

SUTTON ST JAMES PRE-SCHOOL LIMITED

Report of the trustees for the year ended 31st July 2008

The trustees are pleased to present their annual report of the charity for the year ending 31st July 2008.

Reference and administrative details

Charity number: 1112019

Company number 5460621

Principal Office Church Hall, Church Lane, Sutton, Macclesfield, Cheshire,
SK11 0DS

Registered Office 40 Gonville Avenue, Sutton, Macclesfield, Cheshire,
SK11 0EG

Bankers Royal Bank of Scotland, Chestergate Branch, 56 Chestergate
Macclesfield, Cheshire, SK11 6BA

Directors and trustees

The Directors and trustees serving during the year were as follows:

Directors and trustees

Mrs V Jackson	Chair
Mrs H Roberts	Secretary
Mrs K Savage	Registrar
Mrs J Hannah	Treasurer

Committee members

Mrs Donna Whittaker	Vice Chair
Claire Hodgkinson	

Manager/Supervisor

Mrs A Baird

THURSDAY



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COMPANIES HOUSE

Structure, Governance and Management

Governing Document

Sutton St James Pre-school is a charitable company limited by guarantee, incorporated on 23rd May 2005. The company was established under a Memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of trustees

As set out in the Articles of Association the committee members are elected at the Annual General Meeting. Retiring Committee Officers and Committee members are eligible for re-election unless they have already served on the committee in any capacity for six consecutive years. Committee Officers and Committee members so elected shall serve until the end of the following Annual General Meeting at which they were elected. The Committee has the power to co-opt up to three further members who will serve until the next Annual General Meeting. No co-opted Committee member shall serve on the Committee for more than four consecutive years.

All voting members shall be eligible to stand for election to the Committee, except for paid employees of the Pre-school, who cannot be Committee members or vote at Committee meetings.

Structure of the Organisation

The pre-school is run by elected committee which ensures that the business of the pre-school runs smoothly and efficiently. The Manager, with the help of employed staff, is responsible for the day to day running, whilst the chairperson is responsible for the entire organisation. It is inspected by OFSTED to ensure that it complies with the relevant regulations. The Manager and half of the staff must have relevant qualifications in day-care education or have completed or be working towards an approved course. The ratio of staff is 1 adult to 4 children (under 3 years) and 1 adult to 8 children (3 years and over). Each member of staff shall be aware of and have prepared for their daily activity to start at 9.00a.m. To help with the smooth running of Pre-school sessions, monthly staff meetings are held. Parents are warmly encouraged to help at Pre-school during the sessions that their child/children attend and there is a rota system to enable all parents to do this.

Related parties

The pre-school is a member of the Pre-school Learning Alliance an educational charity which provides benefits including information, advice, publications, insurance and courses. A representative of the pre-school must attend local meetings and the national AGM.

Risk Management

The pre-school maintains a policy file which covers all aspects in running the pre-school; these policies include risk assessment of equipment, child protection, accidents, fire safety in total there are 20 policies followed by the pre-school. The staff regularly attend courses which not only deal with child care but also the changes being implemented on the running of pre-schools, this enables the committee to identify changes which effect the pre-school and make the appropriate plans. Regular OFSTED visits ensure that the pre-school is following all relevant regulations and the pre-school is also a member of the Pre-school Learning Alliance who provides valuable information and advice on all aspects of running a pre-school.

Objectives and Activities

The objects of the charity are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the need of their children through community groups and by:

- Offering appropriate play, education and care facilities and training courses, 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;
- Encouraging the study of the need of such children and their families and promoting public interest in and recognition of such needs;
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Achievements and Performance

Pre-School exists to provide a stimulating and enjoyable environment where Children may take their first steps in a formal educational setting. This year has been one in which we have all continued to strive to achieve levels of excellence by applying a great deal of care, commitment, hard work, imagination and planning from Staff and the Committee. Our efforts have not only delivered a full programme of varied activities, learning and development – focused firmly around the Children's needs – but have also resulted in a most positive and pleasing OFSTED Inspection Report. The Inspection took place just 3 weeks into our new year and the Inspector who spent time with us was most complimentary and supportive of our work both verbally and in her formal findings... We were very pleased to be able to share the report with parents and carers. .

