

Trustee Report 2022/2023

Welcome

Good evening and thank you for joining us. As you probably know the preschool is a Registered Charity that is run by a committee made up of parent volunteers. The committee is currently made up of myself (Chair), Laura Duncan (Treasurer), Becca Gunn (Secretary). Linda Scott is the Manager and is responsible for the operational day to day running of the preschool; she is supported by Lisa Weait (Deputy Manager), Rebecca Cook, Ella-May Freeman, Anne-Marie Sadler and Jenny Carr.

Our preschool provides childcare for children aged 2 to 4 years old. The preschool is inspected by Ofsted. We strive to make the preschool a better environment to learn in and are currently rated as GOOD and have now entered back into the Ofsted inspection window. We can take up to 20 children per sessions. Our aim is to enable children to establish independence and confidence, and prepare them for entering primary school while enjoying their preschool experience.

Recap

Preschool 2021/22 Last year, headed up by Rachel Pullen (Chair), Sharon Hockley (Secretary) and Natalie Peers (Treasurer) they saw the pre-school navigate the tail end of Covid and the lifting of all restrictions. Despite the disruption caused by Covid, preschool having to relocate for a week due to building issues and a tree falling down across the preschool garden, the committee did a fantastic job and successfully raised over £3,460.40 in fundraising efforts. The committee put to use a £10k Government grant to aid coping through the pandemic received in the previous financial year and replaced all vinyl flooring and funded increased cleaning measures and materials.

Preschool 2022/2023

We currently have 33 children, attending St. John's Preschool, 18 of which will be leaving us in July to move to local primary schools. There will be 9 new starters for the next academic year, bringing our number to 24 children attending for September 2023.

At the start of the year the new committee had two key objectives:

1. Financial stability – ensuring the preschool is financially viable and putting things in place to make sure it can continue to operate for years to come.
2. Links with St John's School – to develop a better relationship with the school to share knowledge and resources and to assist with governance.

Financial stability

We have been looking at ways to move away from having to rely on fundraising to cover the staffing costs and how to fundraise larger sums of money at a time so we are not regularly asking parents for small donations here and there. We have introduced a £15 voluntary contribution per term which has raised £1,818.60 so far with most parents contributing. We also have run many bake sales, a sponsored bounce and other events, and have raised an incredible £6,954.78. The money raised from these events has been put towards the running of the preschool.

In April 2023 we saw an enforced 9.7% increase in the Living Wage, up £0.92 per hr. This, and ongoing overhead increases seen across the board, had a significant impact on our profit and loss. A decision was taken by the committee to revise the fee structure to accommodate these cost rises with as minimal impact to our families as possible. This saw hourly rates rise from £6.10 to £6.40 for 2-year-olds and £5.85 to £6.10 for 3 & 4-year-olds from 1st April 2023. The snack/resource fees were kept at £12 per session, per term. The fee increases were communicated with all parents in February 2023 by letter. We are pleased that the increases were received well by the pre-school community and with these changes we are now projected to finish the 22/23 financial year in profit.

Links with St John's School

Over the course of this year we have been looking to build stronger links with St John's School. This is progressing well and we are in talks with the Chair of Governors discussing how we can develop this relationship. It looks very positive for the future of the preschool and the staff.

Staff

This year we have a few members of staff who will be leaving us, Lisa and Anne-Marie. Rebecca Cook has been appointed Deputy Manager from September and we are currently in the process of trying to recruit a Manager, Linda has very kindly said that she will continue in her role until a new manager is found.

We are continuing to actively recruit for a manager position and will also be looking to recruit another practitioner for the upcoming academic year.

Future

We are continuously looking to find new ways to ensure we are financially stable and not having to rely on fundraising to cover costs. We will be increasing the fees slightly for September 2023 as well as the snack fees. A letter about this will be sent out in due course.

To bring in additional funds we are looking to set up an afterschool care club, looking after pupils from St Johns School. There is a clear need for this with many parents working past school hours and it would hopefully be a huge asset to both the school and the preschool. The aim is that the funds from this will raise money for the preschool but also cover the costs of an additional member of staff.

The relationship between St Johns preschool and St John's School is continuing to develop and we look forward to building a stronger relationship between them.

