

# **ST MICHAEL'S PRESCHOOL**

Charity Commission Registered No: 1110379

## **ANNUAL REPORT AND ACCOUNTS**

For the period  
1<sup>st</sup> November 2021 to 31<sup>st</sup> October 2022

**St Michaels Preschool  
Trustee Annual Report  
For the year ended 31<sup>st</sup> October 2022**

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The trustees present their report and independently examined financial statements for the year ended 31<sup>st</sup> October 2022.

**Reference and Administrative Details:**

Registered Name: St Michaels Preschool

Charity No: 1110379

Operational Address: St Michaels Preschool  
The Church Hall  
Mace Road  
Peterborough  
PE2 8RQ

Trustees at date of Report:	Chairperson	Laura Ramm-Hastings
	Treasurer	Anna Whitehouse
	Members	Jennifer Childs
		Charlotte Lawrence
		Bongani Matjeke
		Emma Planter

Trustees who have left during the year:	Michelle Baker	Left	16/01/2023
	Lorraine George	Left	16/01/2023
	Indra Purina	Left	30/06/2023
	Amy Reeves	Left	30/06/2023

Bankers: Barclays Bank

Independent Examiner: Mark Bedford MAAT  
11 Belton Road  
Stanground  
Peterborough  
PE2 8UU

**Structure Governance and Management**

This is a membership organisation governed by the model Pre-school Learning Alliance Constitution 2011, which was adopted at the Annual General Meeting held on 29<sup>th</sup> October 2014. Members can be parents or guardians of all children who attend playgroup or other interested individuals approved by the Committee. Committee members are appointed / confirmed at the Annual General Meeting. All Committee members give their time on a voluntary basis and receive no remuneration or other benefits.

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**Objects and Activities**

The aims are, as set out in the constitution, to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) Encouraging the study of the needs of the children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Public benefit**

The trustees and staff carefully consider the Charity Commission's guidance on public benefit when setting objectives and planning activities. All families within the local community are encouraged to use our services. All children are eligible for Nursery Education Funding, which is provided by the Local Authority, the term after they become 3 years old.

**Achievements and Performance**

Overview

This year we have been able to return to inviting parents into the preschool where needed, to help settle their children, and we are also showing around prospective new parents. We had an open evening at the beginning of November when two new parents signed up.

We are still noticing the impact of Covid on children in many ways such as development, social skills, and their immune system. We have seen an increase in the number of children needing support, which is challenging for practitioners, but also an interesting learning journey.

We continue to overcome many challenges; however, as a team we are all committed to focusing on the positives and moving forward. The sustainability of the setting, the welfare of the staff, our children and our families remain our primary focus. As a charity, parent-run committee, and pre-school we may be a very small organization, but we truly care about our parents and children. Staff help each other in their personal and professional challenges.

We were sad to say goodbye to our Preschool Manager who, after many years of hard work and dedication to the preschool, has now gone to work for the Local Authority. Our Deputy Manager was promoted to succeed her.

Staff access courses on a regular basis to ensure they are continually developing their professional knowledge and practice. This enables the pre-school to provide the very best care, learning and play opportunities for the children whilst working with parents to further enhance children's learning and well-being.

# **St Michaels Preschool Trustee Annual Report For the year ended 31<sup>st</sup> October 2022**

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## Achievements

In September we have joined a programme called Connected Communities, which helps us to understand the effect of trauma on a child's brain and how this affects them and their behaviours. It is a two-year project where we as a preschool are researching the impact of training the staff to help them communicate with the children who are struggling. As part of this project, we have created a calm sensory area for the children, which includes a sensory fish tank, different textured materials, and other calming activities.

We began to have Jo Jingles in on a Friday afternoon and we held our leavers party at Inspired Play which all the children really enjoyed. We have added to our home learning boxes and have a wider range of learning opportunities such as the body, life cycles, shapes, fine motor skills.

We have purchased new tablets to make using Tapestry easier for our practitioners from fundraising money.

## Attendance

The cohort in September was once again relatively small compared to pre-covid but children numbers have been improving, reaching near capacity from January.

## Future goals

The committee has been small over the last few years, and we plan to build this up. We intend to train each practitioner in the Connected Communities' way of thinking, building their confidence by adding another way of thinking to their existing tool kit. We will continue to reflect and develop the preschool to meet the needs of our cohort.

## Fundraising

This year we have had a kind donation of £6550.50 from Eye preschool as they have sadly had to close. We raised £719.36 from our Easter raffle, cake sale and other fundraising activities.

## **Reserves policy**

Reserves act as a cushion for any loss of income and unforeseen situations. Throughout the year the balances remained over the reserves level, currently set at £20,000.

## **Financial Review**

The Trustees are required to prepare financial statements which give a true and fair view of the financial position of the Charity. In preparing these financial statements the Trustees are required to make judgements and estimates that are reasonable and prudent. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities. The Committee aim to apply all funds received to the charitable objects.

As a small charity the statutory reports are prepared on a Receipts and Payments basis. Receipts and Payments accounts track payments in out of the bank account and there are no adjustments made at year-end.

Overall income has increased by £26,441 compared to the previous year. NEF funding and fees increased by £28,091 (24%) compared to 2020 2021 accounts year. The preschool received £14,270 SEN funding and £4,000 for apprenticeship grants, in addition to a donation of £7,375 from a local preschool which closed.