Our new School year started very well with over 30 Children registered and others scheduled to join us before Christmas and in 2008. Our maximum daily permitted capacity has increased from 25 to 28

Staff

Mrs Gooding left us as we closed for the summer in July 2007 and Mrs Bennett was sadly unable to return in September 2007. However, Mrs Gudgeon was able to rejoin us in October 2007 and also a new member of staff - Miss Hall – started at that time. During the summer break discussions were held with Mrs Reid – our then Chairperson - who is qualified for work in Pre-School with a view to her joining as Staff. After the standard interview and assessment process, she was offered and accepted the post and as a consequence stood down from the Committee. We were pleased to welcome Mrs Vicki Jackson as our new Chairperson. As the year progressed, and further children joined us, our need for further staff allowed us recruit Mrs Martin in March 2008.

As in past years we are grateful to our staff for their continuing "out of hours" dedication in participating in a rolling programme of external courses run by appropriate training bodies which are of great value in keeping us all in touch with best practice. During the year six of our Staff attended and completed the regular series of modules within the "Early Years Foundation Stage in Practice" provided by "SureStart". We hope that this course continues to be available so that more of our Staff members may participate.

Pre-School is committed to ensuring that a full programme of events is provided as part of the Children's learning and developing experience. This year has been no exception with a wide variety provided. – both off site and in-house:

Brookside

Most children were able to come and meet Father Christmas at Brookside Garden Centre and were joined by a number of parents which was much appreciated. A very good time was had by all and Father Christmas and his Elf again joined in wholeheartedly with the telling of seasonal stories and encouraging the Children to join in the singing of Christmas songs

Nativity / Christmas Concert

This year we repeated last year's successful experiment and held the Nativity Concert in St James' Church. New costumes for the principal characters in the Nativity story were kindly provided by some grandparents and on the day itself the Nativity scene was put together by the Children whilst the traditional story was narrated. The Children finished by singing a selection of their favourite Christmas songs and all then enjoyed refreshments which were served in the Church hall. Our thanks go to Rev Taffy Davies for his help and participation.

Christmas Party

Members of our Committee and Parents very kindly came into Pre-School to prepare the food and decorate the tables in readiness for our party. The Committee also organised an entertainer who kept the Children enthralled for 45 minutes. She was followed by Father Christmas who arrived to give each child a present and was thanked by them and entertained with a selection of songs.

Toddle Waddle

This event was held in April and in aid of The Meningitis Trust for which a total of £278 was raised. The Children joined in enthusiastically and much fun was had supporting such an important Charity.

Tatton Farm

Held in June we took the Children in glorious weather to Tatton Park Farm. We were very well supported by parents and all enjoyed seeing the farm animals, playing in the adventure playground and, of course, eating ice-cream!

Photographer's Visit

This was a great success with much enjoyment and pleasure gained by Children and their families from the resultant mementos. We were grateful to be able to add to Pre-School's funds by receiving a share of the Photographer's fees.

Leavers' Concert & Teddy Bears Picnic

Based upon "We're going on a Bear Hunt" the Leavers' Concert took place in a lovely atmosphere which included Children singing popular nursery rhymes, to say goodbye and good luck to those leaving us to go "up" to School. On the last morning of Pre-School's year we had a Party "Snack Time" with every child bringing their favourite Teddy to join in the celebrations!

Links with Hollinhey County Primary School and Sutton St James' Church have proved mutually supportive during the year and we all look forward to continuing and expanding these important relationships. A number of visits with children to Hollinhey were undertaken and Mrs Mott and Reception Class teachers also came to visit us

The Staff and Committee remain committed to providing Sutton and the surrounding area with a Pre-School to be proud of.

Financial Review

The accounts are set out on pages 9 to 14. The income received from the Nursery Education Grant and from parents has shown steady increase over the year, although the grant has not increased we have received more due to the higher number of children attending the pre-school. The increase in the income received from parents is represented by the increase in numbers and also the increase in fees to £5.50 per morning.

During the year the pre-school has been lucky to receive donations from 2 main sources. The Well Dressing association has again supported the pre-school with a donation of £100 their continued support is very much appreciated. We also received £100 from the relatives and friends of Mrs Lily Aidley who sadly died during the year but requested that donations in her memory be given to the local community. This was a very kind and thoughtful bequest and we thank all those who gave a donation.