The committee are having a reshuffle for 2023/24, Laura will be stepping down as Treasurer, I will be stepping down as Chair to take on the role as Treasurer. Becca will become Chair and we will be looking to recruit a new secretary. We are in desperate need for more parents to join the committee. We are also looking for fundraisers, people to apply for grants and general members, we hope that the parents/carers or extended family of current children at the pre-school will consider these roles. We are also looking for a team of fundraisers that can take on the organisation and implementation of the fundraising events throughout the year ahead. This is fundamental to the success of the pre-school and a role that, if spread across a number of people, is easy to fit around your day-to-day life. Please let us know if you would be happy to act as a fundraiser for the pre-school.

This summer we will be rewriting the constitution to bring it up to date and to make sure it is the best fit for our preschool.

I wanted to say a huge thank you to everyone for your support and guidance this year.

Our accounts are provided by Kira Williams.

Saskia Gunson (Chair) Laura Duncan (Treasurer) Becca Gunn (Secretary)



Financial Statements

St Johns Pre-School & Toddler Group
For the period ended 31 August 2022

Prepared on
19 May 2023

Registered Charity Number 1045290

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Financial Activities

September 2021 - August 2022

	Sep 2021 - Aug 2022	Sep 2020 - Aug 2021 (PY)	Total
INCOME			
Fees	36,620.02		27,453.02
Fundraising Income, General	3,534.27		5,003.61
Fundraising Income, Club 100	46.00		
Fundraising Income, Crowdfunder	821.90		
Fundraising Income, Raffle	27.00		
Miscellaneous/Other Income	7.07		1.11
Nursery Grant	47,485.59		54,317.66
Photography Income	490.00		540.00
Snack Donation	2,441.00		1,905.00
Total Income	91,472.85		89,220.40
COST OF SALES			
Consumables (Food/Cleaning)	1,775.25		1,836.45
Equipment & Materials	1,522.51		1,845.16
Fundraising Costs	498.69		665.60
Miscellaneous Purchases	170.00		
Photography Costs	448.82		
Total Cost of Sales	4,415.27		4,347.21
TOTAL	87,057.58		84,873.19
EXPENDITURES			
Accounting Fees			360.00
Bookkeeping Fees	2,160.00		1,981.00
Cleaning	1,950.00		2,212.17
COVID 19 Grant Expenditure			772.91
Electricity/Gas	4,554.95		4,432.60
Employers N.I. (Non-Directors)	116.02		0.00
Employers Pensions	1,030.94		764.43
Entertainment			62.81
Gross Wages	69,373.19		67,061.36
Gross Wages - Apprenticeship Grant	-1,500.00		
Insurance	602.18		641.61
IT Costs	14.83		8.34
Office Stationery	424.13		433.97
Postage and Carriage	16.98		13.22
Printing	8.00		
Refuse Rates	902.50		821.68
Rent/General Rates	3,562.92		3,499.92
Repairs and Maintenance - Expense	1,264.45		496.11
Staff Training Costs/DBS Checks	666.89		211.53
Subscriptions	260.03		211.20
Subsistence			21.94
Telephone and Fax	659.32		612.06

	Sep 2021 - Aug 2022	Sep 2020 - Aug 2021 (PY)	Total
Total Expenditures	86,067.33		84,618.86
NET OPERATING INCOME	990.25		254.33
NET INCOME/(EXPENDITURE)	£990.25		£254.33

Balance Sheet

As of August 31, 2022

	As of Aug 31, 2022	As of Aug 31, 2021 (PY)	Total
FIXED ASSET			
Tangible assets			
Equipment	6,811.03		6,821.02
Equipment Depreciation	-6,811.03		-6,811.03
Total Tangible assets	0.00		9.99
Total Fixed Asset	0.00		9.99
CASH AT BANK AND IN HAND			
Petty Cash	151.97		159.73
Santander Bank Account	9,803.40		12,470.50
Santander Savings Account	17,180.11		13,440.86
Total Cash at bank and in hand	27,135.48		26,071.09
DEBTORS			
Debtors Control Account	149.17		77.25
Total Debtors	149.17		77.25
CURRENT ASSETS			
Prepayments	9.80		0.00
Total Current Assets	9.80		0.00
NET CURRENT ASSETS	27,294.45		26,148.34
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Trade Creditors			
Creditors Control Account	357.33		320.82
Total Trade Creditors	357.33		320.82
Current Liabilities			
Accruals	0.00		52.00
P.A.Y.E.	116.02		0.00
Pension Fund	370.64		325.30
Total Current Liabilities	486.66		377.30
Total Creditors: amounts falling due within one year	843.99		698.12
NET CURRENT ASSETS (LIABILITIES)	26,450.46		25,450.22
TOTAL ASSETS LESS CURRENT LIABILITIES	26,450.46		25,460.21
TOTAL NET ASSETS (LIABILITIES)	£26,450.46		£25,460.21
CHARITY FUNDS			
Reserves	24,382.33		24,382.33
Retained Earnings	1,077.88		823.55
Surplus/(Deficit)	990.25		254.33
Total Charity funds	£26,450.46		£25,460.21

