



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2019		Day 31	Month 08	Year 2020

## Section A Reference and administration details

**Charity name**

The St Mary's and St Peter's Pre-School

**Other names charity is known by**

**Registered charity number (if any)**

1037153

**Charity's principal address**

St Mary's and St Peter's Pre-School  
Somerset Road  
Teddington, Middlesex  
**Postcode** TW11 8RX

### 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	Dr Anne Greany	Chair		
2	Mr John Logan	Trustee		
3	Mrs Allison Peach	Trustee		
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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

**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)

St Mary's and St Peter's Pre-School Charity Management Committee

Trustee selection methods  
(eg. appointed by, elected by)

**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.

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**Section C Objectives and activities**

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

For the provision of early years education to pre-school children.

To provide a high standard of early years education for pre-school children for 15 hours per week per child.

**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)**

The ongoing excellent provision of early years education for 3 and 4 year olds.

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**

Full place occupancy for universally funded 3 and 4 year olds reflecting the high regard for the setting within the local community

Consistent staffings levels maintained enabling provision of high quality childcare and education

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves are held for future investment in additional resources and enhancements to facilities.

**Details of any funds materially in 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.

The principal income source is through the London Borough of Richmond Early Years Funding mechanism. Voluntary donations are received from parents which is spent in year on enhancing resources and special activities.

## 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**

<b>Signature(s)</b>	A Peach	
<b>Full name(s)</b>	Allison Peach	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	Trustee
<b>Date</b>	17/06/21	

## St Mary's & St Peter's Pre School 2019/20

### Income

Sep-19														
Date	Payment Type	Reference	Description	Central Funding	Fees	Uniform	Parental Contributions	Admin Fees	Staff Related	External Donations	Other	Total	Reconciled	Notes
25/09/2019			Fees Ellis Seale		150.00							150.00	150.00	
25/09/2019			Strictly Education - NI Contribution refund						579.66			579.66	579.66	
26/09/2019			Fees Guilla Hamilton		150.00							150.00	150.00	
30/09/2019			Fees Oliver Gjuta		150.00							150.00	150.00	
26/09/2019			Interest								73.37	73.37	73.37	
				<b>0.00</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>579.66</b>	<b>0.00</b>	<b>73.37</b>	<b>1,103.03</b>	<b>1,103.03</b>	

### Expenditure

Sep-19															
Date	Payment Type	Reference	Description	Salaries & Pension	Training	Rent	Utilities	Other Premises	Resources	Professional Fees/Charges	Licences/ Subscriptions	Uniform	Total	Reconciled	Notes
12/09/2019			Strictly Education Tax & NI August 2019	973.31									973.31	973.31	
16/09/2019			Bank Charges September 2019							5.00			5.00	5.00	
18/09/2019			Nest Pension Contributions August 2019	921.99									921.99	921.99	
24/09/2019			Kent County council Electricity chq 001837				211.34						211.34	211.34	
24/09/2019			Kent County Council Gas Chq 001836				32.01						32.01	32.01	
25/09/2019			Ashley Blinds Chq 001838					521.95					521.95	521.95	
26/09/2019			Strictly Education Payroll Charges							59.74			59.74	59.74	
26/09/2019			Strictly Education Net Pay September 2019	6,081.78									6,081.78	6,081.78	
				<b>7,977.08</b>	<b>0.00</b>	<b>0.00</b>	<b>243.35</b>	<b>521.95</b>	<b>0.00</b>	<b>64.74</b>	<b>0.00</b>	<b>0.00</b>	<b>8,807.12</b>	<b>8,807.12</b>	

Total Income	1,103.03
Less Total Expenditure	<u>8,807.12</u>
Surplus / (Deficit)	<u><u>-7,704.09</u></u>

St Mary's & St Peter's Pre School Bank Reconciliation 30th September 2019	
Bank Balance Brought Forward	205,886.14
Less Prior Year Outstanding Items	0.00
Net Monthly Income - Expenditure	-7,704.09
Add: Unpresented cheques	
Less: Outstanding Lodgements	
Balance as per bank statement	<u>198,182.05</u>

Authorised:  
Date:

Reconciled: 12/12/2018

**St Mary's and St Peter's Pre School**

**Review of Financial Statements  
For  
31 August 2020**

## **Review of St Mary's and St Peter's Pre School** **Year ended 31 August 2020**

### **Objective of Review**

A review of the St Mary's and St Peter's Pre School was requested by Allison Peach, School Business Manager, and John Logan, Head Teacher, of St Mary's and St Peter's Primary School on behalf of the Trustees of the Pre School. The purpose of the review was to carry out appropriate checks and tests to ensure that internal systems and adequate records are maintained and that the financial statements for year ended 31 August 2020 (attached at Appendix A) are in accordance with those records.

