

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2003**

Company Number: 3908382

Charity Number: 1056853



**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

Contents

	Page
Company information	1
Directors' report	2 - 3
Accountants' report	4
Statement of Financial Activities	4
Balance sheet	5
Notes to the accounts	6 - 9

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

1

Company information

Board of Management

Mrs A Stuart
Mr R Bishop
Mrs K Hazeldine
Mrs M Hulme
Mrs J Wilding
Mrs D Nicholson-Little
Mrs S Gidaree

Company Secretary

Mr R Bishop

Principal

Ms R Palmer

Registered office

5 Westland Avenue
Worthing
West Sussex
BN14 7LB

Trading address

United Reformed Church
Shelley Road
Worthing
West Sussex
BN11 1TT

Bankers

Lloyds TSB Bank plc
41 South Street
WORTHING
West Sussex
BN11 3AU

CafCash Ltd
PO Box 289
WEST MALLING
Kent
ME19 4TA

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

2

**Directors' Report
For the year ended 31st August 2003**

The directors' present their report of the accounts for the year ended 31st August 2003.

Status of the company and principle activities

The company, as a pre-school to the local community, is registered under the Companies Act 1985 as a company limited by guarantee, registered number 3908382, and not having a share capital.

The company was registered as a charity on 31st May 2001, registered number 1056853.

The principle objectives of the company are:

- to promote, teach, train, learn and develop the methods of Montessori education to persons of all ages and other organisations to the whole of the community;
- to provide or assist in the provision of education for persons of all ages in the Montessori method with the object of developing their physical and mental capacities;
- to provide or assist in the provision of training in the Montessori method to all different types of organisations;
- to provide or assist, in financial/economic terms, persons of all ages to benefit from the Montessori method of education.

Review of the year and future developments

This year has seen the school achieve expansion as our Business Plan suggested. Fees were set at £7.80, a rise of 55p from the previous year. We are still the lowest priced provider of pre-school care in the Borough. We have now set up a Business sub-committee to keep our 5 year plan under constant review

The Treasurer, Principal and committee agreed to improve pay arrangements for staff. An annual salary was agreed for the Principal, Vice-Principal and Classroom Manager with 5 weeks holiday. Classroom Assistants will continue to be paid hourly with 4 weeks holiday, to be paid over 52 weeks of the year.

The new office arrangements in the church greatly facilitated the expansion of the school to afternoon sessions, which mirror the morning ones, of 3 hours 1.30pm to 4.30pm. The sessions have proved popular and the numbers have steadily increased. By the end of the year, July 2003, we had 64 children on the register supported by 7 staff.

During the year a lunch club was suggested as a further permanent expansion as it had proved popular with the children when the Friends committee held fundraising events between 12.15pm and 1.15pm in the church. A survey of the parents proved that this would be worthwhile and good business for both the school and the church, who agreed to make an extra room available. Arrangements were put into place and staff interviewed during August with satisfactory results.

We are grateful for the donation of a shed by B&Q Worthing, who also delivered it free of charge. The shed is being used to store the outdoor play equipment securely. Our thanks go to the branch management for arranging this generous gift.

The school paid a bursary of £150.00 each to two of our classroom assistants to do an NVQ3 course this year. One has qualified; while the other left to have a baby and is arranging to go back to the course in September 2003.

The Vice-Principal received a bursary of £850.00 from St. Nicholas, London, a charity for Montessori schools. This was to complete her penultimate practical exams which required her to be in London for two weeks in July. We are pleased to announce that she passed.

As a school we participated in the worlds biggest coffee morning fundraising event for the Macmillan Nurses and were very proud for the school when informed we had made enough money to be in the top 50 fundraisers in the country.

THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)

3

Directors' Report - continued
For the year ended 31st August 2003

This year has been very rewarding for the committee and staff, as we have achieved a long-term goal of increasing our provision of pre-school care and with more to come in the following year. Our Treasurer Chris Dyer has been a real driving force, using his expertise, skill and patience to great effect. The many hours of training people to use the computer, refining accountancy and every day running of the school, has created an office in which people are now able to participate in the business activities of the school, making it a really effective hub for us all. It has resulted in a huge boost of confidence. We are sorry that Chris is now leaving but he feels he has achieved the aims he set himself for the school but will remain interested in its future progress. We cannot thank him enough for the enormous effort he has made on our behalf and also thank Frances, his wife, who has ably supported him.

