

Charity Registration Number: 1033572

**ST ANDREWS METHODIST CHURCH
PRE SCHOOL PLAYGROUP
Trustees Annual Report
and Financial Statements
For The Year Ended 31 July 2022**

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	Mrs Linda Bowker Miss Victoria Oxley (appointed 01/12/21) Lesley Perry (appointed 03/11/21) Mr Richard Frederick Toms (appointed 01/02/22) Mrs Patricia Ann Toms (appointed 01/02/22) Rev Dr A Burdon (resigned 01/01/2022) Miss L Frier (resigned 01/08/21) Mrs L Lomas (resigned 01/11/21) Mrs E Williams (resigned 01/11/21) Mrs Kate Crew (from 01/09/21 to 01/12/21)
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	2021	To	31	7	2022

Section A Reference and administration details

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

Other names charity is known by **St. Andrew's Pre-school Shaw
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	Mrs Linda Bowker	Chair		St. Andrew's Church Council
2	Miss Victoria Oxley	Pre-school Manager	From December 2021	St. Andrew's Pre-school Committee
3	Mr Richard Toms		From February 2022	St. Andrew's Church Council
4	Mrs Patricia Toms	Community Representative	From February 2022	St. Andrew's Pre-school Committee
5	Mrs Lesley Perry		From November 2021	St. Andrew's Church Council
6	Rev'd Adrian Burdon		to January 2022	St. Andrew's Church Council
7	Mrs Lesley Lomas	Community Representative	to November 2021	St. Andrew's Pre-school AGM
8	Mrs Eileen Williams	Community Representative	to November 2021	St. Andrew's Pre-school AGM
9	Mrs Lisa Frier	Pre-School Manager	To August 2021	St. Andrew's Church Council
10	Mrs Kate Crew	Pre-School Manager	From September 2021 to December 2021	St. Andrew's Church Council
11				
12				
13				
14				
15				
16				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 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 Tapestry Learning Platform 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 each term and more often if necessary. An AGM is held each autumn to which all parents are invited. Up to two trustees are appointed 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)

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

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

With the exceptions of the Pre-school Manager, 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.

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 30 months and five years.

The charity was initially severely impacted by Covid 19, staff long term illness and resignations from the Management Committee and Pre-School Management.

A new manager was promoted internally from November 2022 and experienced members of St Andrew's Church Council formed a new Management Committee. Staffing and Committee Management have been stable since January 2022.

The Pre-School has continued with high levels of hygiene and cleanliness brought in during the Covid-19 pandemic, but was able, in the Spring and Summer terms, to allow a greater degree of parental and visitor involvement inside the unit.

Staff training continues to be ongoing and all staff have full and relevant qualifications at NVQ Level 3 or above.

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.

The principal source of funds are the Early Years grant for 3 year olds and qualifying 2 year olds, with lesser contributions of fees from non grant-aided service users.

Section F Other optional information

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)

Position (eg Secretary, Chair, etc)

Date

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 2022

I report on the accounts for the year ended 31 July 2022 set out on pages 9 to 11.

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.

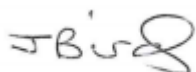
Independent Examiners Statement

I have completed my examination for the year ended 31 July 2022.

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.



16th December 2022

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 2022

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
RECEIPTS				
Grants:				
Funding (2, 3 & 4 year olds)	52,492	-	52,492	52,331
SEN	8,130	-	8,130	300
Session Fees	10,837	-	10,837	10,909
Lunch Fees	-	-	-	396
NMRU Milk	221	-	221	245
Donations	126	-	126	37
Leavers Collections	50	-	50	65
Photograph Commission	-	-	-	-
Interest Received	4	-	4	-
Other Income	70	-	70	973
TOTAL RECEIPTS	71,930	-	71,930	65,256
PAYMENTS				
Salaries Costs	64,468	-	64,468	55,569
Temporary Staff Cover	162	-	162	3,239
Recruitment Costs	210	-	210	59
Payroll Costs	1,594	-	1,594	1,079
Professional Fees	-	-	-	-
Training & Courses	525	-	525	380
Pre-School Supplies & Nursery Equipment	816	-	816	1,528
Office & Computer Equipment	34	-	34	-
Computer Repairs	95	-	95	-
Food, Fruit & Snacks	57	-	57	74
Milk	268	-	268	262
Uniform & Clothing	122	-	122	191
Photographs	-	-	-	-
Broadband & Telephone	533	-	533	542
Website, Publications & Software	147	-	147	-
Printer Lease	840	-	840	394
Copier Costs	726	-	726	165
Rent & Overheads Contribution	4,500	-	4,500	4,230
Building Work & Maintenance	466	-	466	136
Waste & Rubbish Removal	261	-	261	244
Cleaning Costs	82	-	82	116
Leaving Gifts & Flowers	133	-	133	235
DBS Checks	254	-	254	104
Subscriptions	459	-	459	769
Fundraising & Donations	50	-	50	-
Bank Charges	98	-	98	82
Other Expenditure	-	-	-	180
TOTAL PAYMENTS	76,900	-	76,900	69,578
Net Receipts/(Payments)	(4,970)	-	(4,970)	(4,322)

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 JULY 2022

	Total Funds 2022 £	Total Funds 2021 £
Cash Funds brought forward at 1 August 2021	52,430	56,752
Cash Funds as at 31 July 2022	<u>47,460</u>	<u>52,430</u>
REPRESENTED BY:		
BANK	47,441	52,425
CASH	<u>19</u>	<u>5</u>
	<u>47,460</u>	<u>52,430</u>

The financial statements were approved by the Trustees on the 14TH DECEMBER 2022 and signed on their behalf:

Signed: *Linda S. Bowker*

Name: *LINDA BOWKER*

Trustee

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2022

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.