

**ABBEY 345 PRE-SCHOOL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

ABBEY 345 PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	K Griffiths (Chair)	
	K Crouch	
	J Harriss	
	J Bucknell	
	M Neave	
	G Roger (Treasurer)	(Appointed 17 April 2018)
	R Wilson (Secretary)	(Appointed 17 April 2018)
	L Cousins	(Appointed 21 November 2018)
	E Majewicz	(Appointed 21 November 2018)
Charity number	1155108	
Principal address	Postland Road Crowland PE6 0JA	
Independent examiner	Carolyn Rossiter Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ	

ABBEY 345 PRE-SCHOOL

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ABBEY 345 PRE-SCHOOL

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2018

The trustees present their report and financial statements for the year ended 31 August 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 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)

Objectives and activities

The charity's objects are to provide care and education of pre-school age children and enhance their development and education through play and exploration, in surroundings where all families are welcome, valued and enabled to become part of our learning community. Our role is to provide a safe, stimulating environment where with the support of our highly qualified staff, children can develop at their own pace.

The setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

We instigate and adhere to and further the aims and objects of the Pre School Learning Alliance / EYFS.

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

Achievements and performance

Activities undertaken to further the charity's objectives as a pre-school learning environment

In accordance with the Charities Act and the Charities (Accounts and Reports) Regulations 2008, the trustees have given regard to the guidance on public benefit issued by the Charities Commission.

Abbey 345 Pre-School continues to offer a variety of sessions to accommodate the needs of all the local pre-school children i.e. Let's Play Together (for parents/carers and their babies/toddlers, which is free of charge), 2 + sessions (a shorter introductory session to pre-school for those aged 2 and above), mixed sessions (ages 2-4) and School Readiness sessions (for those in their pre-school year only). We are also registered to deliver the government funded 2 year old entitlement and 30 hour funding placement which a number of families are taking advantage of by sharing hours with other settings.

During the summer break we ran a 'Summer Transition' holiday club for two days per week, for children who were about to enter their pre-school (School Readiness) year. It proved successful again and parental feedback was very positive.

Every year we hold a School Readiness information evening for parents of children who will be starting School Readiness sessions in the September. This includes a demonstration of 'ideal' lunch boxes and 'difficult to open' food products, a chance to order uniform and book bags. It gives opportunity for staff and parents to meet and discuss how to support children in early writing and phonetics. We also give parents leaflets to support home activities in a range of skills.

We have been able to maintain excellent links with South View Community Primary School in spite of a number of changes to senior level staffing, liaising with Foundation Stage Teachers to enable a smooth transition for the children into full-time education. As a setting we are regular hosts to the transition cluster meetings which include staff from other Early Years settings and schools.

ABBEY 345 PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

Training and development to further the charity's objectives

Abbey 345 Pre-School employs a high caliber of extremely motivated staff; the management team is fully committed to investing in the ongoing training and personal development of each member of the team. Staff have attended both mandatory and specialist training courses throughout the year, enabling them to acquire new skills, keep up-to-date with 'best practice', and keep abreast of the ever changing requirements within childcare practice.

In-house training is also regularly opened up to other Early Years settings and local child minders.

Kathy and Jane have also taken part in a 'Specialist Industry Educator' course in Boston, this was working alongside delegates from a wide range of businesses and industries. It was a very valid course as it enabled Jane and Kathy to build skills on delivering training to adults.

Staff are fully aware of their safeguarding responsibilities and regular supervisions are scheduled giving staff the opportunity for professional discussions. All staff have additional areas of responsibility such as SEN, Inclusion, Behaviour Management, Mathematics, ICT, Communication & Language etc. and are encouraged to develop these within the setting for the benefit of the children.

Extra activities and community events

It has been another busy year engaging with the community and participating in events which include the annual Crowland Christmas Fayre, Crowland Show and Crowland Abbey's Flower Festival.

During the year we have again invited representatives from our local community and beyond to visit us in Pre-School including; a ménage of animals have been in to see the children for Pets Show and Tell; we have seen Puppies, Kittens, chickens, a Rabbit, a Gecko and a Stick insect, Mel from Dowsdale Hedgehog Sanctuary brought us some of her spikey friends to introduce to the children and Sally came in during British Food Fortnight to talk to us about what Farmer James grows. We have also had visits from our emergency services, we have had a look at a fire engine, a police car and the nurse has been to see us too. We are so grateful to all these individuals for being willing to give up their time to provide these opportunities for the children.

