

REGISTERED CHARITY NUMBER: 292446

REPORT OF THE TRUSTEES
RECEIPTS AND PAYMENTS ACCOUNT
AND STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2018
FOR
FIRST STOP PRE-SCHOOL

FIRST STOP PRE-SCHOOL

CONTENTS

YEAR ENDED 31 AUGUST 2018

	Page
Report of the Trustees	1
Independent Examiner's Report	6
Receipts and Payments Account	7
Statement of Assets and Liabilities	8
Notes to the Accounts	9
Detailed Receipts and Payments Account	13

FIRST STOP PRE-SCHOOL

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2018**

The trustees present their report with the Receipts and Payments account and Statement of Assets and Liabilities for the charity for the year ended 31 August 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

292446

Principal address

2 Guston Gardens
Kirton
Suffolk
IP10 0PN

Holding (Custodian) Trustees

Kevin Ayriss
S Rettalick (retired 5 December 2017)
Mrs Ruth Ward
Lorinda Hall (elected 5 December 2017)

Management Trustees (Committee)

Sarah Banham (Chairperson)
Charlotte Beaumont (Secretary)
Adam O'Connor
Heidi Barton
Karen Britchfield
Kathryn Braden
Paul Causon
Lucy Nye
Rachael Partridge (elected 5 December 2017)
Amanda Walker (elected 5 December 2017)
Emily Ripper (appointed 5 December 2017)
Daniel Wilkinson (retired 5 December 2017)
Abigail Alexander ((retired 5 December 2017)

Financial Administrator

Kit Coutts

Bankers

Santander
Customer Service Centre
Bootle
Merseyside
L30 4GB

Independent examiner

Mark Wallace TEP CTA FCA
Walter Wright
Chartered Accountants
89 High Street
Hadleigh
Ipswich
Suffolk
IP7 5EA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The First Stop Pre-school is constituted by Formal Constitution and is a registered charity, No 292446.

FIRST STOP PRE-SCHOOL

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

A newsletter is sent out to parents asking for members to be part of the committee. Parents can then put themselves forward at the AGM. A short meeting is held after the AGM to outline the role of a trustee.

Organisational structure

This year the Custodian Trustees have been in contact throughout the year, but a planned annual meeting had to be postponed due to circumstances beyond their control. This meeting has been rearranged to take place straight after the 2018 AGM. The Management Committee Trustees met on five occasions to deal with the general day to day running of the Preschool, and sub committees met on other occasions for specific purposes (e.g. carnival organisation).

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

FIRST STOP PRE-SCHOOL

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2018**

OBJECTIVES AND ACTIVITIES

Objectives and activities for the 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 aims and objectives and in planning future activities and projects.

As mentioned in previous Trustees Reports, the objective of the Charity is to advance the education of children below compulsory school age, in the district of Trimley St Mary.

This year, in order to meet its objective, the Preschool has provided 66 children with between two and five half-day sessions each per week within a safe, secure and stimulating environment. Throughout each session, the ratio of at least one adult to four two year olds and one adult to eight three and four year olds has ensured that each individual child benefited from the support they required to develop their potential at their own pace.

Sessions have, as always, been carefully planned so that children attending Preschool will, by the time they reach five years, have had the opportunity to achieve the desirable learning outcomes set out by the Early Years Foundation Stage (EYFS2017) and can progress with confidence. As a result of appropriate play activities and a high level of adult input, the following seven areas of learning, as set out by the EYFS have all been successfully covered this year:

Prime Areas

Personal, Social and Emotional Development
Physical Development
Communication and Language

Specific Areas

Literacy
Mathematics
Understanding the World
Expressive Arts and Design

At the end of this academic year, 32 children have gone on to attend local primary schools with an estimated extra 36 funded and 12 fee paying children starting in the Autumn term; with others joining in January and Easter 2019, spaces permitting.

Events which took place during the year were the children's Christmas party, held at the Welcome Hall with a magician to entertain the children and a visit from Santa, the summer outing to Easton Farm Park and an end of Summer term / leavers party, where the children were again entertained by a magician.

The trustees are pleased to announce that the preschool again took part in the annual Trimley Carnival and this year were awarded second place for their float - The Lion King. A big well done to all who contributed to this success and of course to the children.

