

Charity registration number: 1122601

St Mary's Pre-School Playgroup
Annual Report and Financial Statements
for the Year Ended 31 March 2018

St Mary's Pre-School Playgroup

Reference and Administrative Details

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Trustees

Mrs C Truelove
Mr P Hoby
Rev N John
Mrs A Naish
Mr M Willoughby

Principal address

Old Church Schools
86 Hayes Street
Hayes
Bromley
Kent
BR2 7BA

Charity Registration Number

1122601

Accountants

Bourner Bullock
Chartered Accountants
Sovereign House
212-224 Shaftesbury Avenue
London
WC2H 8HQ

Website: www.stmaryspreschoolplaygroup.co.uk

St Mary's Pre-School Playgroup

Trustees' Report

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2018. The financial statements have been prepared in accordance with the accounting policies set out on pages 9-11 and comply with the Trust Deed, Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts on accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

There is currently provision for a maximum of 5 Trustees as follows:

- The Chair, who will be chosen from candidates proposed by the Rector of Hayes Parish Church
- The current Rector of Hayes Parish Church
- A Churchwarden of Hayes Parish Church, who shall be chosen by Hayes (Kent) Parochial Church Council
- A Charity Secretary
- The Treasurer (providing this in not a paid position).

The Trustees who served during the year were as follows:

Mr Philip Hoby	Chair
The Reverend Napoleon John	Rector of Hayes Parish Church
Mrs Barbara Marsden	Churchwarden of Hayes Parish Church (resigned 17 May 2018)
Mrs Carol Truelove	Charity Secretary

The following Trustees were appointed after the year end:

Mr Mark Willoughby	Churchwarden of Hayes Parish Church (appointed 17 May 2018)
Mrs Alison Naish	(appointed 3 April 2018)

The Trustees of St Mary's Pre-School Playgroup (PSPG) have the responsibility of co-operating with the Management Committee (see below) in promoting the aims of the Pre-School, which are to enhance the development and education of children primarily under statutory school age, by:

- a) Offering appropriate play, education and care facilities and family learning within a Christian ethos, 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 objectives of the Pre-School Learning Alliance.

The PSPG operates through a Management Committee which meets on a regular basis throughout the year. The Management Committee consists of the following:

The Trustees, a representative of the Parochial Church Council and not fewer than 2, nor more than 4 parent representatives elected at the Annual General Meeting. The Committee also co-opts, with no voting rights, the Treasurer (if a non-Trustee position) and the PSPG Leader and Deputy Leader.

The power to and responsibility for the appointment and removal of Trustees rests with the Trustees collectively. Upon appointment Trustees receive the Trust's governing documents, most recent Annual and Financial Reports and guides to good practice and governance. They meet with current Trustees for briefing on the charity and its objectives. They are also made aware of their Trustee responsibilities.

St Mary's Pre-School Playgroup

Trustees' Report

Chairman's Report

The Trustees have appreciated the stability of the staff in that only one teacher of the 15- person staff left in the course of the past year. She was replaced by a teaching assistant from the primary school which serves most of the children as they begin their primary schooling. One of her responsibilities is to teach phonics which has been well received and the children have responded well. A closer relationship with this primary school is being forged to help the children make the transition to 'big school' and parent workshops are also in place to help in this regard. The Trustees are pleased to note that the staffing- to-pupil ratio continues to exceed the Ofsted requirements.

To promote communication between the Pre-school and the parents, a parents' representative was voted onto the Management Committee at the AGM. Improved communication has also come about from the erecting of a large noticeboard to which parents and carers have ready access.

The Pre-school is full with all places taken up in the 8 sessions offered each week. The administrator keeps a list of parents awaiting a place, even for new-borns.

Staff training has continued. Courses attended by staff have included paediatric first aid, child protection, and manual handling as part of teachers' own well-being. As a result of the First Aid training it was thought the Halls where the Pre-School meets, needed a defibrillator, which has now been installed.

Many activities were organised by the staff throughout the year to support the children's learning, which included the following: 'Reptile Razzmatazz', a local Nursery visited the Pre-School to plant bulbs with the children, an Easter bonnet competition and egg hunt, Sports' Day, a visit from the Fire Brigade, Harvest Festival and Nativity in Church, this last activity being well received by children, parents and Trustees.

The Trustees are indebted to the 'Friends of St Mary's PSPG' who organised several successful fund-raising events including: a sponsored bounce, cup-cake making, a Valentine's Disco, Sunflower growing competition, raffles and stalls at the Hayes Village Fair and Church Christmas Fair. The proceeds from these activities are devoted to toys and equipment for the children. 'The Friends' contributed generously to safety matting as well which has been laid around the slide in the garden.

The accounts for the year ending March 2016 had been sent to the Charity Commission without being independently examined. Also, monies from the Pre-School accounts had been borrowed by the Treasurer, but these have since been repaid by him. The Trustees reported this to the Charity Commission and the Treasurer was asked to resign. An interim Treasurer was appointed. In November 2017 a new Treasurer, Mrs Julia Lau was appointed on a services contract.