We have celebrated all the usual special days during the year like our Christmas parties, Everyday Maths Event, Literacy Event, and Mud Day but some days this year just do not come about that often. We added to the usual agenda by joining the Queen's Commonwealth Canopy Project, the children planted a tree in the garden and produced paintings which they sent to the Queen. We were not sure that the Queen would respond but a few weeks later the children received an envelope directly from Buckingham Palace! 2018 marked 100 years of the Royal Air Force (RAF100) which we celebrated by creating roundel biscuits, making and flying paper airplanes and learning about planes and the music that the RAF play. We would like to thank the RAFFF at RAF Wittering for providing resources for the day! The children enjoyed an activity day when the Play bus came to visit, we also had a bouncy castle, animal visitors and a fantastic picnic lunch with our parents, den building and ball games. We had a great day!

We couldn't let the 2018 World Cup slip by without having a theme day, on the 6th July the children came to pre-school in their sports kit/ team colours, played football and did some craft that was inspired by the World Cup.

As you can see it has been an amazingly jam packed year for us!

Fundraising achievements

As a not-for-profit organisation it is necessary for us to boost our funds and provide experiences / additional resources. We started the year with a modest goal of achieving £4,000 and we basically smashed that goal by coming in a whopping £226 above our goal. A massive well done and thank you to everyone who came to our events, brought raffle tickets, baked cakes and contributed in any way.

As well as fundraising for our Pre-School, we believe it is important to support other charitable organisations and this year our children have raised funds for Children in Need by coming to pre-school for a Duvet Day, Crackerjacks (a charity for disabled and special needs children) by dressing as Kings, Queens, Princes and Princesses which followed on from our Royal theme after the Royal Wedding, as well as arranging an alternative harvest festival to collect food and resources for a local wildlife charity. We have recently also taken part in Operation Shoebox which sends a Christmas present to children who would not normally have one.

ABBEY 345 PRE-SCHOOL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

Financial review

During the year to August 2018, as was the case for many similar settings, the Preschool suffered from reduced levels of funding as the government funded 30 hours came into play. Despite this, we are happy to report a net surplus of £4,905.

The committee and staff continue to monitor expenditure alongside the annual budget which is set to achieve a break-even position.

The charity does not have a reserves policy. At the year end, £47,221 (of which £42,226 is unrestricted) was held in reserves; this amount is considered appropriate to meet the costs of the pre-school given any unforeseen fluctuations in receipts (be that through reduced children numbers or reduced funding levels) or to cover redundancy costs that would need to be paid should the charity be in the unfortunate position that it can no longer continue.

The trustees has 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.

Structure, governance and management

Abbey 3 4 5 Pre-School is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO), number 1155108. The Charity was first established on 18th March 1987 (Charity No 1036895) and was transferred to the new CIO with effect from 14th October 2014, with a new Pre School Learning Alliance Constitution adopted.

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

K Griffiths (Chair)

K Crouch

J Harriss

J Bucknell

M Neave

A Davis

(Resigned 14 December 2017)

M Johnson

(Resigned 14 December 2017)

S Haselgrove

(Resigned 20 September 2017)

G Roger (Treasurer)

(Appointed 17 April 2018)

R Wilson (Secretary)

(Appointed 17 April 2018)

L Cousins

(Appointed 21 November 2018)

E Majewicz

(Appointed 21 November 2018)

Selection of new trustees is by recommendation by existing trustees.

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

K Griffiths (Chair)

Trustee

Dated: 20 May 2019

ABBEY 345 PRE-SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ABBEY 345 PRE-SCHOOL

I report on the financial statements of the charity for the year ended 31 August 2018, which are set out on pages 5 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Carolyn Rossiter

Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

Dated: 25 May 2019

ABBEY 345 PRE-SCHOOL

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

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:					
Donations and legacies	2	6	45	51	84
<u>Charitable activities</u>					
Pre School Grant Funding		85,726	2,865	88,591	79,773
Session fees and snack charges		15,221	-	15,221	10,782
Holiday Sessions		1,525	-	1,525	1,128
Merchandise		525	-	525	636
Training		400	-	400	300
Miscellaneous		576	-	576	429
Fundraising activities		5,198	-	5,198	3,745
Total income		<u>109,177</u>	<u>2,910</u>	<u>112,087</u>	<u>96,877</u>
Expenditure on:					
<u>Raising funds</u>					
Fundraising and publicity		830	-	830	1,930
<u>Charitable activities</u>					
Charitable expenditure	3	103,659	2,698	106,357	100,626
Total charitable expenditure		<u>103,659</u>	<u>2,698</u>	<u>106,357</u>	<u>100,626</u>
Total resources expended		<u>104,489</u>	<u>2,698</u>	<u>107,187</u>	<u>102,556</u>
Net income/(expenditure) for the year/ Net movement in funds		4,688	212	4,900	(5,679)
Fund balances at 1 September 2017		<u>37,538</u>	<u>4,783</u>	<u>42,321</u>	<u>48,000</u>
Fund balances at 31 August 2018		<u>42,226</u>	<u>4,995</u>	<u>47,221</u>	<u>42,321</u>

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

All income and expenditure derive from continuing activities.