Pupil Premium funding was again used to engage Premier Sports to run sessions at the preschool and this, as ever still proves immensely popular with all the children, and will be continued whilst funding permits.

Unfortunately the Sainsburys Active Kid scheme has ended, but an order has been placed for sports and activity equipment to use up our unused 'banked' vouchers from the previous year.

We are pleased to report that staffing levels are good and very settled, with a member of staff returning from maternity leave in September 2018. Her maternity cover worked very well and the member of staff who provided the cover has been retained for a further 12 month contract to ensure further stability.

The preschool intends to carry on the practice of allocating funds to a deposit account for future building maintenance.

The preschool continues to invest in staff training, particularly in Food Hygiene, First Aid and safeguarding.

FIRST STOP PRE-SCHOOL

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2018**

OBJECTIVES AND ACTIVITIES

Objectives and activities for the public benefit

The Preschool continues to abide by its set policies covering Admissions, Behaviour Management, Safeguarding, Complaints, Confidentiality, Equal Opportunities, Health and Hygiene, Parental Involvement, Safety, Special Needs, Staffing and Employment and Student Placements.

In summary, the Preschool has been able to manage itself in accordance with the budgets set and continues to receive positive feedback from parents on the services that it provides.

The continued success of the Preschool is due to the high quality of care and educational stimulation provided by all of the Preschool staff, in particular the manager, who receives the support of the Financial Administrator, Parent Management Committee and the Custodian Trustees.

Our garden continues to be a great learning resource and we are planning to engage with Felixstowe Community Nature Reserve and to forge links in the community with them in order to help us establish the wild area of the garden. This will greatly complement our Insect Lore and Living and Growing topics throughout the year.

Pupil Premium funding was used to engage Premier Sports to run sessions at the preschool and this has proved immensely popular with all the children, and will be continued whilst funding permits.

Vouchers were collected for the Sainsburys Active Kid scheme and an order has been placed for sports and activity equipment which will be delivered in the autumn term. Unused vouchers have been 'banked' in our Sainsburys Active Kid account and can be used next year.

A new website has been constructed by one of the committee members and this went live in July.

At the end of the preschool year we sadly said goodbye to one of our joint managers, who had been at the preschool for over 30 years, and our finance administrator who had been with the preschool for 19 years. They will be very much missed by everyone. We are pleased to report that new staff have been recruited to take over these key roles and have settled in well.

The preschool intends to carry on the practice of allocating funds to a deposit account for future building maintenance and the ongoing renewal of staff training, particularly in Food Hygiene, First Aid and Safeguarding.

The Preschool continues to abide by its set policies covering Admissions, Behaviour Management, Safeguarding, Complaints, Confidentiality, Equal Opportunities, Health and Hygiene, Parental Involvement, Safety, Special Needs, Staffing and Employment and Student Placements.

In summary, the Preschool has been able to manage itself in accordance with the budgets set and continues to receive positive feedback from parents on the services that it provides.

The continued success of the Preschool is due to the high quality of care and educational stimulation provided by all of the Preschool staff, in particular the managers, who receive the support of the Financial Administrator, parent committee and the Trustees.

FIRST STOP PRE-SCHOOL

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2018

FINANCIAL REVIEW

Reserves policy

Unspent income reserves of £91,588 at 31 August 2018 were adequate to ensure that the charity is able to meet all current and known liabilities and to guarantee the quality of service being required.

It is to be noted that Suffolk County Council paid the Autumn 2018 Early Years advance funding of £19167.12 late, so this amount does not appear in the 2017-18 financial accounts as it should have, but will instead appear on next year's 2018-19 financial statements. A letter was issued to providers by Suffolk County Council apologising for this oversight. This did not affect the preschools ability to meet its liabilities, as it would have some providers since finances are carefully managed at a healthy level, however, it does impact on the financial statement giving the appearance that income overall was reduced in 2017-18, compared to the previous financial year.

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FIRST STOP PRE-SCHOOL**

I report on the accounts for the year ended 31 August 2018, which are set out on pages seven to twelve.

