



## Trustees' Annual Report for the period

From 01/09/22 Period start date To 31/08/23 Period end date

Charity name: St Francis Pre-School

Charity registration number: 1023639

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>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 .</b>   |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>(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 Pre-school Learning Alliance</b> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>All trustees have regard to the guidance on public benefit.</b>  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>Fundraising during the financial period in question is used to set up a forest school for the benefit of the mental and physical health of the children at the pre-school.</b> |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period            | Para 1.21 | <p><b>The Charity made a small profit this financial year despite facing significant challenges. Overall income was slightly up YoY however increased costs across the board meant profits were lower than in previous years. Operating profits were significantly lower than anticipated and cash reserves have been used to buffer this. The cost of living crisis continues to impact the charity as we aim to provide affordable childcare thus absorbing some of the increased costs.</b></p> <p><b>There was a large push on fundraising with the aim to provide new outdoor equipment in the next financial year. Investment was made in the classroom with new furniture and resources purchased for the academic year ahead.</b></p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <b>Reserves are held to ensure there is a contingency for matters arising outside of the day to day running e.g. building maintenance, legal fees. Fundraising reserves are held and build until worthy opportunities arise to spend those funds. Those funds are due to be spent in the future by investing in a forest school provision for the setting as well as creating a sensory garden.</b>   |
| Amount of reserves held  | Para 1.22 | <b>£53,940</b>  |
| Reasons for holding zero   | Para 1.22 | <b>n/a</b>  |

|  |           |  |
|--|-----------|--|
| reserves   |           |  |
| Details of fund materially in deficit  | Para 1.24 | n/a  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>In October 2023 (2 months post year end), the pre-school closed as a result of staffing issues and the staff were made redundant. The funds of the Charity are being used to maintain essential services e.g. insurance, utilities in the hope that the pre-school will reopen again in 2024.</b> |

### **Additional information (optional)**

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <b>The day to day finances are fees for children attending the pre-school. This is made up either of government funding for free hours or fees invoiced to parents over an above their free hour quota. This is supplemented by fundraising by the committee.</b>                                |
| A description of the principal risks facing the charity              | Para 1.46 | <ul style="list-style-type: none"> <li>- <b>The charity relies on the skills and time of parent led committee.</b></li> <li>- <b>Financial pressures impact the day to day funds of the charity</b></li> <li>- <b>Internal management</b></li> <li>- <b>Recruitment and retention</b></li> </ul> |
|  |           |  |
|  |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | <b>Pre-school Learning Alliance Model Pre-school Constitution</b>            |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>Unincorporated committee</b>  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>Election of trustees and committee members at AGM using voting method</b> |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | <b>St Francis Pre School Ascot</b>   |
| Other name the charity uses |  |
| Registered charity number   | <b>1023639</b>   |
| Charity's principal address | <b>St Francis Pre-School<br/>Coronation Road<br/>South Ascot<br/>Berkshire<br/>SL5 9HG</b> |
|                             |  |

**Names of the charity trustees who manage the charity**

|    | <b>Trustee name</b> | <b>Office (if any)</b> | <b>Dates acted if not for whole year</b> | <b>Name of person (or body) entitled to appoint trustee (if any)</b> |
|----|---------------------|------------------------|--|--|
| 1  | Fiona Carter        | Co-Chair               | 28/09/22 - present                       |  |
| 2  | David McKilligan    | Co-Chair               | 28/09/22 - present                       |  |
| 3  | Kayleigh Brown      | Treasurer              | 09/21 – 01/08/23                         |  |
| 4  | Kayleigh Edgington  | Secretary              | 28/09/22 - present                       |  |
| 5  | Tara Mellett        | Treasurer              | 01/08/23-present                         |  |
| 6  |                     |                        |  |  |
| 7  |                     |                        |  |  |
| 8  |                     |                        |  |  |
| 9  |                     |                        |  |  |
| 10 |                     |                        |  |  |
| 11 |                     |                        |  |  |
| 12 |                     |                        |  |  |
| 13 |                     |                        |  |  |
| 14 |                     |                        |  |  |
| 15 |                     |                        |  |  |
| 16 |                     |                        |  |  |
| 17 |                     |                        |  |  |
| 18 |                     |                        |  |  |
| 19 |                     |                        |  |  |
| 20 |                     |                        |  |  |

