

**THE NEW MONTESSORI PRE-SCHOOL  
(A COMPANY LIMITED BY GUARANTEE)  
UNAUDITED DIRECTORS' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31ST AUGUST 2007**

**Company Number: 3908382**

**Charity Number: 1056853**



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27/06/2008  
COMPANIES HOUSE

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

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

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**Company information**

|                            |                                                                                                                                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Board of Management</b> | Mrs R Offen<br>Mr R Bishop<br>Miss S Marshall<br>Miss K Clark<br>Mrs R Rocheleau<br>Mr P Seberry-Edkins<br>Mr S Ray                                                         |
| <b>Company Secretary</b>   | Mr R Bishop                                                                                                                                                                 |
| <b>Principal</b>           | Mrs R Shanahan                                                                                                                                                              |
| <b>Registered office</b>   | The Methodist Church<br>Tarring Road<br>Worthing<br>West Sussex<br>BN11 4ET                                                                                                 |
| <b>Trading address</b>     | The Methodist Church<br>Tarring Road<br>Worthing<br>West Sussex<br>BN11 4ET                                                                                                 |
| <b>Bankers</b>             | CAF Bank Ltd<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA<br><br>Lloyds TSB Bank plc<br>41 South Street<br>Worthing<br>West Sussex<br>BN11 3AU |

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

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**Directors' Report**  
**For the year ended 31st August 2007**

The directors' present their report of the accounts for the year ended 31st August 2007.

**Status of the company and principal activities**

The company, a pre-school, 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 1086853

The principal objectives of the company are.

- to advance the education of children below compulsory school age in accordance with the Montessori aims, philosophy and method.
- to provide, conduct, develop or otherwise support The New Montessori Pre-School currently established in Worthing, West Sussex.
- to advance the education and training of persons in the provision of such educational care.
- to encourage any other charitable activities through which parents and guardians may assist their children.

**Review of the year**

The Directors agreed at their business plan meeting in January not to attempt any expansion of the school provision in the 2006/7 academic year, the main reasons being uncertainty over forthcoming changes to the Nursery Education Grant rules and the need for consolidation following the move to new premises. Nonetheless, and despite not having placed any paid advertising, all sessions are well subscribed and a healthy waiting list was built up, showing that there is still a keen demand for the services offered by the pre-school.

The session fee for the year was set at £12.50, driven chiefly by the effect on our costs of the 6% increase in the minimum wage and its inevitable impact on our costs. The directors also wanted to build a small reserve to cover depreciation costs and to give a cushion against other unexpected outgoings such as professional fees. The financial review shows that this aim was achieved.

Various attempts to fill the position of Committee Chairperson unfortunately failed to show results, so the search continues into the new academic year. However, we were pleased to welcome two new committee members bringing fresh energy and skills to complement the management team. Phil Seberry-Edkins took on the responsibility of managing the building, and Simon Ray will work with Karen Clark to bring matters of legislative and other compliance to the committee's attention. Sadly, Debbie Fox, who has continued as Vice Chair while the chair has been vacant, announced that she would be leaving the committee at the 2007 AGM.

## **THE NEW MONTESSORI PRE-SCHOOL**

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### **(A COMPANY LIMITED BY GUARANTEE)**

#### **Directors' Report - continued For the year ended 31st August 2007**

Montessori training continued apace, with six members of staff studying for various qualifications, including our Principal who is undertaking a degree course to allow the pre-school to comply with the new Ofsted requirements for degree-qualified supervision commencing in 2012

Our fundraising team was as busy as ever. The pre-school's traditional events were this year supplemented by a sponsored walk undertaken by staff and committee members which raised over £1000 on its own. As always, the funds raised are spent exclusively on classroom equipment and activities, never on administrative and routine expenses, so these events really do directly benefit the children. The directors are extremely grateful to the parents and staff who give so much of their time and energy to help the whole school community in this way.

With demand continuing and a strong sense of purpose and direction established in the pre-school, we look forward to another successful year on 2007/8, when we expect to re-examine the possibility of expansion and hope to recruit a new Chairperson

#### **Results for the year**

Details of the results for the year are set out in the Statement of Financial Activities on page 6.

#### **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 D Fox

Mr R Bishop

Miss S Marshall

Mrs R Rocheleau

Mrs K Clark

Mr P Seberry-Edkins - appointed November 2006

Mr S Ray - appointed May 2007

Each director is a member of the company and has a liability limited to £1. Directors are appointed in accordance with the Memorandum and Articles of Association.