St Mary's Pre-School Playgroup

Trustees' Report

Treasurer's Report

The PSPG reserves policy is to hold a minimum of three month's salary costs in Unrestricted Reserves.

The Charity's principal sources of income come from the session and lunch club fees and fundraising. Session fees are paid for by the parents or funded by London Borough of Bromley (LBB) through the Early Years national funding. Fundraising activities are organised by the Friends of the Pre-School.

Total income from recurring sources was higher in this financial year compared to the previous year due to an increase in the funding rate received from LBB as well as an increase in the number of children in both afternoon and lunch club sessions.

During the year the major items of expenditure such as the hall hire and professional fees were broadly in line with the previous year. The only figure that showed a significant increase was salaries but this was due to the recruitment of an extra member of staff.

Overall the above gave rise to a surplus on Unrestricted Funds of £3,377, which compares favourably with the deficit of £11,293 in the previous financial year. As a result Unrestricted Funds remained at a satisfactory level of £45,124 (2017 - £41,747). Movements on Restricted Funds saw net income of £2,156 (2017 - £2,462) - mainly as a result of further donations, although funding of £960 was received towards specific courses taking place in the 2018/19 financial year.

As per Note 14 to the accounts the outstanding ex-Treasurer's loan of £19,818 was repaid in full during the financial year.

St Mary's Pre-School Playgroup

Trustees' Report

Statement of trustees' responsibilities

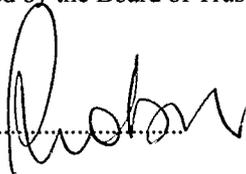
The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements 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 financial statements, 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 financial statements; and
- Prepare the financial statements 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 financial statements 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 the safeguarding of the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees and signed on its behalf by:

.....


P Hoby

Date:..... 18/12/18

St Mary's Pre-School Playgroup

Independent Examiner's Report to the trustees of St Mary's Pre-School Playgroup

I report to the trustees on my examination of the financial statements of St Mary's Pre-School Playgroup ('the charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

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 Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- 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.



.....
David Wheeler FCCA ACA
Bourner Bullock
Chartered Accountants
Sovereign House
212-224 Shaftesbury Avenue
London
WC2H 8HQ

Date: 02/01/2019

St Mary's Pre-School Playgroup

Statement of Financial Activities for the Period Ended 31 March 2018 (including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

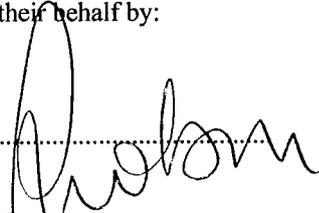
	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from					
Donations	2	2,456	3,550	6,006	3,197
Charitable activities	3	172,255		172,255	157,829
Other trading activities	4	1,373	-	1,373	239
Investment income	5	141	-	141	21
Total Income		<u>176,225</u>	<u>3,550</u>	<u>179,775</u>	<u>161,286</u>
Expenditure on:					
Charitable activities	6	172,848	1,298	174,146	169,807
Raising funds	7	-	96	96	310
Total Expenditure		<u>172,848</u>	<u>1,394</u>	<u>174,242</u>	<u>170,117</u>
Net income/ (expenditure)		<u>3,377</u>	<u>2,156</u>	<u>5,533</u>	<u>(8,831)</u>
Net movement in funds		<u>3,377</u>	<u>2,156</u>	<u>5,533</u>	<u>(8,831)</u>
Reconciliation of funds					
Total funds brought forward	13	<u>41,747</u>	<u>9,838</u>	<u>51,585</u>	<u>60,416</u>
Total funds carried forward	13	<u>45,124</u>	<u>11,994</u>	<u>57,118</u>	<u>51,585</u>

All of the Charity's activities derive from continuing operations during the period.

St Mary's Pre-School Playgroup
(Charity number: 1122601)
Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible fixed assets	10	-	104
Current assets			
Debtors	11	2,400	19,818
Cash at bank		59,900	36,837
		<u>62,300</u>	<u>56,655</u>
Creditors: Amounts falling due within one year	12	<u>5,182</u>	<u>5,174</u>
Net current assets		<u>57,118</u>	<u>51,481</u>
Net assets		<u>57,118</u>	<u>51,585</u>
Restricted income funds	13	11,994	9,838
Unrestricted income funds	13	45,124	41,747
Total funds		<u>57,118</u>	<u>51,585</u>

The financial statements were approved by the trustees, and authorised for issue on 13/12/18 and signed on their behalf by:


 P. Haby

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and 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 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

St Mary's Pre-School Playgroup meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Income

Donations

Voluntary income including donations, gifts and grants that provide core funding are recognised when the Charity has entitlement to the income, it is probable that the income will be received, and the amount can be measured with sufficient reliability.

Charitable activities

Charitable activities relate to school fees and are accounted for in the period in which they are received.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs

allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Financial instruments

The Charity only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like other debtors and creditors and loans from related parties.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an 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.

The charity does not have anything other than basic financial instruments.

Tangible fixed assets

Property, plant and equipment are measured at cost, net of depreciation and any impairment losses.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	4 Years straight line
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Debtors

Other debtors and cash are initially measured at settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid, net of any discounts.

