

ST LUKES PRE-SCHOOL (ROCHESTER)
Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ



St Lukes Pre-School (Rochester)
Trustee's annual report and accounts for the 12 months ending 31st December
2006

Registered Charity 4970594
Registered Charity Number 1102167

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1. Trustees Report

St Lukes Pre-school (Rochester) Trustees' Report for 2006

Registered number 4970594

Registered Charity number 1102167

Introduction

St Lukes Pre-school (Rochester) is a community based registered charity (1102167) which celebrated their 40th Birthday in 2006. We have been a member of the Pre School Learning Alliance since October 1997 which offers the pre school access to support and guidance, and provides us with all necessary insurance cover.

St Lukes Pre-school aims to enhance the development and education of children under statutory school age in a parent involved, community based group. This is achieved from offering a safe, secure and stimulating environment that ensures equality of opportunity for all children and their families. All children are offered a tailored curriculum leading to the early learning goals. We are able to provide all children that attend individual care and attention whilst encouraging fun and friendship with other children and adults. To do this we currently employ 8 members of staff

The Pre-schools operates from;

Wesley Hall,
St Lukes Church,
City Way,
Rochester
ME1 2BQ

Registered Office is:

43 Balfour Road,
Chatham,
Kent.

Management Committee

The Pre-school is community based and every year at the Annual General Meeting a Management Committee is elected from parents and supporters of the pre-school¹. This committee is responsible for over seeing the management of the Pre-School. All staff are employed and supported by the Management Committee. The day to day running of the pre-school and staff management is the responsibility of the Supervisor Mrs Maria Hill. The Pre-school is also supported by an administrative / book keeper, Mrs Jane Larney

¹ Full list of Committee Members at February

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The Management Committee for the year commencing 2006 was:

Helen Pierce (Chair-person)
Lisa Earl (Vice -Chair)
Susan Scriven (Treasurer)
Sharon Wicker (Secretary)

Summary of Accounts

The full statement of Accounts for period to 31/12/2006² was prepared by Mrs Jane Larney, the schools Administration Officer.

The Pre-school made a surplus of **£17,419.09**.

Through the fund raising efforts of the management committee a total of **£1,588.21** was raised that enabled the purchase of the following:

- Outdoor play equipment
- Early years educational software.
- Other consumable arts and crafts equipment

As income is below £90,000 and an audit has not been requested by membership there is not a need to have an audit or scrutiny by reporting accountant. The audit exemption statement provided by Companies House³ has been appended to this report. However, for completeness the accounts have been checked and signed by a person independent of the Management Committee.

Summary of the Year

St Lukes Pre-school has been busy this year the Annual General Meeting was well supported by parents. The Management Committee, Staff and continued involvement and support of Parents has led to many well supported activities taking place this year. These have included

- Spring/Christmas productions
- Sponsored event- Obstacle Course
- Pre-school outing
- Sports Day
- 40th Birthday Celebration Teddy Bears Picnic
- Activity Afternoons
- Autumn Term Disco
- Breakfast with Santa
- Christmas Party

² St Lukes Pre-school Statement of Accounts

³ Audit Exemption as supplied by Companies House

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Pre-school Staff continue to work extremely hard and continue to provide a first class service to all the Pre-school users. The pre-school has received recognition for its support of children with special needs and has been awarded Autism friendly status one of only six within the area by Medway

Council as part of a pilot scheme. This means that the pre-school is able to show that it is more aware of the needs of children with special needs and provides a suitable, caring and supportive service.

We successfully applied to the Co-Operative Group for a Community Dividend Award and with the grant awarded were able to purchase a laptop computer which enables staff and children to benefit from a more up to date computer system and especially gives the children with special needs another appropriate learning tool.

We have continued to hold regular meetings with the Church and through improved communication any problems can now be resolved quite quickly. We were given free use of the Church to hold our Christmas play and the Vicar the Rev Sam Funnell has kindly given the children a tour of the church and attended the Christmas play.

Following the retirement of the committee that ran the Mother and Toddler Group that met at St Lukes it was felt that this valuable community resource could not be lost. The Management Committee of St Lukes Pre-School became responsible for this Group from October 2006. Three of the Committee Members hold responsibility for the smooth running. Numbers are increasing through wider advertisement to the local community and is well supported by Parents and children that already use the pre-school.

The future

This year we will continue to forge close links with the Church by holding regular meetings with the Vicar and the churches management committee. We will continue to Help organise the Breakfast with Santa as a means of assisting fundraising for the church.

We hope that the application to the Big Lottery Fund-Reaching Communities will provide us with the necessary funds to move the Garden project forward to provide the children with an outside covered play space and garden. This will increase the number of different learning experiences that the pre-school are able to offer to the children and will also be of enormous benefit to the Church.

We will continue to strive to make the Mother and Toddler Group a place that parents and children want to come to. Ensuring that it is open to all and providing a warm, safe and friendly environment to support this.

This report has been prepared on behalf of the Management Committee by
Pam Bavage (Chairperson - 2007)

A handwritten signature in black ink, appearing to be 'Pam Bavage', written over a horizontal line.

Date 28th April 2007



2. St Lukes Pre-School (Rochester) Income and Expenditure account for the 12 months ended 31st Dec 2006

Income	2006 £
Government Funding	£50,127.62
Fees	£10,680.13
Fund Raising	£3,694.19
Donations	£550.74
Bank Interest	£215.34
Milk Refund	£448.32
Grants	£0.00
Other	£504.20
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	£66,220.54
 Expenditure	
Jan - Dec Salaries	£35,771.20
Inland Revenue	£1,554.07
Hall Rent	£3,336.00
Milk	£462.40
Insurance	£0.00
Consumables	£398.68
Equipment	£2,124.88
Fund Raising Costs	£2,105.98
Admin	£1,326.20
Other	£1,722.04
Gifts	£0.00
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	£48,801.45
 Profit/Deficit for period	 £17,419.09
 Fund Balance Bought Forward	 £15,985.15
 Fund Balance Carried Forward	 £33,404.24

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3. St Lukes Pre-School (Rochester) Balance Sheet at 31st December 2006

Current Assets	2006
Debtors	£0.00
Cash at Bank and in Hand	£33,404.24
Creditors	£0.00
Net Current Assets	£33,404.24
Funds	
General Funds	£33,404.24
Total Funds	£33,404.24

4. Audit Exemption Statement:

- (a) For the year ending 31st Dec 2006 St Lukes Pre-School (Rochester) was entitled to exemption under section 249A (1) of the Companies Act 1985.
- (b) Members have not required the company to obtain an audit in accordance with section 249B (2) of the Companies Act 1985.
- (c) The directors acknowledge their responsibility for:
- (i) ensuring the company keeps accounting records which comply with section 221, and
 - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating accounts, so far as applicable to the company.
- (d) The accounts have been prepared in accordance with the special provisions in part VII of the Companies Act relating to small companies

Approved by:

Name... Pamela BAVAGE

Signed... [Signature]

Date: 28/4/2007..

St Lukes Pre-School Company Director