

Charity Registration Number: 1033572

**ST ANDREWS METHODIST CHURCH
PRE SCHOOL PLAYGROUP
Trustees Annual Report
and Financial Statements
For The Year Ended 31 July 2021**

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

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ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISORS

| | |
|--------------------------------|---|
| Registered Charity Name | St Andrews Methodist Church Pre School Playgroup |
| Charity Number | 1033572 |
| Registered Office | St Andrews Methodist Church Trent Road Oldham OL2 7QU |
| Trustees | Rev Dr A Burdon Miss L Frier Mrs L Bowker Mrs L Lomas Mrs L Perry (resigned September 2020) Mrs E Williams |
| Accountants | Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham Lancashire OL1 2RA |
| Bankers | CAF Bank 25 Kings Hill Avenue Kings Hill ME19 4JQ |



Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|---|------|-----------------|----|---|------|
| | Period start date | | | Period end date | | | |
| From | 1 | 8 | 2020 | To | 31 | 7 | 2021 |

Section A

Reference and administration details

Charity name **St. Andrew's Methodist Pre-school Playgroup**

Other names charity is known by **St. Andrew's Pre-school (Playgroup)**

Registered charity number (if any) **1033572**

Charity's principal address **St. Andrew's Methodist Church**

Trent Road, Shaw

Oldham

Postcode

OL2 7QU

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 | Rev Dr A. Burdon | Chair | | St. Andrew's Church Council |
| 2 | Miss L Frier | Pre-school Manager | | St. Andrew's Pre-school Committee |
| 3 | Mrs L. Bowker | | | St. Andrew's Church Council |
| 4 | Mrs L. Lomas | | | Pre-school AGM |
| 5 | Mrs L Perry | | Until sept 2020 | St. Andrew's Church Council |
| 6 | Mrs E Williams | | | Pre-School AGM |
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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 |
|------|-----------------------------------|
| | |

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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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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, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Some trustees are appointed by St. Andrew's Methodist Church Council and some elected by the Pre-school AGM. The Manager is appointed by the Pre-school Committee. |

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.

The charity is managed by the Pre-school Committee which reports to the Church Council of St. Andrew's Methodist Church. The Pre-school Committee is involved in the appointment of staff, formulation of policies and financial administration (the latter is largely conducted on its behalf by a part-time Finance and Admin Assistant). The Charity operates under the umbrella of the Methodist Church and adheres to its Living Wage policy and its Safer Recruitment guidelines

Section C Objectives and activities

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

To enhance the development and education of children primarily under statutory school age in a caring environment with a Christian ethos by:

- a) offering appropriate play, educational and care facilities for all children regardless of race, culture, religion, means or ability
- b) supporting all children to develop their potential while following the Early Years curriculum in order to attain nationally approved learning goals and so progress to the national curriculum at the age of five years.

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)

The trustees have regard to the guidance issued by the Charity Commission on public benefit, and discuss this at our trustees meetings where we plan and make decisions for the carrying out of our activities to which the guidance is relevant. The public benefit is at the heart of St. Andrew's Pre-school's object – to provide excellent early years education and development for local children between two and five years. Our main activities are driven by the early learning areas – namely Communication and Language Development, Physical development, Personal, Social and Emotional development, Literacy, Mathematics, Understanding of the World and Expression in Art and Design.

Children may attend on three days a week (Mon, Wed, Fri). Each day consists of a morning and an afternoon session. Admissions are accepted from the age of 30 months.

The modes of learning include one-to-one, pair work, group activities, role-play, outdoor play, IT.

Observation and assessment are key components of the Pre-school Practitioners' role. The Tapestry tablet-based system for assessment and recording of children's progress is now in place. A keyworker system is in place. There is very close liaison with local authority early years advisers and especially with special or additional needs co-ordinators if appropriate for specific children. Transition reports are prepared for those children moving on to reception classes in schools.

Parents are kept informed via social media platforms as well as through face to face contact and printed matter. Parents are invited to elect a representative to join the Pre-school Committee on an annual basis.

The trustees meet regularly at the start of each term and more often if necessary. An AGM is held each autumn to which all parents are invited.

Two trustees are elected by this meeting as community representatives. This is one way in which the trustees can maintain their regard for the public benefit purpose which underlies all that Pre-school undertakes.

Additional details of objectives and activities (Optional information)

With the exceptions of the Pre-school Manager and the Chair of Trustees (whose role is a fact of his/her pastoral oversight of St. Andrew's Methodist Church), all the trustees are volunteers and this has been the case since the charity began in 1968. Since that time these voluntary trustees have made an outstanding contribution to the Pre-school's enduring success.

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

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

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The charity continued to provide a high quality of care, education and development opportunity for up to 40 children between the ages of two and five. Covid initially had an impact on our numbers but we have managed to recover from this and we are almost running at capacity currently.