Responsibilities and basis of report

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Mark Wallace TEP CTA FCA
Walter Wright
Chartered Accountants
89 High Street
Hadleigh
Ipswich
Suffolk
IP7 5EA

Date:

FIRST STOP PRE-SCHOOL**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2018**

	Note	Unrestricted funds £	2018 Restricted fund £	Total funds £	2017 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Activities for generating funds	2	131	-	131	160
Investment income	3	108	-	108	81
Incoming resources from charitable activities					
Pre-School		78,678	-	78,678	89,048
Other incoming resources		<u>-</u>	<u>-</u>	<u>-</u>	<u>540</u>
Total incoming resources		78,917	-	78,917	89,829
RESOURCES EXPENDED					
Charitable activities					
Pre-School		85,383	-	85,383	83,890
Governance costs		<u>504</u>	<u>-</u>	<u>504</u>	<u>486</u>
Total resources expended		<u>85,887</u>	<u>-</u>	<u>85,887</u>	<u>84,376</u>
NET INCOMING/(OUTGOING) RESOURCES					
		(6,970)	-	(6,970)	5,453
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>98,558</u>	<u>-</u>	<u>98,558</u>	<u>93,105</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>91,588</u></u>	<u><u>-</u></u>	<u><u>91,588</u></u>	<u><u>98,558</u></u>

The notes form part of these accounts

FIRST STOP PRE-SCHOOL**STATEMENT OF ASSETS AND LIABILITIES**
AT 31 AUGUST 2018

	Unrestricted funds £	2018 Restricted fund £	Total funds £	2017 Total funds £
FIXED ASSETS				
Furniture, fittings and equipment	16,500		16,500	16,500
Wooden building and extension	110,000		110,000	110,000
Shed	3,000		3,000	3,000
Canopy area	13,500		13,500	13,500
	<u>143,000</u>		<u>143,000</u>	<u>143,000</u>
MONETARY ASSETS				
Cash at bank and in hand (see note 7)	91,588	-	91,588	98,558
OTHER CURRENT ASSETS		-		
Stock of T shirts and sweatshirts	358	-	358	400
Amount due from Suffolk County Council	19,167	-	19,167	-
Trade debtor	118		118	-
	<u>19,643</u>		<u>19,643</u>	<u>400</u>
TOTAL ASSETS	<u>254,231</u>		<u>254,231</u>	<u>241,958</u>
LESS LIABILITIES				
Government fees received on account	-		-	17,907
TOTAL ASSETS	<u>£254,231</u>		<u>£254,231</u>	<u>£224,051</u>

The Receipts and Payments Account and Statement of Assets and Liabilities were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

FIRST STOP PRE-SCHOOL

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENT OF ASSETS AND LIABILITIES **FOR THE YEAR ENDED 31 AUGUST 2018**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The Financial Statements combine the accounts of all funds, which are governed by the terms of the constitution adopted 25 June 1982 and 6 June 1985 as amended at 21 March 2005.

Accounting convention

The Financial Statements have been prepared based on guidance given by the Charity Commission for the preparation of Receipts and Payments accounts by smaller charities.

The Financial Statements have been prepared as cash is received or paid rather than on an accruals basis.

Investment income

Income is credited to the Receipts and Payments Account when it is received.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

The charity's general funds consist of funds, which the charity may use for its purpose at its discretion. The funds are unrestricted.

Designated funds represent funds set aside by the Charity for building restoration and maintenance work.

Governance and administration costs

Governance and administration costs comprise all costs, incurred in running the charity, which cannot be directly allocated to the charity's project or to fund-raising.

2. ACTIVITIES FOR GENERATING FUNDS

	2018 £	2017 £
T Shirts	48	61
Photographs - commission	<u>83</u>	<u>99</u>
	<u>131</u>	<u>160</u>

3. INVESTMENT INCOME

	2018 £	2017 £
Deposit account interest	<u>108</u>	<u>81</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2018 nor for the year ended 31 August 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2018 nor for the year ended 31 August 2017.

