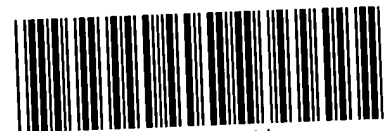


Charity Registration No. 1153833

Company Registration No. 08513062 (England and Wales)

ST ANDREWS PRE-SCHOOL LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

WEDNESDAY



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COMPANIES HOUSE

ST ANDREWS PRE-SCHOOL LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees
Ms K Saunders
Mrs M Smith
Mrs A Bone (Appointed 8 October 2018)
Mrs D Pipe (Appointed 30 January 2019)

Secretary Mrs S Chenery

Charity number 1153833

Company number 08513062

Registered office
St. Andrews Hall
St. Andrews Road
Felixstowe
Suffolk
IP11 7BW

Independent examiner
Mrs H Rumsey
Ensors Accountants LLP
Cardinal House
46 St Nicholas Street
Ipswich
Suffolk
IP1 1TT

ST ANDREWS PRE-SCHOOL LIMITED

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ST ANDREWS PRE-SCHOOL LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2018

The trustees present their report and financial statements for the year ended 31 August 2018.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)"

Objectives and activities

The objects are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by involving parents, by offering appropriate play and care facilities under the guidance of the Early Years Foundations Stage regardless of culture, race, religion, means or ability.

St Andrews Pre School is a friendly, parent-managed pre school providing a varied, interesting and informative Early Learning Years education and child care for children between the ages of two to five years from Felixstowe. By working with our local funders, Suffolk County Council, we seek to ensure that families are not excluded from the opportunity to attend St Andrews Pre School if they face financial or other barriers to attending.

The pre school employed 9 part-time staff during the year to provide seasonal care from 08:40 —11:40hrs and 12:30—15:30hrs Monday to Friday.

We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.

We encourage parents to become involved in the running of the pre school.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The committee run a successful calendar of fundraising events some of which are annual events, for example the Christmas Lunch and Concert, Obstacle Course, Lunches, Cake sale and Annual Outing; many of which are for the benefit of children and their families to have fun. This year the fundraising generated £4,335 (2017: £4,421) which enabled the pre school to replenish resources.

A significant contribution is made by the committee members (Trustees) who provide management and fundraising service to the pre school. All the trustees give their time voluntarily and receive no remuneration or benefits.

ST ANDREWS PRE-SCHOOL LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2018

Achievements and performance

St Andrews Pre School has continued to centre on early years education through free flow play and investigation. These activities ensure all children attending our pre school have access to activities in all of the following areas; music, craft, cookery, reading, IT, physical and imaginative play.

We provide morning and afternoon sessions from 08:40 —11:40hrs and 12:30—15:30 hrs with the opportunity for children to stay for lunch. We have continued our focus on ensuring ongoing training for staff.

We held various lunches and cake sales in the Autumn term, Spring term and Summer term.

We held a Ladies Lifestyle Evening in October.

We held various Christmas related activities including Christmas Lunch and Concert.

We held a Valentine's Raffle in February.

We held our annual sponsored obstacle race in April.

We took the children to Colchester Zoo in July.

We produced tea towels in July.

We raised money from the Zoo and Graduation Photos in July.

We received money from Easy Fundraising throughout the year.

Financial review

The charity aims to ideally hold reserves equivalent to three months of operating expenditure but due to the current funding restrictions this has not been possible, we do however, hold enough reserves to carry us through to the following term. This target has been chosen because of the time that it can take for us to receive our Early Years Funding and also that numbers fluctuate at different times of the year. At the year end the charity held reserves of £20,808 (2017: £11,606).

During the year the Charity generated a surplus of £9,202 (2017: deficit of £6,718).

The principle source of funds for the charity is income linked to childcare places offered by the pre school. We receive 15 hours Early Years Funding for 3 and 4 year olds, and 2 year old Funding.

The pre school does not have an investment policy. All funds are held in cash using only mainstream banks.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

St Andrews Pre-School Limited is a registered charity and a company limited by guarantee. The organisation is therefore governed by its Memorandum and Articles of Association. The charity was incorporated on 01 May 2013.