Statement of Cash Flows

September 2021 - August 2022

	Total
OPERATING ACTIVITIES	
Net Income	990.25
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Debtors Control Account	-71.92
Prepayments	-9.80
Creditors Control Account	36.51
Accruals	-52.00
P.A.Y.E.	116.02
Pension Fund	45.34
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	64.15
Net cash provided by operating activities	1,054.40
INVESTING ACTIVITIES	
Equipment	9.99
Net cash provided by investing activities	9.99
NET CASH INCREASE FOR PERIOD	1,064.39
Cash at beginning of period	26,071.09
CASH AT END OF PERIOD	£27,135.48

A/R Ageing Detail

As of August 31, 2022

Date	Transaction Type	No.	Donor	Due Date	Amount	Open Balance
91 or more days past due						
01/11/2021	Invoice	582	Poppy Bonnet	15/11/2021	12.00	12.00
02/03/2022	Invoice	632	Poppy Bonnet	16/03/2022	12.00	12.00
01/06/2022	Deposit		Sophie Sutton	01/06/2022	-289.55	-97.15
Total for 91 or more days past due					£ -265.55	£ -73.15
61 - 90 days past due						
23/05/2022	Invoice	651	Poppy Bonnet	06/06/2022	222.32	222.32
Total for 61 - 90 days past due					£222.32	£222.32
TOTAL					£ -43.23	£149.17

A/P Ageing Detail

As of August 31, 2022

Date	Transaction Type	No.	Supplier	Due Date	Past Due	Amount	Open Balance
31 - 60 days past due							
25/07/2022	Bill	8284	Absolute Promotions Ltd	25/07/2022	298	112.00	112.00
Total for 31 - 60 days past due						£112.00	£112.00
Current							
31/08/2022	Bill	1990	KW Accounts (C/O Kira Bailey)	31/08/2022	261	180.00	180.00
31/08/2022	Bill	319C78951	Biffa	31/08/2022	261	65.33	65.33
Total for Current						£245.33	£245.33
TOTAL						£357.33	£357.33

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Signature:- S. Gunson

Print Name:- SASKIA GUNSON

Chair/Trustee

Treasurers Report

Financial Review 2021 – 2022

We saw a profit of £990.25, which was above the expected profit of £227.09. All the outstanding receivable and payable invoices have been cleared. We fundraised £4,436.24, which is £568.48 less than the previous year. It is stressed every year, but without these vital fundraising efforts the preschool would make a run at a loss. I would like to thank everyone past and present who supports our preschool through fundraising.

Financial Review 2022-2023

This year we have had two main financial focuses. The first is to reduce our reliance on fundraising and the second is the introduction of a budget which management and committee members contribute to.

We have introduced a voluntary contribution of £15 a term (6 terms in total), potentially raising £90 per child over the year. This has been very successful with most parents supporting the preschool through this method of fundraising, having raised over £1,800 this year so far.

Through other fundraising activities we have raised to date £2,136.18:

Amazon Smile	£119.66
Bags2School	£52
Easter Bake Sale	£171.55
Easy Fundraising	£171.94
Halloween Bake Sale	£119.64
Misc	£50
Sponsored Bounce	£611.60
World Book Day	£15
Nativity Photos	£55
Christmas activities	£769.79

We also received a grant of £3,000 for hosting a Ukrainian refugee at the preschool which was unexpected and will help the preschool end in a profit for the year along with monitoring our costs.

The main challenge we have encountered this year is the cost of living crisis and also an increase to the minimum wage of 9.7%. To combat this we increased the fees in April and closely monitored our outgoing costs to remain within budget.

Unfortunately, there will be changes to the government funding ahead, which means we will need to be increasingly careful with our funds as it will mean we will receive fewer fees at the full rate and more at the government funding rate for 2yr olds. As a result we will be reviewing our fees for September onwards to ensure we are covering our outgoings.

Looking ahead to the next year we will continue to focus on a more sustainable financial model relying less on fundraising by working closely with the management to monitor our session profitability ensuring our fees are covering our operating costs.