



Trustees' Annual Report for the period

Period start date
From 31st August 2018 **To** 1st September 2019
 Period end date

Section A Reference and administration details

Charity name Crossbow Pre-School

Other names charity is known by

Registered charity number (if any) 1112130

Charity's principal address
 St Peter's Hall, School Road,
 Frampton Cotterell
 Bristol
 BS36 2DA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jo Wilton	Chair	December 2018	Members
2	Felicity Spark	Chair	Dec 2018 – 31st Aug 2019	
3	Faye Taggart-White	Secretary		
4	Christopher Procter	Treasurer		
5	Mady Silcock			
6	Leah Hemmings			
7	Jackie West			
8	Benjamin Mumford		Dec 2018 – 31st Aug 2019	
9	Joanne Burcombe			
10	Zoe Lavery			
11	Nina Bisp		Dec 2018 – Jan 2019	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
No Custodian Trustees	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Robert West	19 Langthorn Close, Frampton Cotterell, BS36 2JH

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg trust deed, constitution)

Constitution

How the charity is constituted
(eg trust, corporation, company)

Trust

Trustee selection methods
(eg appointed by, elected by)

Elected at AGM or 3 can be appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The aims of the Pre-school 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 Early Years Alliance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

1. This is the first academic year that we have allowed 30 hours per week for the children to attend as such this has been an experimental year.
2. We have updated all the policies.
3. Website has been reviewed and decided to update it
4. There has been a change of Management and at the date of the the AGM there will be a new Manager in place.
5. The Pre-School has worked closely with the SSO at South Gloucestershire who has been satisfied with the safety of the children.
6. Lease has been renegotiated and renewed.
7. One regular forrest school session per week has been added to what we offer.
8. There was a very successful 'Rising 5's' programme run in the Summer term at Frampton Cotterell C of E Primary. This aided a smooth transition to school.
9. Stay and Play sessions and home visits were implemented to help new September starters to Preschool settle in easier.

Section E

Financial review

Brief statement of the charity's policy on reserves

There are no Charity Reserves

Details of any funds materially in deficit

There is no deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

We continue to ready ourselves for an imminent inspection from Ofsted.

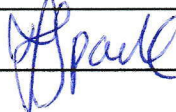
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Felicity Spark

Position (eg Secretary,
Chair, etc)

Chair

Date

26/9/19

CROSSBOW PRE-SCHOOL INCOME AND EXPENDITURE AND BALANCE AS AT 31ST AUGUST 2019

	INCOME	EXPENDITURE	2017/2018
EYF Grants	£56,796.61	£0.00	£45,940
Fees	£16,930.00	£0.00	£7,854.20
Fee Registration	£120.00	£120.00	£320.00
Donations	£118.55	£0.00	£530.00
Sale of Equipment	£55.00	£0.00	£0
Gift Aid	£1,084.76	£0.00	£0
Uniform Children	£0.00	£0.00	£0
Uniform Staff	£0.00	£77.76	£0
Breakfast Club	£0.00	£0.00	£282.55
Wildplace	£0.00	£0.00	£18.05
South Glos Inc Fund	£0.00	£0.00	£900.00
Xmas Party	£47.00	£0.00	£60.00
End of year party	£0.00	£120.00	£15.00
Photos for EOY Party	£5.00	£0.00	£61.00
Net Wages	£0.00	£49,667.97	-£45,445.06
Tax & NI	£0.00	£1,293.60	-£1,672.21
Pensions	£0.00	£0.00	-£127.77
Rent	£0.00	£8,812.50	-£6,350.00
Insurance	£0.00	£503.31	-£503
General Expenses	£0.00	£911.24	-£1,594.49
Petty Cash	£0.00	£420.00	-£420.00
Membership/Subscriptions	£0.00	£283.40	-£364.00
Website	£0.00	£0.00	-£40
Staff Training	£0.00	£160.00	-£240.00
Tapestry	£0.00	£151.20	-£90
BT Line & Broadband	£0.00	£648.41	-£618.93
Staff Party	£0.00	£164.00	£0
Total Income	£75,156.92		
Total Expenditure		£63,333.39	
Income less Expenditure	£11,823.53		-£1,485
Fundraising			
Nativity Play Bucket Collection	£155.31		£203.82
PJ's & Chocolate	£22.50		£0.00
Coffee and Cake Day			£0.00
Quiz Night	£0.00		£343.95
Xmas Bazaar	£163.00		£1,860.23
Halloween	£280.40		£634.15
Summer Funday	£0.00		£472.80
Clothes for a Cause	£0.00		£70.00
Garden Competition	£2.00		£0.00
Concept Photography	£98.00		£106.00
Egg Hunt	£225.55		£180.00
Graduation shots	£69.00		£2.54
Mothers Day	£0.00		£235.00
Fathers Day	£144.01		£149.92
Easyfundrainig	£35.31		£78.21
Total Fundraising	£1,195.08		£4,337
Total Income	£76,352.00		
Total Excess for Year	£13,018.61		£2,852

Crossbow Pre-School Balance as at 31st August 2019

Bank Balance as at 31st August 2018	£ 21,684.55
Total Income	£ 76,352.00
Total	£ 98,036.55
Less Total Expenditure	-£63,333.39
Total	£ 34,703.16
Bank Balance as at 31st August 2019	£34,703.16
Difference	£ -

Notes

- 1 All Assets are written off as there is no value in the children's toys and office equipment
- 2 The property is rented and there is no value in the Lease

Independent examiner's report on the accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Crossbow Pre-School

**On accounts for the year
ended**

31st August 2019

**Charity no
(if any)**

1112130

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

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

** Please delete the words in the brackets if they do not apply.*

Signed: RA West Date: 18.9.2019

Name: ROBERT HARRY WEST

Relevant professional qualification(s) or body (if any): CHARTERED ACCOUNTANT (RETIRED) (F.C.A.)

Address: 19, LANGTHORN CLOSE,
FRAMPTON COTTERELL,
BRISTOL BS36 2JH

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

**Give here brief details of
any items that the
examiner wishes to
disclose.**

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