**THE NEW MONTESSORI PRE-SCHOOL**

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**(A COMPANY LIMITED BY GUARANTEE)**

**Directors' Report - continued**  
**For the year ended 31st August 2007**

**Statement of directors' responsibility**

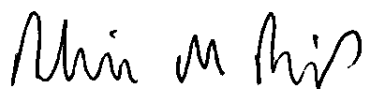
The directors' are required to prepare accounts for each financial period which give a true and fair view of the school's financial activities during the period and of its financial position at the end of the period. In preparing the accounts the directors are required to.

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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 23 June 2008 and signed on their behalf



**Mr R Bishop**  
**Director and Company Secretary**

**Dated:** 25/06/2008

**(A COMPANY LIMITED BY GUARANTEE)**

**Independent Examiners report  
For the year ended 31st August 2007**

This report is made solely to the company's members, as a body, in accordance with Section 249C of the Companies Act 1985. My reporting work has been undertaken so that I might state to the members those matters I am required to state to them in an independent examiners report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's members as a body, for my reporting work, for this report, or for the opinions I have formed.

**Respective responsibilities of Directors and Independent Examiner**

As described on page 8 the company's directors, who are also the Trustees of The New Montessori Pre-School for the purpose of charity law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

**Basis of opinion**

My procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

**Opinion**

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act, and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year as specified in Section 249A(4) of the Act as modified by Section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

**Mr C J Dyer  
22 Hailsham Road  
WORTHING  
BN11 5PA**



**Dated:** 25 JUNE 2008

## (A COMPANY LIMITED BY GUARANTEE)

Statement of Financial Activities (including Income and Expenditure Account)  
For the year ended 31st August 2007

|                                                                 | Notes | Un<br>Restricted<br>Funds<br>2007<br>£ | Restricted<br>Funds<br>(Friends)<br>2007<br>£ | Total<br>Funds<br>2007<br>£ | Un<br>Restricted<br>Funds<br>2006<br>£ | Restricted<br>Funds<br>(Friends)<br>2006<br>£ |
|-----------------------------------------------------------------|-------|----------------------------------------|-----------------------------------------------|-----------------------------|----------------------------------------|-----------------------------------------------|
| <b>Incoming Resources</b>                                       |       |                                        |                                               |                             |                                        |                                               |
| <b>Incoming resources from generated funds:</b>                 |       |                                        |                                               |                             |                                        |                                               |
| <b>Voluntary income:</b>                                        |       |                                        |                                               |                             |                                        |                                               |
| - Donations                                                     |       |                                        | 2,845                                         | 2,845                       | 1,205                                  | 272                                           |
| - Grants                                                        |       | 47,097                                 |                                               | 47,097                      | 58,424                                 | 0                                             |
| - Welfare Food Scheme                                           |       | 1,244                                  |                                               | 1,244                       | 980                                    | 0                                             |
| - Childcare Vouchers                                            |       | 10,871                                 |                                               | 10,871                      |                                        |                                               |
| - Gift Aid                                                      |       |                                        |                                               |                             | 0                                      | 141                                           |
| <b>Activities for generating funds:</b>                         |       |                                        |                                               |                             |                                        |                                               |
| - Fees                                                          |       | 120,291                                |                                               | 120,291                     | 80,375                                 | 0                                             |
| - Fundraising events                                            |       | 1,593                                  |                                               | 1,593                       | 0                                      | 2,080                                         |
| <b>Investment income:</b>                                       |       |                                        |                                               |                             |                                        |                                               |
| - Bank interest                                                 |       | 611                                    |                                               | 611                         | 372                                    | 1                                             |
| <b>Other incoming resources</b>                                 |       |                                        |                                               |                             |                                        |                                               |
| - Post Office compensation                                      |       |                                        |                                               |                             | 600                                    | 0                                             |
| <b>Total incoming resources</b>                                 |       | <b>181,707</b>                         | <b>2,845</b>                                  | <b>184,552</b>              | <b>141,956</b>                         | <b>2,494</b>                                  |
| <b>Resources expended</b>                                       |       |                                        |                                               |                             |                                        |                                               |
| <b>Costs of generating funds:</b>                               |       |                                        |                                               |                             |                                        |                                               |
| <b>Fundraising trading: costs of goods sold and other costs</b> |       |                                        |                                               |                             |                                        |                                               |
|                                                                 |       | 148,375                                | 1,348                                         | 149,723                     | 128,956                                | 2,360                                         |
| <b>Governance costs</b>                                         |       | <b>11,503</b>                          |                                               | <b>11,503</b>               | <b>11,860</b>                          | <b>0</b>                                      |
| <b>Total resources expended</b>                                 |       | <b>159,878</b>                         | <b>1,348</b>                                  | <b>161,226</b>              | <b>140,816</b>                         | <b>2,360</b>                                  |
| <b>Net incoming/outgoing resources before transfers</b>         |       | <b>21,829</b>                          | <b>1,497</b>                                  | <b>23,326</b>               | <b>1,140</b>                           | <b>133</b>                                    |
| <b>Transfers</b>                                                |       |                                        |                                               |                             |                                        |                                               |
| <b>Gross transfers between funds</b>                            |       | <b>0</b>                               | <b>0</b>                                      | <b>0</b>                    | <b>0</b>                               | <b>0</b>                                      |
| <b>Reconciliation of funds</b>                                  |       |                                        |                                               |                             |                                        |                                               |
| <b>Total funds brought forward</b>                              |       | <b>7,822</b>                           | <b>1,286</b>                                  | <b>9,108</b>                | <b>6,682</b>                           | <b>1,153</b>                                  |
| <b>Total funds carried forward</b>                              |       | <b>29,651</b>                          | <b>2,783</b>                                  | <b>32,434</b>               | <b>7,822</b>                           | <b>1,286</b>                                  |