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Expenditure increased by £4,420 overall, with the main increases being seen in wage costs and premises costs. The preschool has been operating on less staff since June which has helped to contain the impact of the 6.6% increase in National Living Wage from April 2022.

Fees and Subscriptions costs have reduced compared to the previous year due to the cancellation of an HR and Health & Safety consultancy agreement in April 2021. Other costs have remained constant overall.

Overall, the accounts show a surplus of £28,411, with a final closing cash balance for the year of £67,393.

This Report has been approved by the Trustees and has been signed on their behalf by:

Signature:  Full Name: Laura Ramm-Hastings.  
(Chair person.)

Date: 13/6/23

**ST MICHAEL'S PRESCHOOL**  
Registered Charity No: 1110379

**RECEIPTS AND PAYMENTS FOR THE FINANCIAL YEAR ENDING 31ST OCTOBER 2022**

	<b>UNRESTRICTED FUNDS</b>	<b>RESTRICTED FUNDS</b>	<b>TOTAL FUNDS</b>	<b>TOTAL FUNDS</b>
	Year-ending 31/07/22	Year-ending 31/07/22	Year-ending 31/07/22	Year-ending 31/07/21
<b><u>RECEIPTS</u></b>				
NEF Funding	118,731	0	118,731	98,178
Other Funding	14,332	0	14,332	24,408
Fees	26,893	0	26,893	19,356
Grant	0	2,025	2,025	0
Bank Interest	2	0	2	12
Other Income	4,482	0	4,482	1,565
Fund Raising and Donations	7,375	0	7,375	3,880
<b>TOTAL RECEIPTS</b>	<b><u>171,815</u></b>	<b><u>2,025</u></b>	<b><u>173,840</u></b>	<b><u>147,399</u></b>
<b><u>PAYMENTS</u></b>				
Wages inc Inland Revenue payments	(113,260)	(27)	(113,287)	(109,195)
Training Total	(888)	0	(888)	(389)
Other Staff Costs	(436)	0	(436)	(1,184)
Resources for Children	(3,525)	0	(3,525)	(2,723)
Resources for Setting	(1,139)	(80)	(1,219)	(1,409)
Resources for Outside	(3)	0	(3)	(48)
Food and Drink	(966)	0	(966)	(819)
Consumables	(806)	0	(806)	(1,160)
Premises	(14,295)	0	(14,295)	(11,726)
Fees and Subscriptions	(7,719)	0	(7,719)	(10,223)
Administration	(1,741)	0	(1,741)	(1,795)
Bank Charges	(42)	0	(42)	(69)
Other Costs	(210)	0	(210)	(212)
Fundraising	(292)	0	(292)	(57)
<b>TOTAL PAYMENTS</b>	<b><u>(145,322)</u></b>	<b><u>(107)</u></b>	<b><u>(145,429)</u></b>	<b><u>(141,009)</u></b>
Net of Receipts/(Payments)	26,493	1,918	28,411	6,390
Balance b/fwd	38,982	0	38,982	32,592
<b>Balance c/fwd</b>	<b><u>65,475</u></b>	<b><u>1,918</u></b>	<b><u>67,393</u></b>	<b><u>38,982</u></b>

# ST MICHAEL'S PRESCHOOL

Registered Charity No: 1110379

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST OCTOBER 2022

	UNRESTRICTED FUNDS 31/07/2022	RESTRICTED FUNDS 31/07/2022	TOTAL FUNDS 31/07/2022	TOTAL FUNDS 31/07/2021
<b>CASH FUNDS</b>	£			£
Barclays Current	34,542	1,918	36,460	14,825
Barclays Fundraising	10,833	0	10,833	4,037
Barclays Active Saver	20,095	0	20,095	20,093
Petty Cash	5	0	5	7
Fees Float	0	0	0	20
Fundraising Float	0	0	0	0
<b>Total Cash Funds</b>	<b>65,475</b>	<b>1,918</b>	<b>67,393</b>	<b>38,982</b>
<b>OTHER ASSETS</b>				
HMRC - PAYE	Note 5 4,998	0	4,998	304
	<b>4,998</b>	<b>0</b>	<b>4,998</b>	<b>304</b>
<b>LIABILITIES</b>				
Independent Examination	160	0	160	180
Surya Hotel	0	0	0	250
WH Fowler	175	0	175	0
Tapestry	170	0	170	0
	<b>505</b>	<b>0</b>	<b>505</b>	<b>430</b>

I approve the Receipts and Payments Accounts set out on page 1 and above and confirm that all relevant records and information has been made available for their preparation.

Signed on behalf of the Trustees:

  
Signature

Laura Ramm - Hastings  
Name  
(Chair person)

### NOTES

1. No trustees received remuneration or reimbursements in the period above.
2. This is a grant from Connected Communities.
3. Other income includes £4000 funding for two apprentices.
4. Donation of £6,550 from a local preschool which closed down.
5. PAYE is in credit due to outstanding recovery of Statutory Maternity Pay

**This independent examiners report relates to the accounts of**

**ST MICHAEL'S PRE-SCHOOL**

Charity Commission Registered No: 1110379

Accounts are prepared for the year ended 31<sup>st</sup> October 2022

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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 or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;

Or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

MJB

Date

17/7/23

Mark Bedford  
MJB Financial Services  
11 Belton Road  
Stanground  
Peterborough  
PE2 8UU