Results for the year

Details of the results for the year are set out in the Statement of Financial Activities on page 4.

Directors

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year were as follows:

Mrs A Stuart
Mr R Bishop
Mrs K Hazeldine
Mrs M Huime
Mrs J Wilding
Mrs D Nicholson-Little
Mrs S Gidaree

Each director is a member of the company and has a liability limited to £1 in the event of winding up.

Statement of directors' responsibility

The directors' are required to prepare accounts for each financial period which give a true and fair view of the school's financial activities during the period and of its financial position at the end of the period. In preparing the accounts the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts.
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping the accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the accounts comply with applicable law and regulations. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company exemptions

The directors' report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and was approved by the Board on and signed on their behalf.

Mrs A Stuart
Chair

Date:

A M Stuart
2/2/04

Mr R Bishop
Company Secretary

Date:

Alan M Bishop
2/2/04

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

4

**Accountants' Report
For the year ended 31st August 2003**

I have audited the following financial statements and I certify that in my opinion the statements give a true and fair view of the financial position as at 31st August 2003.

Mr P B Cox IPFA
69 Strathmore Road
WORTHING
BN13 1PF

PB/Cox

Date: 25 October 2003.

**Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31st August 2003**

	Notes	Unrestricted Funds 2003		Unrestricted Funds 2002	
		£	£	£	£
Incoming resources					
Donations	2		949		348
Activities to further charity's objects:					
- Fees and other income			60,545		35,171
Activities to generate funds:					
- fundraising events			1,512		1,154
Bank interest receivable			256		73
Total incoming resources			63,262		36,746
Resources expended					
Charitable expenditure:					
- Direct expenditure			68,686		33,749
- Management and administration			1,427		793
Total resources expended	3		70,113		34,542
Net resources expended for the year			(6,851)		2,204
Total funds at 1st September 2002			14,450		12,246
Total funds at 31st August 2003			7,599		14,450

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

5

**Balance Sheet
As at 31st August 2003**

	Notes	£	2003 £	£	2002 £
Fixed Assets					
Tangible fixed assets	5		3,560		3,747
Current assets					
Debtors	6	238		428	
Cash at bank and in hand	7	4,855		10,475	
		5,093		10,903	
Creditors: amounts falling due within one year	8	1,054		200	
Net current assets			4,039		10,703
Total assets less current liabilities			7,599		14,450
Creditors: amounts falling due after more than one year			-		-
Net assets			7,599		14,450
Capital and Funds					
General purposes - unrestricted			7,599		14,450

The directors are of the opinion that the company is entitled to exemption from audit conferred by Subsection 1 of Section 249A of the Companies Act 1985 for the year ended 31st August 2003.

The directors confirm that no member or members have requested an audit pursuant to Subsection 2 of Section 249B of the Companies Act 1985.

The directors confirm that they are responsible for:

ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985,

and preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

These accounts were approved by the Board on

and signed on their behalf.

Mrs A Stuart
Chair

Date:

A Stuart
2/2/04

Mr R Bishop
Company Secretary

Date:

R Bishop
2/2/04

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

6

**Notes to the Accounts
For the year ended 31st August 2003**

1 Accounting policies

1.1 Basis of accounting

The accounts are prepared under the historical costs convention and in accordance with the Financial Standard for Smaller Entities (effective March 2000) and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

1.2 Income

Income for the year represents amounts receivable from school fees and other sundry income. The value of services provided by volunteers has not been included.

Donations are accounted for when they are received.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Equipment	5% pa on reducing balance
-----------	---------------------------

1.4 Taxation

The company is exempt from corporation tax on its charitable activities.

1.5 Interest receivable

Interest is accounted for in accordance with the year in which the interest is due.