## Declarations

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

Signed on behalf of the charity's trustees

|                     |              |                  |
|---------------------|--------------|------------------|
| <b>Signature(s)</b> | Fiona Carter | David McKilligan |
|---------------------|--------------|------------------|

|                     |              |                  |
|---------------------|--------------|------------------|
| <b>Full name(s)</b> | Fiona Carter | David McKilligan |
|---------------------|--------------|------------------|

|  |          |          |
|--|----------|----------|
| <b>Position (eg Secretary, Chair, etc)</b> | Co-Chair | Co-chair |
|--|----------|----------|

|             |          |
|-------------|----------|
| <b>Date</b> | 28/06/24 |
|-------------|----------|

# Profit and Loss

## St Francis Pre-School For the year ended 31 August 2023

2023

### Turnover

|                             |                   |
|-----------------------------|-------------------|
| Breakfast Club Income       | 2,608.00          |
| Clubs Income                | 1,599.50          |
| Early Drop Income           | 930.25            |
| Funding                     | 95,600.42         |
| Fundraising                 | 3,585.28          |
| Interest Income             | 198.80            |
| Lunch Club Income           | 528.00            |
| Non-funded fees             | 10,513.00         |
| Preschool Activities Income | 898.00            |
| Sale of Uniform             | 226.00            |
| <b>Total Turnover</b>       | <b>116,687.25</b> |

### Cost of Sales

|                                    |                  |
|------------------------------------|------------------|
| Clubs Cost of Sales                | 1,781.92         |
| Employer NI                        | 8,838.14         |
| Fundraising expenses               | 3,716.38         |
| Net salaries                       | 65,649.28        |
| Pension                            | 2,969.33         |
| Preschool Activities Cost of Sales | 1,908.01         |
| Supply Staff                       | 885.32           |
| Uniform Cost of Sales              | 603.81           |
| <b>Total Cost of Sales</b>         | <b>86,352.19</b> |

### Gross Profit

**30,335.06**

### Administrative Costs

|                             |          |
|-----------------------------|----------|
| Admin                       | 20.00    |
| Bad Debt                    | 1,805.46 |
| Children's Party Costs      | 70.00    |
| Cleaning                    | 9,357.60 |
| DBS costs                   | 98.58    |
| Electricity                 | 3,406.79 |
| Insurance                   | 1,138.50 |
| IT Software and Consumables | 278.89   |
| Legal Expenses              | 1,380.00 |
| Marketing/Website           | 158.40   |
| Photocopier                 | 1,629.56 |
| Rates                       | 1,499.82 |
| Refreshments                | 85.20    |
| Repairs & Maintenance       | 3,532.43 |
| Resources                   | 2,028.19 |
| Staff Entertainment         | 154.82   |

2023

|  |                  |
|--|------------------|
| Subscriptions  | 805.96           |
| Telephone & Internet                                 | 1,182.29         |
| Training   | 530.60           |
| <b>Total Administrative Costs</b>                    | <b>29,163.09</b> |
| <b>Operating Profit</b>                              | <b>1,171.97</b>  |
| <b>Profit on Ordinary Activities Before Taxation</b> | <b>1,171.97</b>  |
| <b>Profit after Taxation</b>                         | <b>1,171.97</b>  |



Section A Independent Examiner's Report

Report to the trustees St Francis Pre-School

On accounts for the year ended 31st August 2023

Charity no (if any)

1023639

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2022. 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 report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 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.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:
• the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did 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 accounts to be reached.

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

Signed: [Signature]

Date: 4/7/2024

Name: V L GARBETT - OSBORN CONSULTANCY LTD

Relevant professional qualification(s) or body (if any): AAT

Address: 176 FERNBANK ROAD ASHT SLS 8LA