**THE NEW MONTESSORI PRE-SCHOOL**

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**(A COMPANY LIMITED BY GUARANTEE)**

**Balance Sheet  
As at 31st August 2007**

|                                                | Notes    | 2007                  |                      | 2006                  |                     |
|------------------------------------------------|----------|-----------------------|----------------------|-----------------------|---------------------|
|                                                |          | £                     | £                    | £                     | £                   |
| <b>Fixed Assets</b>                            |          |                       |                      |                       |                     |
| <b>Tangible fixed assets</b>                   | <b>4</b> | <b><u>5,716</u></b>   |                      | <b><u>6,017</u></b>   |                     |
| <b>Total fixed assets</b>                      |          |                       | <b>5,716</b>         |                       | <b>6,017</b>        |
| <b>Current assets</b>                          |          |                       |                      |                       |                     |
| <b>Debtors</b>                                 | <b>5</b> | <b>588</b>            |                      | <b>490</b>            |                     |
| <b>Cash at bank and in hand</b>                | <b>6</b> | <b><u>34,392</u></b>  |                      | <b><u>8,361</u></b>   |                     |
| <b>Total current assets</b>                    |          |                       | <b>34,980</b>        |                       | <b>8,851</b>        |
| <b>Liabilities</b>                             |          |                       |                      |                       |                     |
| <b>Creditors: due within one year</b>          | <b>7</b> |                       |                      |                       |                     |
| - Various                                      |          | <b>(6,564)</b>        |                      | <b>(3,036)</b>        |                     |
| - Loan                                         |          | <b><u>(1,125)</u></b> |                      | <b><u>(1,125)</u></b> |                     |
| <b>Total current liabilities</b>               |          |                       | <b>(7,689)</b>       |                       | <b>(4,161)</b>      |
| <b>Net current assets or liabilities</b>       |          |                       | <b>27,291</b>        |                       | <b>4,690</b>        |
| <b>Total assets less current liabilities</b>   |          |                       | <b>33,007</b>        |                       | <b>10,707</b>       |
| <b>Creditors: due after more than one year</b> |          |                       |                      |                       |                     |
| - Loan (repayable 2 to 5 years)                |          |                       | <b>(573)</b>         |                       | <b>(1,599)</b>      |
| <b>Net assets or liabilities</b>               |          |                       | <b><u>32,434</u></b> |                       | <b><u>9,108</u></b> |
| <b>Capital and Funds</b>                       | <b>8</b> |                       |                      |                       |                     |
| <b>Unrestricted funds</b>                      |          |                       |                      |                       |                     |
| - General purpose                              |          |                       | <b>29,651</b>        |                       | <b>7,822</b>        |
| <b>Restricted funds</b>                        |          |                       |                      |                       |                     |
| - Friends of The New Montessori (HSBC)         |          |                       | <b>2,783</b>         |                       | <b>1,286</b>        |
|                                                |          |                       | <b><u>32,434</u></b> |                       | <b><u>9,108</u></b> |