Financial assets are classified as receivables within one year and are not amortised.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the Charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Foreign currency transactions and balances

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net movements in funds.

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. The trustees consider that there have been no significant judgements or accounting estimates in the year.

2 Income from donations

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Grants and donations	2,456	3,550	6,006	3,197
	<u>2,456</u>	<u>3,550</u>	<u>6,006</u>	<u>3,197</u>

3 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Fees	172,255	-	172,255	157,829
	<u>172,255</u>	<u>-</u>	<u>172,255</u>	<u>157,829</u>

4 Other trading activities	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Sale of generator	305	-	305	-
School photographs	1,068	-	1,068	239
	<u>1,373</u>	<u>-</u>	<u>1,373</u>	<u>239</u>
5 Investment income	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Interest receivable on bank deposits	141	-	141	21
	<u>141</u>	<u>-</u>	<u>141</u>	<u>21</u>
6 Expenditure on charitable activities	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Advertising	140	-	140	-
School photographs	854	-	854	-
Office expenses	2,409	-	2,409	1,499
Consumables and teaching supplies	2,239	-	2,239	2,430
Purchase of equipment	-	1,278	1,278	260
Lottery license	-	20	20	-
Rent	12,624	-	12,624	12,230
Telephone and internet	901	-	901	725
Training courses	155	-	155	2,680
Accountancy fees	10,422	-	10,422	9,407
Professional fees	292	-	292	-
Bank charges	269	-	269	249
Christmas party	75	-	75	-
Salaries	141,475	-	141,475	138,958
Insurance	349	-	349	335
Printing, postage and stationery	83	-	83	234
Sundry costs	457	-	457	646
Subscriptions	-	-	-	50
Depreciation	104	-	104	104
	<u>172,848</u>	<u>1,298</u>	<u>174,146</u>	<u>169,807</u>

7	Expenditure on raising funds	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
	Hall hire	-	96	96	310
	Total	-	96	96	310

7.1 Analysis of governance and support costs

	Support Costs £	Governance costs £	Total 2018 £
Advertising	140	-	140
School photographs	854	-	854
Office expenses	2,409	-	2,409
Consumables and teaching supplies	2,239	-	2,239
Purchase of equipment	1,278	-	1,278
Hall hire	96	-	96
Lottery license	20	-	20
Rent	12,624	-	12,624
Telephone and internet	901	-	901
Training courses	155	-	155
Accountancy fees	-	10,422	10,422
Professional fees	292	-	292
Bank charges	269	-	269
Christmas party	75	-	75
Salaries	141,475	-	141,475
Insurance	349	-	349
Printing, postage and stationery	83	-	83
Sundry costs	457	-	457
Depreciation	104	-	104
Total	163,820	10,422	174,242

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff numbers

During the period, the average monthly headcount employed by the Charity was 15 (2017 – 15).

10 Tangible fixed assets

	Fixtures, fittings & equipment £	Total 2018 £
Cost		
At 1 April 2017	417	417
At 31 March 2018	<u>417</u>	<u>417</u>
Depreciation and impairment		
At 1 April 2017	313	313
Depreciation charged in the year	104	104
At 31 March 2018	<u>417</u>	<u>417</u>
Carrying amount		
At 31 March 2018	-	-
At 31 March 2017	<u>104</u>	<u>104</u>

11 Debtors

	Total 2018 £	Total 2017 £
Treasurer's loan	-	19,818
Other debtors	<u>2,400</u>	<u>-</u>
	<u>2,400</u>	<u>19,818</u>

12 Creditors: amounts falling due within one year

	Total 2018 £	Total 2017 £
Accruals: accountancy fees	1,740	-
Accruals: independent examiner fees	840	2,400
Other creditors	2,400	-
Net wages	-	2,774
Pension liability	<u>202</u>	<u>-</u>
	<u>5,182</u>	<u>5,174</u>

13 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
Restricted funds				
SEN grant	3,430	-	-	3,430
Friends	6,408	2,590	1,394	7,604
Forest School	-	960	-	960
	<hr/> 9,838	<hr/> 3,550	<hr/> 1,394	<hr/> 11,994
Unrestricted funds				
General unrestricted funds	41,747	176,225	172,848	45,124
Total funds	<hr/> 51,585	<hr/> 179,775	<hr/> 174,242	<hr/> 57,118

The specific purposes for which the funds are to be applied are as follows:

Restricted funds:

SEN grant – This represents monies received from the authorities specifically for supporting children with Special Educational Needs.

Friends – This represents the balance of fundraising activities organized by, for example, the parents under the banner of “The Friends” who then in turn agree to release funds to support specific items of expenditure.

Forest School – This represents monies received specifically for Forest School training.

Unrestricted funds: these funds are provided by donors for support of the charity, without restriction on how funds should be deployed.

14 Related party transactions

It was identified during the year that the former Treasurer had borrowed £19,818 from the charity as discussed in the Trustees’ report. This was repaid during the year. At the balance sheet date the amount owed was £nil (2017 - £19,818).

Aggregate donations received during the year from officers of the charity given without conditions placed on the charity were £2,400 (2017 - £nil).