FIRST STOP PRE-SCHOOL**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENT OF ASSETS AND LIABILITIES- CONTINUED**
FOR THE YEAR ENDED 31 AUGUST 2018**5. STAFF COSTS**

	2018 £	2017 £
Wages and salaries	<u>73,497</u>	<u>73,361</u>

6. MOVEMENT IN FUNDS

	At 1.9.17 £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
Unrestricted funds				
General fund	95,225	(6,970)	1,348	89,603
Designated Fund - Building Restoration and Maintenance Work	1,000	-	500	1,500
Outdoor play area - designated fund	<u>2,333</u>	<u>-</u>	<u>(1,848)</u>	<u>485</u>
	98,558	(6,970)	-	91,588
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>98,558</u>	<u>(6,970)</u>	<u>-</u>	<u>91,588</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	78,917	(85,887)	(6,970)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>78,917</u>	<u>(85,887)</u>	<u>(6,970)</u>

FIRST STOP PRE-SCHOOL**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENT OF ASSETS AND LIABILITIES- CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2018****6. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.9.16 £	Net movement in funds £	Transfers between funds £	At 31.8.17 £
Unrestricted Funds				
General fund	90,470	5,453	(698)	95,225
Designated Fund - Building Restoration and Maintenance Work	500	-	500	1,000
Outdoor play area - designated fund	<u>2,135</u>	<u>-</u>	<u>198</u>	<u>2,333</u>
	93,105	5,453	-	98,558
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>93,105</u>	<u>5,453</u>	<u>-</u>	<u>98,558</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	89,829	(84,376)	5,453
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>89,829</u>	<u>(84,376)</u>	<u>5,453</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.16 £	Net movement in funds £	Transfers between funds £	At 31.8.18 £
Unrestricted funds				
General fund	90,470	(1,517)	650	89,603
Designated Fund - Building Restoration and Maintenance Work	500	-	1,000	1,500
Outdoor play area - designated fund	<u>2,135</u>	<u>-</u>	<u>(1,650)</u>	<u>485</u>
	93,105	(1,517)	-	91,588
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>93,105</u>	<u>(1,517)</u>	<u>-</u>	<u>91,588</u>

FIRST STOP PRE-SCHOOL**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT AND STATEMENT OF ASSETS AND LIABILITIES- CONTINUED**
FOR THE YEAR ENDED 31 AUGUST 2018

6. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	<u>168,746</u>	<u>(170,263)</u>	<u>(1,517)</u>
TOTAL FUNDS	<u><u>168,746</u></u>	<u><u>(170,263)</u></u>	<u><u>(1,517)</u></u>

7. ANALYSIS OF BANK BALANCES HELD

	2018 £	2017 £
General fund (Unrestricted)	89,603	95,225
Building restoration and maintenance work fund (Unrestricted)	1,500	1,000
Outdoor equipment and pupil premium fund (Unrestricted)	<u>485</u>	<u>2,333</u>
Cash and bank	<u><u>91,588</u></u>	<u><u>98,558</u></u>

FIRST STOP PRE-SCHOOL**DETAILED RECEIPTS AND PAYMENTS ACCOUNT**
FOR THE YEAR ENDED 31 AUGUST 2018

	2018 £	2017 £
INCOMING RESOURCES		
Activities for generating funds		
T Shirts	48	61
Photographs - commission	<u>83</u>	<u>99</u>
	131	160
Investment income		
Deposit account interest	108	81
Incoming resources from charitable activities		
Fees - parents	5,754	5,355
Fees - Government	66,649	80,226
Fees - special needs	6,075	1,830
Grant - Suffolk County Council - economical and social disadvantage	-	1,437
Donations	<u>200</u>	<u>200</u>
	78,678	89,048
Other incoming resources		
Outings	<u>-</u>	<u>540</u>
Total incoming resources	78,917	89,829
RESOURCES EXPENDED		
Charitable activities		
Wages	73,497	73,361
Rent, lease, licence etc. and service and test equipment	403	271
Insurance - buildings and contents	1,313	1,269
Electricity and water paid to school	1,694	1,755
Housekeeping and consumables	1,503	1,458
Toys, books and equipment	4,075	2,338
Gifts to leavers and staff	540	579
Carnival	40	90
Maintenance and renovation of premises	389	557
Outings	-	711
Staff training, courses and T Shirts	659	509
Uniforms	86	48
Sundry expenses	<u>33</u>	<u>-</u>
	84,232	82,946
Governance costs		
Accountancy	504	486
Support costs		

FIRST STOP PRE-SCHOOL

DETAILED RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2018

	2018 £	2017 £
Management		
Postage and telephone	587	608
Stationery, printing and photocopying	<u>564</u>	<u>336</u>
	<u>1,151</u>	<u>944</u>
Total resources expended	85,887	84,376
	<hr/>	<hr/>
Net (expenditure)/income	<u>(6,970)</u>	<u>5,453</u>