On 1 September 2013, the assets, liabilities and activities of the unincorporated charity (registered number: 1002783) were transferred into St Andrews Pre-School Limited, a new incorporated charity of the same name (charity number: 1153833, Company number: 08513062) which commenced operation on 1 September 2013. The unincorporated charity ceased to operate on that date.

ST ANDREWS PRE-SCHOOL LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2018

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms K Saunders	
Ms S Cooke	(Resigned 30 October 2017)
Mrs M Smith	
Mr D Moffett	(Resigned 30 October 2017)
Mrs A E Giddins	(Resigned 24 October 2018)
Mrs L J Dominick	(Resigned 15 September 2017)
Lady H Backhouse	(Appointed 30 October 2017 and resigned 21 February 2018)
Mrs J Wishart	(Appointed 21 February 2018 and resigned 8 October 2018)
Mrs N Beresford-Davis	(Appointed 24 October 2018 and resigned 30 January 2019)
Mrs A Bone	(Appointed 8 October 2018)
Mrs D Pipe	(Appointed 30 January 2019)

Trustees are appointed in accordance with the Constitution and elected by members at the Annual General Meeting.

The pre school is managed by a committee, the members of which are the 'Charity Trustees' and directors of the pre school which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The committee consists of 3 officers, Chair, Treasurer and Secretary together with parents' representatives and meets approximately every six weeks.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Statement of trustees' responsibilities

The trustees, who are also the directors of St Andrews Pre-School Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

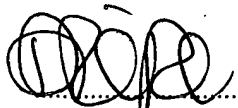
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.

ST ANDREWS PRE-SCHOOL LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2018



Mrs D Pipe

Trustee

Dated: 7/5/19

ST ANDREWS PRE-SCHOOL LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ST ANDREWS PRE-SCHOOL LIMITED

I report to the trustees on my examination of the financial statements of St Andrews Pre-School Limited (the charity) for the year ended 31 August 2018.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Mrs H Rumsey FCA
Ensors Accountants LLP

Cardinal House
46 St Nicholas Street
Ipswich
Suffolk
IP1 1TT

Dated: 13/5/19.....

ST ANDREWS PRE-SCHOOL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2018

	Notes	Total Unrestricted 2018 £	Total 2017 £
<u>Income from:</u>			
Donations and legacies	3	2,146	3,157
Charitable activities	4	111,567	111,030
Other trading activities	5	4,421	4,548
Investments	6	27	67
Total income		118,161	118,802
<u>Expenditure on:</u>			
Raising funds	7	1,930	1,882
Charitable activities	8	107,029	123,638
Total resources expended		108,959	125,520
Net income/(expenditure) for the year/ Net movement in funds		9,202	(6,718)
Fund balances at 1 September 2017		11,606	18,324
Fund balances at 31 August 2018		20,808	11,606

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ST ANDREWS PRE-SCHOOL LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2018

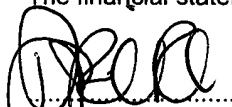
	Notes	2018 £	£	2017 £	£
Current assets					
Debtors	14	1,237		1,416	
Cash at bank and in hand		21,815		31,545	
		<u>23,052</u>		<u>32,961</u>	
Creditors: amounts falling due within one year	15	(2,244)		(21,355)	
Net current assets			20,808		11,606
Income funds					
Unrestricted funds			20,808		11,606
			<u>20,808</u>		<u>11,606</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on


Mrs D Pipe
Trustee

Company Registration No. 08513062

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2018

1 Accounting policies

Charity information

St Andrews Pre-School Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is St. Andrews Hall, St. Andrews Road, Felixstowe, Suffolk, IP11 7BW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income consists of bank interest and is accounted for when receivable.

Income from charitable activities comprises income received towards the delivery of the charity's activities.

