in all areas. The pre-school provides a safe and stimulating environment where all children are supported and encouraged to reach their full potential.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Achievements and performance

At the end of the financial year we had 15 members of staff 1 of whom was part of the bank staff. 2 staff were completing their Level 3 training.

The pre-school was very busy and by January 2018 there were 66 children on the register and we were full with a waiting list for September.

All safeguarding training was kept up to date and First aid training. All DBS certificates are kept up to date through the update service.

Staff attended various training courses including the STEPS refresher training. Staff attended SENCo clusters and Early years Networks. Other courses attended: Defeating disadvantage, Jazz up your music, Attention bucket, EAL, Speech and language.

There are currently 12 First aid trained members of staff.

The Senior practitioner completed her Accredited SENCo course.

In July 2017, the Deputy completed her Level 3 in Management. The Senior Practitioner and Room leader completed Level 2 in supervisory role. All training was funded.

In July 2017, Ofsted visited for their inspection and the pre-school was rated Good. The inspector pointed out that staff monitor children's progress effectively; good self-evaluation; staff know the children well; children's transitions are managed well; effective partnerships with parents and professionals. The staff were rewarded with a £50 voucher of their choice.

Events for families have been successful. Parents evenings are popular. The Christmas Nativity was very busy. We did our Christmas fair with the church again and raised £300 each. This money was used for a project by the 2 staff completing their Level 3, to improve resources in the garden. During Easter 2017 we had a few events and raised £480 and purchased balance bikes, super hero capes, remote control cars, torches, picnic table and chairs, Paw patrol and In the night garden toys.

Uniform is worn by a significant amount of children. The cost remains the same.

In July 2017, we had a leavers Disco for the children. In September 2017 we started with an occupancy of 80%.

Planning permission was being sought for an extension to provide toilets, sinks, nappy changing facilities and a washing machine space off of the main room. Hoping for this to take place summer 2019.

Financial review

During the period the charity reported a surplus of £14,118 (2017: surplus £7,361). The results are in line with the Trustees expectations and will allow the charity to continually review it's resources and add to them as necessary.

The pre-school has operated at near full capacity and has therefore been able to maximise the income it receives from all sources, along with running a summer club whilst ensuring that proper financial control is maintained over the pre-school expenditure.

The Trustees commission an independent accountant to manage the accounting system and to provide monthly reports and financial advice.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure.

The charity has achieved this objective such that in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The Trustees consider the reserves to be at the right level and intend to maintain the status quo.

ST BARNABAS PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks including financial management systems and educational systems as required by Ofsted; one of the trustees takes responsibility for supporting the manager on related educational matters.

Structure, governance and management

The charity was established with a constitution based on that recommended by the Pre-School Learning Alliance on 30th June 2009.

The trustees who served during the year and up to the date of signature of the financial statements were:

F Graham-Brown

S Pike

H Sturtivant

S Matthews

Trustees were recruited from the local church (host of the Pre-School) and parents of children who attend the Pre-School; the Chair was recruited separately by invitation.

The trustees employ a manager who has a deputy as well as two senior practitioners as well as the necessary number of staff.

There are no related parties.

The trustees' report was approved by the Board of Trustees.



S Pike
Trustee

Dated: 17 October 2018

ST BARNABAS PRE-SCHOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ST BARNABAS PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ST BARNABAS PRE-SCHOOL

I report to the trustees on my examination of the financial statements of St Barnabas Pre-School (the charity) for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



John Wilson FCAATII

Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 17 October 2018

ST BARNABAS PRE-SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	2017 £
<u>Income from:</u>			
Donations and legacies	3	627	1,309
Income from charitable activities	4	162,895	148,511
Total income		<u>163,522</u>	<u>149,820</u>
<u>Expenditure on:</u>			
Raising funds	5	720	503
Charitable activities	6	148,684	141,956
Total resources expended		<u>149,404</u>	<u>142,459</u>
Net income for the year/ Net movement in funds		14,118	7,361
Fund balances at 1 April 2017		<u>139,139</u>	<u>131,778</u>
Fund balances at 31 March 2018		<u><u>153,257</u></u>	<u><u>139,139</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

ST BARNABAS PRE-SCHOOL

BALANCE SHEET

AS AT 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Current assets					
Debtors	10	44,274		290	
Cash at bank and in hand		113,311		142,309	
		<u>157,585</u>		<u>142,599</u>	
Creditors: amounts falling due within one year	11	(4,328)		(3,460)	
Net current assets			<u>153,257</u>		<u>139,139</u>
Income funds					
Unrestricted funds			<u>153,257</u>		<u>139,139</u>
			<u>153,257</u>		<u>139,139</u>

The financial statements were approved by the Trustees on 17 October 2018



S Pike
Trustee

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

St Barnabas Pre-School is an unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees 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 financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT

1.6 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.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

1.7 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.8 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 charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.10 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.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees 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 estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	2018	2017
	£	£
Donations and gifts	627	1,309
	<u>627</u>	<u>1,309</u>

4 Income from charitable activities

	2018	2017
	£	£
Pre-school fees and charges	162,895	147,582
Grants received	-	929
	<u>162,895</u>	<u>148,511</u>

5 Raising funds

	2018	2017
	£	£
<u>Fundraising and publicity</u>		
Other fundraising costs	720	503
	<u>720</u>	<u>503</u>

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

6 Charitable activities

	2018 £	2017 £
Staff costs	121,102	110,812
Training	959	842
Premises costs	16,275	16,405
Equipment	4,621	7,514
Travel	568	325
Legal and professional costs	338	563
General expenses	1,916	2,058
Office costs	1,129	1,661
Governance costs	1,776	1,776
	<u>148,684</u>	<u>141,956</u>
	<u>148,684</u>	<u>141,956</u>
Analysis by fund		
Unrestricted funds	<u>148,684</u>	
	<u>148,684</u>	
For the year ended 31 March 2017		
Unrestricted funds		<u>141,956</u>
		<u>141,956</u>

Governance costs comprise independent examiner's fees of £1,776 (2016: £1,776).

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

ST BARNABAS PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

8 Employees

Number of employees

The average monthly number employees during the year was:

	2018 Number	2017 Number
Direct Charitable	16	16

Employment costs

	2018 £	2017 £
Wages and salaries	120,106	110,376
Social security costs	465	28
Other pension costs	531	408
	<u>121,102</u>	<u>110,812</u>

There were no employees whose annual remuneration was £60,000 or more.

9 Financial Instruments

	2018 £	2017 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	44,274	290
Carrying amount of financial liabilities		
Measured at amortised cost	2,437	1,776

10 Debtors

	2018 £	2017 £
Amounts falling due within one year:		
Other debtors	44,274	290

11 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	1,891	1,684
Other creditors	661	-
Accruals and deferred income	1,776	1,776
	<u>4,328</u>	<u>3,460</u>

12 Related party transactions

There were no disclosable related party transactions during the year (2017 - none).