

**Charity Registration Number: 1033572**

**ST ANDREWS METHODIST CHURCH  
PRE SCHOOL PLAYGROUP  
Trustees Annual Report  
and Financial Statements  
For The Year Ended 31 July 2023**

**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**

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<b>Registered Charity Name</b>	St Andrews Methodist Church Pre School Playgroup
<b>Charity Number</b>	1033572
<b>Registered Office</b>	St Andrews Methodist Church Trent Road Oldham OL2 7QU
<b>Trustees</b>	Mrs Linda Bowker Miss Victoria Oxley Lesley Perry Mr Richard Frederick Toms Mrs Patricia Ann Toms
<b>Accountants</b>	Community Accounting Lancashire C.I.C. Foxfields 9 Norley Close Chadderton Oldham Lancashire OL1 2RA
<b>Bankers</b>	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 2022 To 31 7 2023

## 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
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17				
18				
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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	Constitution
How the charity is constituted	Trust
Trustee selection methods <i>(see ref 129)</i>	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.

**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:

- offering appropriate play, educational and care facilities for all children regardless of race, culture, religion, means or ability
- 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 30 children between the ages of 30 months and five years. The pre-school adheres to the early years foundation stage statutory framework, is Ofsted registered and a member of the Early Years Alliance.

The number of children with special educational needs and disabilities was higher than in previous years, with more than 10% of children supported one to one in the setting and successfully transitioned into Primary education for September 2023 with full Educational Health Care Plans in place.

Staffing and Committee Management have been stable throughout the year. However, owing to a falling regional birthrate, numbers of children registering to attend the pre-school from September 2023 have fallen in relation to previous years. This required the implementation of a managing change process leading to staff redundancies at the end of the financial year.

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 2023**

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I report on the accounts for the year ended 31 July 2023 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 2023.

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.



13<sup>th</sup> November 2023

**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 ACCOUNTS**

**YEAR ENDED 31 JULY 2023**

	<b>Unrestricted Funds 2023</b>	<b>Restricted Funds 2023</b>	<b>Total Funds 2023</b>	<b>Total Funds 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>				
Grants:				
Funding (2 & 3 year olds)	57,202	-	57,202	52,492
SEN Funding	22,024	-	22,024	8,130
Session Fees	6,110	-	6,110	10,837
HMRC (Maternity Pay Reimbursement)	4,596	-	4,596	-
NMRU Milk	127	-	127	221
Fundraising & Donations	375	-	375	126
Leavers Collections	-	-	-	50
Photograph Commission	-	-	-	-
Uniform	21	-	21	-
Interest Received	81	-	81	4
Other Income	-	-	-	70
<b>TOTAL RECEIPTS</b>	<b>90,536</b>	<b>-</b>	<b>90,536</b>	<b>71,930</b>
<b>PAYMENTS</b>				
Salaries Costs	74,096	-	74,096	64,468
Temporary Staff Cover	-	-	-	162
Recruitment Costs	-	-	-	210
Payroll Costs	1,540	-	1,540	1,594
Training & Courses	500	-	500	525
Pre-School & Nursery Supplies	791	-	791	816
Nursery Equipment	33	-	33	-
Office and Computer Supplies & Equipment	456	-	456	34
Computer Repairs	-	-	-	95
Food, Fruit & Snacks	21	-	21	57
Milk	227	-	227	268
Uniform & Clothing	-	-	-	122
Photographs	-	-	-	-
Broadband & Telephone	633	-	633	533
Website, Publications & Software	137	-	137	147
Printer Lease	540	-	540	840
Copier Costs	480	-	480	726
Rent & Overheads Contribution	6,405	-	6,405	4,500
Premises (Gardens, Repairs & Maintenance)	503	-	503	466
Waste & Rubbish Removal	287	-	287	261
Cleaning Costs	45	-	45	82
Leaving Gifts & Flowers	-	-	-	133
DBS Checks	50	-	50	254
Subscriptions	368	-	368	459
Fundraising & Donations	-	-	-	50
Bank Charges	60	-	60	98
Other Expenditure	77	-	77	-
<b>TOTAL PAYMENTS</b>	<b>87,249</b>	<b>-</b>	<b>87,249</b>	<b>76,900</b>
<b>Net Receipts/(Payments)</b>	<b>3,287</b>	<b>-</b>	<b>3,287</b>	<b>(4,970)</b>

ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 JULY 2023

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	Total Funds 2023 £	Total Funds 2022 £
Cash Funds brought forward at 1 August 2022	47,460	52,430
Cash Funds as at 31 July 2023	<u>50,747</u>	<u>47,460</u>
<b>REPRESENTED BY:</b>		
BANK	50,725	47,441
CASH	<u>22</u>	<u>19</u>
	<u>50,747</u>	<u>47,460</u>

The financial statements were approved by the Trustees on the 9/10/23 and signed on their behalf:

Signed: Linda S. Bowker

Name: LINDA S. BOWKER

Trustee

**ST ANDREWS METHODIST CHURCH PRE SCHOOL PLAYGROUP**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 JULY 2023**

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**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.