2 Donations

	2003 £	2002 £
Donations from The Friends of Shelley Road Montessori	678	323
Other	271	25
	<u>949</u>	<u>348</u>

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

7

**Notes to the Accounts
For the year ended 31st August 2003**

3	Total resources expended	2003	2002
		£	£
	Direct Expenditure:		
	Wages inc NIC	51,225	24,505
	Staff advert	322	86
	Rent	7,876	3,547
	Milk, juice, biscuits etc	736	319
	Insurance	275	200
	Telephone	385	61
	Sundry equipment	3,705	2,236
	Training costs	1,436	1,222
	Travel courses	379	419
	Staff uniforms and welfare	454	172
	Subscriptions	-	91
	Depreciation	187	197
	Cleaning	458	-
	Other costs - See below	1,248	694
		<u>68,686</u>	<u>33,749</u>
	Other costs	2003	2002
		£	£
	Stationery and post	1,486	698
	Bank charges	12	5
	Accounts fees	205	200
	Miscellaneous costs	972	584
		<u>2,675</u>	<u>1,487</u>
	These costs are split as follows:		
	Direct expenditure	1,248	694
	Management and administration	1,427	793

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

8

**Notes to the Accounts
For the year ended 31st August 2003**

4 Remuneration

No remuneration or expenses were paid to the directors during the year.

The total employee costs for the period amounted to £51,225. The average number of employees were 7 teachers and classroom assistants.

No employee earned more than £50,000.

5 Tangible fixed assets

	Equipment £
Cost	
At 1st September 2002	4,371
Additions in the year	-
At 31st August 2003	<u>4,371</u>
Depreciation	
At 1st September 2002	624
Charge for year	187
At 31st August 2003	<u>811</u>
Net book value	
At 31st August 2003	<u>3,560</u>
At 31st August 2002	<u>3,747</u>

6 Debtors

	2003 £	2002 £
Other debtors		168
- Inland Revenue	-	
- Welfare Food Scheme	238	
	<u>238</u>	168
Prepayments and accrued income		260
- Insurance	-	
	<u>238</u>	<u>428</u>

7 Cash at bank and in hand

	2003 £	2002 £
- CAF Gold A/c	2191	5,048
- CAF High Interest Cheque A/c	1500	701
- Lloyds Treasurers A/c	450	3,915
- Lloyds Instant Access A/c	201	-
- HSBC	501	796
- Cash in hand	12	15
	<u>4,855</u>	<u>10,475</u>

8 Creditors: Amounts falling due in one year

	2003 £	2002 £
Accruals and deferred income		200
- Treasurers Honoraria	125	
- Accountants fees	80	
- Inland Revenue	596	
- Trade Creditors	253	
	<u>1,054</u>	<u>200</u>

**THE NEW MONTESSORI PRE-SCHOOL
(SHELLEY ROAD)
(A COMPANY LIMITED BY GUARANTEE)**

9

**Notes to the Accounts
For the year ended 31st August 2003**

9 Share capital

The company is limited by guarantee and not having a share capital. The liability of the members is limited to £1. The only members at the balance sheet date are the directors of the company, as detailed on page 2.

10 Directors' Interests

Mr R Bishop, Mrs K Hazeldine, Mrs M Hulme, Mrs J Wilding, Mrs D Nicholson-Little and Mrs S Gidaree, all of which are directors and shareholders of the company, sent their children to the pre-school. Fees were charged at the current market value and at arms length.

The New Montessori Pre-School Fund Raising Account

**Receipts and Payments Account
For the year ended 31 August 2003**

Income

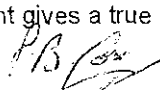
Fundraising

Sponsored Wheels	800.10
Commission	59.50
Raffle Tickets	335.00
Tea Towels	360.00
Coffee Morning	95.28
Smartie Tubes	170.67
Car Boot Sale	28.14
Bears Picnic	12.50
less fundraising expenses	<u>-349.39</u>
	1511.80
Donations	44.09
Interest	<u>0.58</u>
	1556.47

Expenditure

Donations to School	677.88
Training equipment	847.06
Stationery	36.99
Party	208.38
Sundries	<u>97.13</u>
	1867.44
Surplus/Deficit for year	<u><u>-310.97</u></u>
Bank A/c at 1st September 2002	796.52
Petty Cash	0.59
Cash in hand	15.00
Surplus/Deficit for year	<u><u>-310.97</u></u>
	501.14
Bank A/c at 31 August 2003	501.14
Cash in hand	<u>0.00</u>
	501.14

I have audited the above financial statement and I certify that in my opinion the statement gives a true and fair view of the financial position as at 31 August 2003.


Mr PB Cox IPFA
69 Strathmore Road
WORTHING
BN13 1PF

Date: 25th OCTOBER 2003.