ABBEY 345 PRE-SCHOOL

BALANCE SHEET

AS AT 31 AUGUST 2018

	Notes	2018 £	£	2017 £	£
Current assets					
Cash at bank and in hand		61,609		42,321	
Creditors: amounts falling due within one year	7	<u>(14,388)</u>		<u>-</u>	
Net current assets			47,221		42,321
Income funds					
Restricted funds	9		4,995		4,783
Unrestricted funds			42,226		37,538
			<u>47,221</u>		<u>42,321</u>

The financial statements were approved by the Trustees on 20 May 2019

K Griffiths (Chair)
Trustee

ABBEY 345 PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2018

1 Accounting policies

Charity information

Abbey 345 Pre-School is a Charitable Incorporated Organisation.

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. 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.

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 financial statements.

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.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Costs are recognised in the period in which they are incurred.

ABBEY 345 PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

1 Accounting policies

(Continued)

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.

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.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2018 £	2018 £	2018 £	2017 £
Donations and gifts	6	45	51	84
For the year ended 31 August 2017	<u>24</u>	<u>60</u>		<u>84</u>

Voluntary income is received by way of donations and gifts and is included in full in the Financial Statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.

Grants receivable are recognised in full in the financial statements in the year in which they are received.

ABBEY 345 PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

3 Charitable activities

	2018 £	2017 £
Learning environment	629	-
Restricted donation	-	60
Pupil premium and Disability Access expenditure	2,069	747
	<u>2,698</u>	<u>807</u>
Share of support costs (see note 4)	102,269	99,761
Share of governance costs (see note 4)	1,390	58
	<u>106,357</u>	<u>100,626</u>
Analysis by fund		
Unrestricted funds	103,659	
Restricted funds	2,698	
	<u>106,357</u>	
For the year ended 31 August 2017		
Unrestricted funds		98,989
Restricted funds		1,637
		<u>100,626</u>

ABBEY 345 PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

4 Support costs

	Support costs	Governance costs	2018	2017
	£	£	£	£
Wages	89,234	-	89,234	85,026
Website, computer and telecommunications	986	-	986	1,455
Cleaning, repairs and maintenance	3,377	-	3,377	2,313
Advertising and merchandise	1,081	-	1,081	1,003
Insurance	1,446	-	1,446	1,442
Learning environment	656	-	656	1,244
Staff training and welfare	740	-	740	1,030
Light, heat and rent	2,179	-	2,179	3,695
Postage and stationery	792	-	792	736
Miscellaneous	1,778	-	1,778	1,817
Legal and professional	-	1,390	1,390	58
	<u>102,269</u>	<u>1,390</u>	<u>103,659</u>	<u>99,819</u>
Analysed between				
Charitable activities	<u>102,269</u>	<u>1,390</u>	<u>103,659</u>	<u>99,819</u>

5 Trustees

During the year two trustees were remunerated for their roles as Pre-school Manager and Senior Early Years Practitioner. Their remuneration in the year totalled £34,871 (2017: £31,538).

6 Employees

Number of employees

The average monthly number of employees during the year was:

2018	2017
Number	Number
10	10

No individual employees were paid remuneration in excess of £60,000 in the year.

7 Creditors: amounts falling due within one year

	Notes	2018	2017
		£	£
Government grants	8	<u>14,388</u>	<u>-</u>

ABBEY 345 PRE-SCHOOL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

8 Government grants

In August 2018, LCC paid £14,388 to the Pre-school in respect of Early Years Grant funding for the first term of the 2018/19 school year. This balance is included in deferred income.

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 September 2017	Incoming resources	Resources expended	Balance at 31 August 2018
	£	£	£	£
Pupil Premium	2,884	1,635	(2,043)	2,476
Entrance path	11	-	-	11
Pirate Ship	605	-	-	605
Gypsy caravan	596	33	(629)	-
Community Champions	687	12	-	699
Disability Access	-	1,230	(26)	1,204
	<u>4,783</u>	<u>2,910</u>	<u>(2,698)</u>	<u>4,995</u>

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets this criteria is allocated to the fund.

Pupil premium and disability access funds are allocated to benefit specific qualifying children in line with government guidelines.

10 Analysis of net assets between funds

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Fund balances at 31 August 2018 are represented by:				
Current assets/(liabilities)	42,226	4,995	47,221	42,321
	<u>42,226</u>	<u>4,995</u>	<u>47,221</u>	<u>42,321</u>

11 Related party transactions

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