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates. The following specific policies are applied to particular categories of expenditure;

- Costs of raising funds comprises those costs incurred in generating voluntary income and fundraising trading costs. These costs are regarded as necessary to generate funds needed to finance charitable activities.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs, including governance costs, are allocated between the expenditure categories of the Statement of Financial Activities on a basis to reflect the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Outside area improvements	1 year straight line basis
---------------------------	----------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Company status

The charity is a company limited by guarantee. The members of the company are the trustees named in the Trustees' Report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2018 £	2018 £	2018 £	2017 £
Donations and gifts	2,146	-	2,146	1,357
Grants	-	-	-	1,800
	<u>2,146</u>	<u>-</u>	<u>2,146</u>	<u>3,157</u>
For the year ended 31 August 2017	<u>1,357</u>	<u>1,800</u>		<u>3,157</u>

4 Charitable activities

	Unrestricted 2018 £	Unrestricted 2017 £
Pre school fees and funding	<u>111,567</u>	<u>111,030</u>

5 Other trading activities

	Unrestricted funds 2018 £	Unrestricted funds 2017 £
Sale of uniform and equipment	86	127
Fundraising	<u>4,335</u>	<u>4,421</u>
Other trading activities	<u>4,421</u>	<u>4,548</u>

6 Investments

	Unrestricted funds 2018 £	Unrestricted funds 2017 £
Interest receivable	<u>27</u>	<u>67</u>

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

7 Raising funds

	Unrestricted funds	Unrestricted funds
	2018	2017
	£	£
Fundraising	1,930	1,882
	<u>1,930</u>	<u>1,882</u>

8 Charitable activities

	Unrestricted 2018	Unrestricted 2017
	£	£
Staff costs	83,856	100,250
Other costs	6,081	7,825
	<u>89,937</u>	<u>108,075</u>
Share of support costs (see note 9)	12,236	11,245
Share of governance costs (see note 9)	4,856	4,318
	<u>107,029</u>	<u>123,638</u>
Analysis by fund		
Unrestricted funds	<u>107,029</u>	
For the year ended 31 August 2017		
Unrestricted funds		121,838
Restricted funds		<u>1,800</u>
		<u>123,638</u>

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

9 Support costs

	Support costs £	Governance costs £	2018 £	2017 £
Administration expenses	3,331	-	3,331	3,144
Premise expenses	8,905	-	8,905	8,101
Financial and legal fees	-	4,856	4,856	4,318
	<u>12,236</u>	<u>4,856</u>	<u>17,092</u>	<u>15,563</u>
Analysed between Charitable activities	<u>12,236</u>	<u>4,856</u>	<u>17,092</u>	<u>15,563</u>

Governance costs includes payments to the independent examiner of £960 (2017: £1,128).

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 1 (2017: 1) of them was reimbursed a total of £23 (2017: £1,138) expenses.

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2018 Number	2017 Number
	<u>9</u>	<u>10</u>

Employment costs

	2018 £	2017 £
Wages and salaries	82,660	97,000
Social security costs	679	3,057
Other pension costs	517	193
	<u>83,856</u>	<u>100,250</u>

There are no employees who received employee benefits of more than £60,000 (2017: Nil).

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2018

12 Tangible fixed assets

	Outside area improvements £
Cost	
At 1 September 2017	14,000
At 31 August 2018	14,000
Depreciation and impairment	
At 1 September 2017	14,000
At 31 August 2018	14,000
Carrying amount	
At 31 August 2018	-
At 31 August 2017	-

13 Financial instruments

	2018 £	2017 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	610	629
Carrying amount of financial liabilities		
Measured at amortised cost	2,244	20,845

14 Debtors

	2018 £	2017 £
Amounts falling due within one year:		
Trade debtors	610	629
Prepayments and accrued income	627	787
	1,237	1,416

15 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	-	510
Trade creditors	581	811
Other creditors	454	952
Accruals and deferred income	1,209	19,082
	2,244	21,355

ST ANDREWS PRE-SCHOOL LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2018

16 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2018 £	2017 £
Aggregate compensation	18,710	21,990

During the year the charity paid Accurate Accounts, a business run by M Smith (Trustee) £3,113 (2017: £2,625) for bookkeeping, accounts and administration services.