**THE NEW MONTESSORI PRE-SCHOOL**

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**(A COMPANY LIMITED BY GUARANTEE)**

**Balance Sheet - continued  
As at 31st August 2007**

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 2007

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

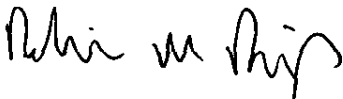
The directors confirm that they are responsible for

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 23rd June 2008 and signed on their behalf



**Mr R Bishop  
Director and Company Secretary**

**Dated:** 25/06/2008

**(A COMPANY LIMITED BY GUARANTEE)**

**Notes to the Accounts  
For the year ended 31st August 2007**

**1 Accounting policies**

**1.1 Basis of accounting**

The accounts are prepared under the historical costs convention and in accordance with applicable accounting standards and the Companies Act 1985, and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice revised 2005

**1.2 Income**

Income for the year represents amounts receivable for grants and 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 Resources expended**

Expenditure is included when incurred and has been attributed to specific activities.

**1.4 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 basis:

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

**1.5 Taxation**

The company is exempt from corporation tax on its charitable activities

**THE NEW MONTESSORI PRE-SCHOOL****10****(A COMPANY LIMITED BY GUARANTEE)****Notes to the accounts  
For the year ended 31<sup>st</sup> August 2007**

|          |                                                                 |                |                |
|----------|-----------------------------------------------------------------|----------------|----------------|
| <b>2</b> | <b>Total resources expended</b>                                 | <b>2007</b>    | <b>2006</b>    |
|          |                                                                 | <b>£</b>       | <b>£</b>       |
|          | <b>Fundraising trading; costs of goods sold and other costs</b> |                |                |
|          | Wages inc NIC                                                   | <b>110,943</b> | <b>99,813</b>  |
|          | Rent                                                            | <b>11,141</b>  | <b>14,620</b>  |
|          | Milk, juice, biscuits etc                                       | <b>3,272</b>   | <b>1,317</b>   |
|          | Topics                                                          | <b>2,514</b>   | <b>1,586</b>   |
|          | Staff advert                                                    | <b>481</b>     | <b>300</b>     |
|          | Insurance                                                       | <b>565</b>     | <b>450</b>     |
|          | Sundry equipment                                                | <b>9,008</b>   | <b>6,540</b>   |
|          | Training costs                                                  | <b>3,571</b>   | <b>2,157</b>   |
|          | Staff uniforms and welfare                                      | <b>549</b>     | <b>676</b>     |
|          | Cleaning                                                        | <b>1,067</b>   | <b>283</b>     |
|          | Utilities                                                       | <b>3,714</b>   | <b>707</b>     |
|          | Refund of fees                                                  | <b>756</b>     | <b>0</b>       |
|          | Break-in                                                        | <b>493</b>     | <b>191</b>     |
|          | Depreciation                                                    | <b>301</b>     | <b>317</b>     |
|          |                                                                 | <b>148,375</b> | <b>128,957</b> |
|          | <b>Governance costs</b>                                         |                |                |
|          | Wages inc NIC                                                   | <b>3,199</b>   | <b>3,224</b>   |
|          | Stationery and post                                             | <b>3,949</b>   | <b>1,014</b>   |
|          | Telephone                                                       | <b>568</b>     | <b>506</b>     |
|          | Bank charges                                                    | <b>248</b>     | <b>218</b>     |
|          | Loan Interest                                                   | <b>100</b>     | <b>147</b>     |
|          | Reporting Accountants fees                                      | <b>70</b>      | <b>0</b>       |
|          | Independent Examiner's fee                                      | <b>125</b>     | <b>125</b>     |
|          | Treasurers Honoraria                                            | <b>300</b>     | <b>300</b>     |
|          | Misc costs                                                      | <b>1,704</b>   | <b>1,550</b>   |
|          | Building Maintenance                                            | <b>1,240</b>   | <b>4,117</b>   |
|          | IT Equipment                                                    | <b>0</b>       | <b>659</b>     |
|          |                                                                 | <b>11,503</b>  | <b>11,860</b>  |

## (A COMPANY LIMITED BY GUARANTEE)

**Notes to the accounts**  
**For the year ended 31<sup>st</sup> August 2007**

**3 Remuneration**

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

The total employee costs for the period amounted to £114142. The average number of employees was 19 teachers and classroom assistants and 1 office administrator

