

**ST MARY'S UNDER FIVES**

**ANNUAL ACCOUNTS**

**FOR THE PERIOD ENDED 31ST MARCH 2023**

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**

## **ST MARY'S UNDER FIVES**

### **ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

I report to the trustees on my examination of the accounts of St Mary's Under Fives Trust for the year ended 31 March 2023, which are set out on pages 3 to 4.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records .

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



T A Limond AFA, ATT(Fellow)

Dated 6 September 2023

21 Manton Hollow  
Marlborough  
Wiltshire  
SN8 1RR

**ST MARY'S UNDER FIVES**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

Charity Registration Number: 900445

Address: Marlborough St Mary's  
 George Lane  
 Marlborough  
 SN8 4BX

Trustees;	Charlotte Sawyer (Chair from 1/9/21)	In role
	Ross Murawski (Ofsted from 1/9/21, Deputy Chair from 12/1/23)	In role
	Eleanor McDowall (Secretary from 1/9/21)	In role
	Coralie Nash (Treasurer from 1/9/21)	In role
	Adele Blay (from 23/11/22)	In role

**Structure, governance & management**

The charity is an unincorporated association and is governed by its constitution.

Trustees are appointed at the AGM, and if necessary, during the year, in accordance with the constitution and are drawn from the membership of the charity.

**Objects of the Charity**

The object of the charity is to:

- To establish a partnership between the group and its families.
- To encourage parents to take responsibility for their child's education.
- To provide a broad and balanced curriculum which meets Foundation Stage curriculum.
- To provide a safe, secure and stimulating environment in which a child can develop physically, linguistically, intellectually, socially and emotionally at his/ her own pace.
- To meet the needs of all the children, boys, girls, children with special educational needs, children who are more able and children from all social, ethnic, cultural or linguistic backgrounds.

**Activities undertaken during the year.**

The charity runs a fully inclusive pre-school setting that provides foundation stage education for 2 to 4-year-olds.

Our number of children on roll remains constant vs last year. The maximum number of children in any specific session is 28.

The pre-school delivered the following number of hours per week supervised on a generous staff/children ratio (prior year figures shown in brackets).

	No of Children	No of hours a week
Summer 2022	43 (45)	696 (793)
Autumn 2022	32 (35)	478 (547)
Spring 2023	43 (44)	658 (679)

### Achievements

- We have invested a lot of money on training across all staff members throughout this year. This has been important due to the complexity of the high level of needs of children in the setting. A highlight of this is that all staff are now Makaton trained (level 1).
- Over the last two years we have successfully received grants in order for us to develop a sensory space. Work is underway to ensure that an area of the pre-school setting is transformed within the next school year for this specific purpose.
- Our relationship with St Mary's Primary School has gone from strength to strength.

### Staffing

Unfortunately, one of our long-term members of staff retired in December 2022. She had been with the setting for more than 15 years and her experience will be missed. We have a strong base of younger staff members, with a mixture of valuable experience and newly qualified staff beginning a career in early years. Our level 2 apprentice successfully qualified, and this was confirmed at the beginning of the 2023/24 school year.

Throughout the year we experienced a rise in staff absences compared to previous years. The setting had to close on several occasions due to lack of staff ratios and the absences had a financial impact on the setting having to pay for additional cover. Despite several new practices put into place by management to address this, the high levels of sickness/absence remained. To prevent further escalation and to protect the setting financially, we had no choice but to stop paid sick leave for staff, based on certain conditions.

Our wage expenditure increased this year for several reasons:

- An increase in the number of children attending the setting who have required 1-on-1 support.
- A staff pay review was required due to the large increase in National Minimal Wage requirements as well as a recognition within our pay structure for the different levels of qualifications. The committee voted on a new staff pay scale which will come into effect from the end of March 2023.

HR assistance

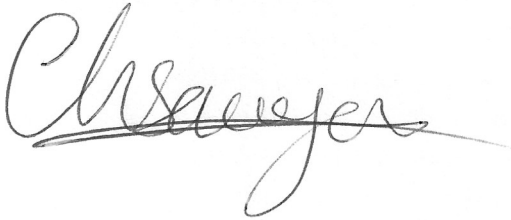
An increase in the number of staff members and support required because of sickness issues led to the committee approving external HR assistance. This has been instrumental in providing extra support to the management. Staff contracts have been revised and updated and their expertise has allowed us to deal with our HR issues in a legal and professional manner. This has enabled management to concentrate on driving staff efficiencies and evaluating training and performance needs of staff.

Reserves policy

It is the charity's policy to keep 3 months running costs in reserve, to ensure the survival of the group for one term should funding fail to be received. In addition to this the group's policy is to keep in reserve enough to cover any redundancy costs should the need arise.

Approved by the Trustees on

and signed on their behalf by:

A handwritten signature in cursive script, appearing to read "Chris Sawyer", with a horizontal line drawn underneath it.

**ST MARY'S UNDER FIVES**

**RECEIPTS AND PAYMENTS ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	<u>2023</u>	<u>2022</u>
<b><u>RECEIPTS</u></b>		
Council funding	122,446	111,424
Fees	6,758	10,586
Grants and donations	948	
Fundraising	413	825
Bank interest	406	198
Sundry income	-	98
	<hr/>	<hr/>
TOTAL INCOME	130,971	123,131
<b><u>PAYMENTS</u></b>		
Wages	103498	81729
PAYE and NIC	5885	4869
Rent	5700	5700
Pension	3117	2286
Toys and equipment	4642	3603
Fundraising	72	17
Snacks	760	388
Training	2,376	782
Stationery, postage and telephone	1,475	599
Insurance	743	721
Professional fees	2,265	406
IT Expenses	821	379
Bank charges	72	96
Building and maintenance work	-	90
Other expenses	808	218
	<hr/>	<hr/>
TOTAL PAYMENTS	132,234	101,883
Surplus/Deficit) for the year	<hr/> <u>(1,263)</u>	<hr/> <u>21,248</u>

**ST MARY'S UNDER FIVES**

**BALANCE SHEET AS AT 31ST MARCH 2023**

	<u>2023</u>	<u>2022</u>
<b>Bank balances:</b>		
CAF Cash account	41,655	42,083
CAF Gold account	33,441	33,213
Petty cash	151	1,338
60 day Notice account	31,537	31,412
	<u>106,784</u>	<u>108,046</u>
<b>Represented by:</b>		
Capital brought forward	108,047	86,799
Surplus/(deficit) from income	(1,263)	21,248
	<u>106,784</u>	<u>108,047</u>