**Compliance with statutory or regulatory requirements applicable to the Pre School was outside the scope of this review.**

This report sets out the approach and findings of the review.

### **Approach**

The systems of control and accounting records, which operate, were documented through discussions with St Mary's and St Peter's School Business Manager.

The accounting records are maintained on spreadsheets specifically designed for the school.

Income and expenditure reports are prepared for each month and a bank reconciliation is prepared monthly.

Budgets are prepared at the beginning of the academic year and there is a budget monitoring meeting every two months.

The payroll is calculated by an external bureau (Strictly Education Ltd) based on information provided by the School Business Manager, which is taken from timesheets submitted by the manager and approved by the head teacher.

Petty cash is reconciled quarterly

A review of the income and expenditure accounts for year ended 31 August 2020 was undertaken.

Testing of expenses included taking a sample of 10% expenditure transactions and checking from original invoice and approval through to posting on the spreadsheet and payment through the bank.

Testing of payroll costs included taking a sample of 10% of payroll payments and checking from original time sheets and approval, to the information submitted to the payroll bureau and eventual payment through the bank.

Testing of income included taking a sample of 100 % of receipts and checking from schedules prepared by the Finance Office to receipt in the bank.

The bank reconciliation reports were reviewed and agreed to the bank statements. The budgets were reviewed and a comparison to actual data undertaken.

### **Summary of Review Findings**

The systems of internal controls in place are satisfactory and the figures shown in the financial statements (Appendix A) reflect the records maintained in the Finance Office.

The financial statements show a deficit for the year of £56,335. The Pre School was closed for Summer Term 2020.

For more information please see the detailed findings at Appendix B.

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### Appendix A

#### Income and Expenditure Account for the year ended 31 August 2020

	£	£
INCOME		121,496.50
EXPENDITURE		
Staff	110,711.90	
Administration	31,000.00	
Premises	22,764.72	
Resources	4,394.87	
Sundry costs	<u>6,775.54</u>	
		<u>175,647.03</u>
Deficit for the year		<u>£56,335.45</u>

#### Balance Sheet 31 August 2020

Bank Balance		<u>£149,550.69</u>
Funds at 1 September 2019		205,886.14
Deficit for the year		<u>56,335.45</u>
		<u>£149,550.69</u>

Lesley Cornwell on behalf of Cornwell & Cornwell

Chartered Certified Accountants

194 Stanley Road

Teddington

TW11 8UE

17 June 2021

## Appendix B

### **Detailed Findings**

#### Internal System - Expenditure

The expenditure was supported by appropriately authorised personnel and original invoices/receipts and posted to the spreadsheet.

#### Internal System - Payroll

The timesheets are filled out by the Pre School manager and then given directly to the Headteacher for approval. The hours are then transferred onto a spreadsheet and sent to the payroll bureau by the School Business Manager.

#### Internal System – Income

The system put in place to record the amount of fees owed/paid by parents for their children is adequate given the size of the operation and administrative staff involved.

All cheques/cash received in the finance office from the Pre School were checked and found to be properly recorded and banked.

#### Bank Reconciliation

The only differences between the balance of funds on the accounting spreadsheet and the bank statements were as a result of unrepresented cheques.

Bank statements are reconciled regularly.

#### Year end creditors

The accounts are prepared on an income and expenditure basis so do not include any creditors outstanding at the year end or any adjustments for refundable deposits and fees paid in advance.

#### Administration charges

Administration fees of £31,000 were paid to Saint Mary's and St Peter's Primary School, of which £7,000 related to the recharge of the Finance Officer's salary for the year ended 31 August 2019.