No employee earned more than £50,000

**4 Tangible fixed assets**

|                       | <b>Equipment<br/>2007<br/>£</b> | <b>Equipment<br/>2006<br/>£</b> |
|-----------------------|---------------------------------|---------------------------------|
| <b>Cost</b>           |                                 |                                 |
| At 1st September 2006 | 7,829                           | 7,829                           |
| Additions in the year | <u>0</u>                        | <u>0</u>                        |
| At 31st August 2007   | <u><b>7,829</b></u>             | <u><b>7,829</b></u>             |
| <b>Depreciation</b>   |                                 |                                 |
| At 1st September 2006 | 1,812                           | 1,495                           |
| Charge for year       | <u>301</u>                      | <u>317</u>                      |
| At 31st August 2007   | <u><b>2,113</b></u>             | <u><b>1,812</b></u>             |
| <b>Net book value</b> |                                 |                                 |
| At 1st September 2006 | <u>6,017</u>                    | <u>6,334</u>                    |
| At 31st August 2007   | <u><b>5,716</b></u>             | <u><b>6,017</b></u>             |

**5 Debtors**

|             | <b>2007<br/>£</b> | <b>2006<br/>£</b> | <b>2005<br/>£</b> |
|-------------|-------------------|-------------------|-------------------|
| Prepayments |                   |                   |                   |
| - Insurance | 588               | 480               | 450               |
| Other       | <u>0</u>          | <u>10</u>         | <u>0</u>          |
|             | <u><b>588</b></u> | <u><b>490</b></u> | <u><b>450</b></u> |

(A COMPANY LIMITED BY GUARANTEE)

Notes to the accounts  
For the year ended 31<sup>st</sup> August 2007

|          |                                                   |                           |                     |               |
|----------|---------------------------------------------------|---------------------------|---------------------|---------------|
| <b>6</b> | <b>Cash at bank and in hand</b>                   | <b>2007</b>               | <b>2006</b>         |               |
|          |                                                   | £                         | £                   |               |
|          | - CAF Gold A/c                                    | 1,805                     | 1,728               |               |
|          | - CAF Gold (Fixed) A/c                            | 58                        | 56                  |               |
|          | - CAF High Interest Cheque A/c                    | 29,504                    | 4,920               |               |
|          | - Lloyds Treasurers A/c                           | 174                       | 370                 |               |
|          | - Lloyds Instant Access A/c                       | 0                         | 0                   |               |
|          | - HSBC (Friends)                                  | 2,783                     | 1,286               |               |
|          | - Cash in hand                                    | 68                        | 1                   |               |
|          |                                                   | <u>34,392</u>             | <u>8,361</u>        |               |
| <b>7</b> | <b>Creditors: Amounts falling due in one year</b> | <b>2007</b>               | <b>2006</b>         |               |
|          |                                                   | £                         | £                   |               |
|          | Accruals and deferred income                      |                           |                     |               |
|          | - Treasurers Honoraria                            | (300)                     | (300)               |               |
|          | - Auditor's and accountant's fee                  | (195)                     | (125)               |               |
|          | - Inland Revenue                                  | (6,069)                   | (2,548)             |               |
|          | - Wages                                           | 0                         | (50)                |               |
|          | - Trade Creditors                                 | 0                         | (13)                |               |
|          | - Loan                                            | (1,125)                   | (1,125)             |               |
|          |                                                   | <u>(7,689)</u>            | <u>(4,161)</u>      |               |
| <b>8</b> | <b>Analysis of net assets between funds</b>       |                           |                     |               |
|          |                                                   | Un<br>restricted<br>Funds | Restricted<br>Funds | Total         |
|          |                                                   | £                         | £                   | £             |
|          | Fixed Assets                                      | 5,716                     | 0                   | 5,716         |
|          | Current Assets                                    | 32,197                    | 2,783               | 34,980        |
|          | Current Liabilities                               | (7,689)                   | 0                   | (7,689)       |
|          | Liabilities more than one year                    | (573)                     | 0                   | (573)         |
|          |                                                   | <u>29,651</u>             | <u>2,783</u>        | <u>32,434</u> |

Restricted funds relate to the Friends of The New Montessori fundraising activities.

**9 Directors' Interests**

Miss S Marshall, Mrs K Clark, Mrs R Rocheleau, Mr P Seberry-Edkins and Mr S Ray, all of whom are directors and members of the company, sent their children to the pre-school. Fees were charged at the current market value and at arms length.