The charity was also initially impacted by Covid 19 as the pre school had to close at the end of March 2020 but we have continued to stay open since this date with only isolating on one occasion. Moving forward the preschool is able to re open with rigorous cleaning programmes and activities to limit the spread of the virus such as no visitors or parents into the preschool and more use of the outside space.. Staff training is ongoing and all staff are qualified at NVQ Level 3 or above. The pre school also follows all government guidelines and we have a strict set of policies and procedures in place relating to covid-19.

The Tapestry, a tablet-based system for recording and assessment is now well embedded into the Pre-school practice.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity has a policy to hold a minimum of 3 months running costs in our free reserves (unrestricted funds).

Details of any funds materially in deficit

None

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.

The main expenditures are staff wages (the Pre-school is a Living Wage employer), a contribution to St. Andrew's Methodist Church towards the building overheads and upkeep, and the costs of replacing outworn resources and acquiring new resources. This expenditure is key to enabling the charity to fulfil its objectives.

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) Alan Budge

Full name(s) Reverend Alan Budge

Position (eg Secretary, Chair, etc) Chair

Date 20-7-21

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP
REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF
ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

YEAR ENDED 31 JULY 2021

I report on the accounts for the year ended 31 July 2021 set out on pages 4 to 6.

Respective Responsibilities of Trustees and Examiner

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").

The charity's trustees consider an audit is not required for this year under section 144 of the 2011 Act, and that an independent examination is needed.

It is my responsibility as independent examiner to:

- ~ examine the accounts under section 145 of the 2011 Act
- ~ follow the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act, and
- ~ to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the 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 of 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 I do not express an audit opinion on the accounts.

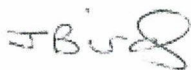
Independent Examiners Statement

I have completed my examination for the year ended 31 July 2021.

I can 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 2011 Act or
- ~ the accounts do not accord with the accounting records to comply with the accounting requirements of the 2011 Act

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



19th October 2021

Miss Jacqueline Bird F.M.A.A.T.
Community Accounting Lancashire C.I.C.
Foxfields
9 Norley Close
Chadderton
Oldham
OL1 2RA

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

**RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 JULY 2021**

| | Total Funds 2021 £ | Total Funds 2020 £ |
|---|-----------------------------------|-----------------------------------|
| RECEIPTS | | |
| Grants: | | |
| Funding (2 & 3 year olds) | 52,331 | 54,423 |
| SEN | 300 | 950 |
| Session Fees | 10,909 | 7,914 |
| Lunch Fees | 396 | 891 |
| NMRU Milk | 245 | 360 |
| Donations | 37 | 34 |
| Raffle & Parties | - | 397 |
| Leavers Collections | 65 | 130 |
| Photograph Commission | - | 12 |
| Uniform | - | - |
| Interest Received | - | 41 |
| Other Income | <u>973</u> | <u>1,276</u> |
| TOTAL RECEIPTS | 65,256 | 66,428 |
| | | |
| PAYMENTS | | |
| Salaries Costs | 55,569 | 62,658 |
| Temporary Staff Cover | 3,239 | 30 |
| Recruitment Costs | 59 | - |
| Payroll Costs | 1,079 | 869 |
| Professional Fees | - | - |
| Training & Courses | 380 | 1,366 |
| Pre School Supplies & Nursery Equipment | 1,528 | 5,850 |
| Office & Computer Equipment | - | 369 |
| Computer Repairs | - | 100 |
| Food, Fruit & Snacks | 74 | 347 |
| Milk | 262 | 360 |
| Uniform & Clothing | 191 | 102 |
| Photographs | - | 8 |
| Broadband | 542 | 514 |
| Website | - | 216 |
| Publications & Software | - | 216 |
| Printer Lease | 394 | 394 |
| Copier Systems | 165 | 288 |
| Rent Contribution | 4,230 | 3,555 |
| Building Work & Maintenance | 136 | 207 |
| Waste & Rubbish Removal | 244 | 317 |
| Garden Work & Maintenance | - | 175 |
| Cleaning Costs | 116 | 273 |
| Leaving Gifts & Flowers | 235 | 362 |
| Entertainment & Christmas Expenses | - | 220 |
| Trips & Travel Costs | - | 44 |
| DBS Checks | 104 | 169 |
| Subscriptions & Donations | 769 | 671 |
| Bank Charges | 82 | 64 |
| Other Expenditure | <u>180</u> | <u>1,276</u> |
| TOTAL PAYMENTS | 69,578 | 81,020 |
| | | |
| Net Receipts/(Payments) | (4,322) | (14,592) |

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 JULY 2021

| | Total Funds 2021 £ | Total Funds 2020 £ |
|---|--------------------------|--------------------------|
| Cash Funds brought forward at 1 August 2020 | 56,752 | 71,344 |
| Cash Funds as at 31 July 2021 | <u>52,430</u> | <u>56,752</u> |
| REPRESENTED BY: | | |
| BANK | 52,425 | 56,747 |
| CASH | <u>5</u> | <u>5</u> |
| | <u>52,430</u> | <u>56,752</u> |

The financial statements were approved by the Trustees on the 18th of October 2021 and signed on their behalf:

Signed :  Name : Rev DR A Burdon
Chair

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021**

1. Receipts and payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.