



Trustee Annual Report (01/09/17 – 31/08/18)

Canon Roche Centre, Laindon Road, Billericay, Essex, CM12 9LL

Billericay Catholic Pre-School is a charitable trust with trustees elected by committee. The Pre-School relies on income from fees and money raised through fundraising events. The Pre-School has its own fundraising committee made up of partners who regularly meet to generate new ideas and organise these events.

Trustees During the Financial Year:

- Caoilfhionn Cubitt (Chair)
- Steven Kew (Treasurer)
- Sarah George
- Rebecca Grant
- Krystyna Kemp
- Jane Ludden
- Theresa McCarthy
- Genevieve Mullen

Since the end of the Financial Year we have had no Trustees resignations. We are in the process of completing the required DBS / Ofsted checks to appoint the following additional Trustees: Hayley Dear, Martin O'Sullivan and Jessica Welton. Claire Connolly was appointed as a Trustee at our AGM, but subsequently decided to resign from this position.

Summary of Main Activities:

The Billericay Catholic Pre-School has sessions 5 days a week in the Canon Roche Centre, and works within the framework of the Early Years Foundation Stage (EYFS).

Our large, spacious facilities allow children to play, learn and most of all have fun. We have an all-weather surface garden for outdoor play, and numerous tablets which are used to introduce our children to the world of computing and technology.

The Pre-Schools has supported an average of 50 children through the year. We hold full-day sessions on Mondays, Tuesdays and Thursdays with morning provision during the rest of the week.

We are registered to receive funding from Essex County Council for 3 and 4 year olds (max 30 hours), as well as the Free Early Years Entitlement to 2 year olds who meet the eligibility criteria.

We have a dedicated, fully qualified team of staff who are committed to the care, welfare and safety of the children in our setting. They have many collective years of experience and a low staff turnover. We are proud of our high adult ratio of 6 staff to 26 children.

All our staff have completed Safeguarding Children Level 2 training. Eight staff hold up-to-date first aid training.

We are regularly inspected by Ofsted. Our last inspection was April 2016 where we received a "Good" Ofsted rating. We are particularly pleased with Ofsted's comments about the "strong leadership and good teamwork" as well as the recognition that our children are "enthusiastic learners" and that parents recognise "that their children's social skills have increased since starting".

Achievements and Performance:

Fundraising Activities held through the year include raffles, a pamper night, coffee mornings, a sponsored walk, the sale of personalised items (Christmas cards, tea towels, etc), as well as new pre-school baseball caps. Craft-events are also held, which are both fun for the children and help to raise a few pounds!

We were pleased to invest in new equipment and toys during the year, including a new mud kitchen, and a new nature area & sandpit in our outdoor space.

Financial Review:

During the Financial Year we saw a 2.3% rise in Fee income, this is despite fee income from Essex County Council falling by 6.3% - offset by a rise in private fee revenue.

Overall we realised a profit of £1,970, and whilst down on the previous year (£5,487) we are still left with significant cash at the bank (£20,689).

Over the next few months we are going to consider a broader policy of surplus management, to set a formal appetite level for our cash reserves going forward. Coupled with this we want to carry out a review of staff pay and private fee levels.



Steven Kew
Treasurer
28/03/2019

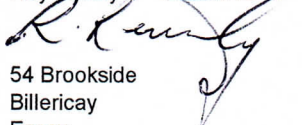
Billericay Catholic Pre-School

Report on Income and Expenditure for the year ended 31st August 2018

Inflows:	2018		2017	
	£	£	£	£
Essex County Council	49,536.17		52,850.41	
Fees	<u>27,385.25</u>		<u>22,334.75</u>	
Total fees		76,921.42		75,185.16
Barleylands/J Baron	357.56		876.00	
Christmas cards and raffles	431.58		508.93	
Quiz	0.00		1,867.02	
Crafts	240.75		295.00	
Sports Day	0.00		355.00	
Pamper Night	499.00			
Tea Towels	234.01		60.00	
Sweatshirts	<u>331.00</u>	<u>2,093.90</u>	<u>0</u>	<u>3,961.95</u>
Total income		<u>79,015.32</u>		<u>79,147.11</u>
Expenditure				
Wages	58,702.09		55,389.72	
Rent paid	10,065.60		9,440.50	
Uncategorised Expenses	2,090.07		1,971.05	
Stationery	830.77		1,159.72	
Equipment/Toys/books	2,337.11		1,386.65	
Staff Courses	792.48		227.58	
Garden Maintenance (incl shed)	731.98		2,775.86	
Donation (BCCS)	0.00		50.00	
Tea Towels	0.00		252.20	
Insurance	569.59		508.34	
Presents	448.00		325.27	
Caps	161.40			
Photographs	209.53		47.15	
Registration fee	0.00		63.00	
Bank Charges	<u>106.00</u>		<u>62.19</u>	
Total expenditure		<u>77,044.62</u>		<u>73,659.23</u>
(Shortfall)/Excess of Income over expenditure		<u>1,970.70</u>		<u>5,487.88</u>

Checked and Approved.

Ray Keilthy



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Billericay
Essex
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22/11/2018

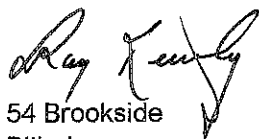
Billericay Catholic Pre-School

Accounts for the year ending 31st August 2018

	2018 £	2017 £	Movement £
Cash Account	172.60	263.09	-90.49
Petty Cash	28.49	45.80	-17.31
Current Account	19,137.29	15,685.00	3,452.29
Fundraising account	1,351.07	2,724.86	-1,373.79
Total Cash	<u>20,689.45</u>	<u>18,718.75</u>	<u>1,970.70</u>

Checked and Approved.

Ray Keilthy



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