We continue to benefit from the Nursery Milk Grant which allows us to recover all milk costs. However the increasing costs of food during the year was starting to take its toll so it was decided to introduce a fee for snacks at £1 per half term for each day a child attends. This has enabled the staff to continue to offer a healthy and varied snack every day plus extra activities which allow the children to learn some cooking skills

Fundraising activities have brought in £1202 this year with the main event again being a pampering evening and raising £625, a huge thank you goes to Vicky Jackson and her team for all their hard work in making it a great success. The photographer we used last year came back twice the photographs were fantastic and raised over £300 for the pre-school. The other main fundraising event was the Christmas CD's netting over £100 after costs thanks to Claire Ostlere for her artwork and to Vicky Jackson for recording the children singing, they sold so quickly we could not keep up with demand and made such a wonderful keepsake.

Our increases in income have enabled us to take on extra staff during the year we now have 10 members of staff we want to ensure that there is an appropriate ratio of staff to children. We also managed to increase the rent we pay we are very grateful to the Parochial Church Council who are so generous with regards to the level of rent we pay. The children have benefited from a new computer and printer this year thank you to Mr Twiggs for installing it. We can now use all the up to date software we have previously been unable to install plus the children can now print their work out to take home.

The trustees are very pleased with the results for the year and hope for another successful year in 2008/09

Investment powers and policy

The trustees of the pre-school operate a policy of keeping available funds in an interest bearing deposit account.

Reserves policy

In accordance with the Memorandum and Articles of Association the income and property of the pre-school shall be applied solely towards the promotion of the Objects. The pre-school has one unrestricted general fund, this reserve is kept in order to maintain a positive bank balance which fluctuates during the year due to the timing of grant money received. Reserves are also held to cover any unforeseen expenses.

Plans for future periods

The pre-school will continue to provide a safe and friendly environment for pre-school children and to meet its objectives as well as involving the children in the local community, maintaining links with the local primary school and also with Sutton St James Church.

The plans for the coming financial year are to continue to monitor costs and ensure the income received is sufficient especially in the current financial market.

The needs of the children will be assessed during the year with regards to equipment requirements as in previous years fundraising will be used as a source of finance to provide for these needs.

Trustees/Directors responsibilities

Company law requires the trustees to prepare financial statements which give a true and fair view of the state of affairs of the company at the period end and of its surplus or deficit for the financial period. In preparing those financial statements the trustees/directors are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985.

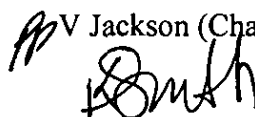
The trustees/directors are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

In accordance with sections 249A (2) and 249(1C) of the Companies Act 1985 the charity is exempt from audit

The report was approved by the Trustees/Directors on 14 October 2008.

By order of the trustees

 V Jackson (Chairperson)

Sutton St James Pre-school
Statement of Financial activities (including Income & expenditure Account)
for the year ended 31st July 2008

	Notes	Unrestricted Funds 2008 £	Unrestricted Funds 2007 £
Incoming resources			
Incoming resources from generated funds:			
Voluntary income: donations	3	219	200
Activities for generating funds:			
fundraising	4	1202	1077
investment income		258	217
Incoming resources from charitable activities:			
CCC Grant		23952	22148
Fees from parents		7605	6555
Milk reimbursement		398	350
Trips		673	677
Snack		200	
Total incoming resources		<u><u>34507</u></u>	<u><u>31224</u></u>
Resources expended			
Costs of generating funds			
Costs of generating voluntary income:			
Fundraising trading: costs of goods sold and other costs	5	119	50
Charitable activities	5	34157	30949
Governance costs	5	14	11
Total resources expended		<u><u>34290</u></u>	<u><u>31010</u></u>
Net incoming resources		217	214
Reconciliation of funds			
Funds brought forward		8583	8369
Funds transferred from unincorporated association			
Total funds carried forward		<u><u>8800</u></u>	<u><u>8583</u></u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Sutton St James Pre-school
Balance Sheet as at 31st July 2008

	Notes	2008 £	2008 £	2007 £	2007 £
Current Assets					
Debtors	9	274		318	
Bank		8614		8678	
Petty Cash		<u>67</u>	8955	<u>201</u>	9197
Creditors: amounts falling due within one year	10		-155		-614
Net Assets			<u>8800</u>		<u>8583</u>
Unrestricted funds					
General funds	11		8800		8583
Total Funds			<u>8800</u>		<u>8583</u>

For the year ended 31 July 2008 the company was entitled to exemption under section 249A(1) of the Companies Act 1985.

Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.

The directors/trustees acknowledge their responsibility for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Companies Act 1985; and
- (ii) preparing financial statements which give true and fair view of the state of affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to the financial statements, so far as applicable to the charity.

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The notes on pages 11 to 14 form part of these financial statements.

Approved by the management committee on 14th October 2008 and signed on its behalf by:

J T Hannah J T Hannah, Treasurer/Director

Jan S.M.S.

Notes forming part of the Financial Statements for the year ended 31st July 2008

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985, the Statement of Recommended Practice : Accounting and Reporting by Charities issued in March 2005 and applicable accounting standards.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(iii) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and grants and is included in full in the Statement of Financial Activities when receivable.

The value of services provide by volunteers has not been included in these accounts.

Income from charitable activities includes fees from parents and the Nursery Education Grant. Grant income is received under contract and is recognised where there is entitlement.

Investment income represents bank interest and is recognised when receivable.

Incoming resources from charitable trading included fundraising and is accounted for when earned.

(iv) Resources Expended

Expenditure is recognised on an accrual basis when a liability is incurred.

Charitable activities includes those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the statutory and constitutional requirements of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis which reflects the use of the resource. Costs relating to a particular activity are allocated directly, others (when incurred) are allocated on an appropriate basis e.g. staff time

(v) **Fund Structure**

The charity has only one unrestricted general fund, this fund is used at the discretion of the trustees.

2 Legal Status of the Pre-school

The Pre-school is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3 Donations

	Unrestricted 2008 £	Unrestricted 2007 £
Well Dressing Association	100	200
In Memory	100	
Parents	19	
	219	200

4 Activities for generating funds: fundraising

Pamper Evening	625	672
Photographs	313	178
CD's	233	
Name the teddy	31	
Car Boot		118
Raffle		103
Yellow Moon		6
	1202	1077

5 Resources Expended

	Fundraising costs £	Governance £	Charitable activities £	2007 total £
Wages			27968	23510
Rent			2698	2346
Insurance			388	379
Equipment/materials			866	2118
CD's	119			
Pamper Evening				50
Telephone			172	156
Sundry/snacks		14	1226	1535
Bank charges				
Milk			178	224
Trips			661	692
	119	14	34157	31010

6 Staff costs and numbers

	2008	2007
	£	£
Salaries and wages	26566	23182
Social Security	<u>1402</u>	<u>328</u>
	27968	23510

The average number of employees during the year:

	2008	2007
	number	number
Manager/Supervisor	1	1
Deputy	1	1
Pre-school assistants	<u>8</u>	<u>6</u>
	10	8

the charity does not operate a pension scheme for its employees but does administer a stakeholder pension, no employees made contributions to this scheme.

7 Trustee Remuneration and Related Party Transactions

No member of the pre-school committee received any remuneration during the year.

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

8 Taxation

The company is a registered charity and no provision is considered necessary for taxation.

9 Debtors

	2008	2007
	£	£
Trade Debtors: fees from parents	121	192
Other debtors and prepayments	<u>153</u>	<u>126</u>
	274	318

10 Creditors: amounts falling due within 1 year

Taxation & Social Security	108	74
Other creditors & accruals	<u>47</u>	<u>540</u>
	155	614

11 Analysis of Charitable Funds

Unrestricted Fund movements

General Fund

Balance as at 31 July 2007	8583
Incoming Resources	34507
Outgoing Resources	-34290
As at 31 July 2008	8800

12 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain assets, after the satisfaction of all debts and liabilities, the assets shall be transferred to the Pre-school Learning Alliance or other charitable body having similar objects to the charity or in a manner consistent with the charitable status of the charity and approved in writing by the Pre-school Learning Alliance and the Charity Commission.

13 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute an amount not exceeding £1 as may be required in the event of the company being wound up whilst they are still a member