

**Annual Report**  
**Westminster Weekday Preschool**  
**2005-2006**

Westminster Weekday Preschool is a form of outreach and community service at Westminster Presbyterian Church. The Preschool serves children from the Westminster congregation and the immediate community. Scholarships are provided for children who otherwise might not be able to enjoy a preschool experience through the interest earned on the Donald Campbell Memorial Fund and through a budget line item of the Local Mission Committee of the church.

Licensing and Accreditation The Preschool is fully licensed by the Commonwealth of Virginia. The Preschool is accredited by the National Association for the Education of Young Children (NAEYC). The current accreditation is through June, 2008. This accreditation identifies Westminster as a high-quality early childhood program that complies with a set of national criteria.

Enrollment The children at the Preschool come from varied racial, ethnic, and social backgrounds. During the 2005-2006 school year, 76 children ages 2 ½ to 5 were enrolled. Three children received partial or full scholarships to attend Westminster Preschool.

Calendar Classes met this year from 9 a.m. to noon daily, September through May. An optional 2-week summer session in June was not offered this year due to the renovation schedule.

Program and Curriculum The program is a developmentally appropriate one that encourages each child to grow socially, emotionally, physically and cognitively at the child's own pace. The curriculum is based on an understanding of how children grow and develop and how they learn and attempt to make sense of the world around them. Children acquire this knowledge about their physical and social worlds through play and interaction with other children, adults and objects.

There is an underlying structure to each day so that the child knows what to anticipate. Each day includes a balance of fine and large motor activities, group and individual activities, a snack, outdoor time and circle time.

Special Events and Field Trips To supplement the daily curriculum, the children are exposed to many different experiences in and out of the classroom. As in past years, the Kay-Dee puppets visited the school twice and the "Reptiles Alive" program came for the 3's and the 4's. Also this year was the "One Man Band" who entertained students to rave reviews. Another visitor to the school was an animal shelter educator.

Field trips and activities outside the school included trips to: the National Aquarium, the National Art Gallery, the National Zoo, Zio's restaurant, the fire station, and the Masonic Temple.

Traditional special events included the Thanksgiving Feast, a visit to the Chrismon tree in the church Sanctuary, the three-year olds' Mother's Day Breakfast, and the four year-olds' Mother's Day Breakfast and Tea. Individual classrooms held their own special end-of-the-year celebrations.

This year's Art Show showcased the self-portraits that each child drew in the fall and again in the spring. These self-portraits highlighted the developmental drawing stages in children from 2-1/2 to 5. Book Week showcased the Winter Olympics with "Olympic Readers".

Other Resources In the fall, the Prevention of Blindness Society screened the three and four year-olds for vision problems. Alexandria's Child Find was regularly consulted for help with children with developmental delays.

With the aid of a grant received from the Rotary Club, **READY! (Readiness Education and Assessment of Development in the Young)** was continued for a third year. The grant enabled the school to continue its program for developmental education and assessment which included: partnership with Good Beginnings to provide and evaluate developmental screenings for all four year olds, including the reporting of results and staff development.

The Preschool has received an additional grant of \$6,920 for the school year 2006-07 from the Rotary Club that will allow us to build upon the work done in 2005-06.

Staff The staff included the director, an administrative assistant, a curriculum coordinator, six licensed teachers, five teachers' assistants, and one janitorial support person. The staff meets every three weeks and is regularly asked for suggestions or comments on the school's operations. Professional publications to which the school subscribes are routinely provided to staff members.

As always, staff development was emphasized throughout the year. All staff is required to take a minimum of ten hours of staff development each year. Due to new state regulations, this will increase to twelve hours for the 2006-07 school year. The Board awarded \$3,500 as part of the incentive program for staff education to six staff who had each achieved between 32 and 189 hours of staff development. Staff together took 526 hours of staff development.

Board of Directors In October, the Board held its annual festive Parents' Night to introduce parents to the staff and program of the preschool. Dr. Larry Hayward welcomed parents, and teacher Pam Beard presented her annual slide show featuring the children at play and "work." Board members also staffed two January Open Houses for prospective students' families and reviewed Admission Policies and Procedures to reflect tuition and fee changes resulting from the new budget. The Board conducted a required end-of-year parent evaluation of the Preschool.

In addition to traditional duties, the Board undertook several other projects this year. They included:

- Reviewing and changing sections of the By-Laws to update them.
- Finalizing the review and updating of the Director Job Description.
- Updated and reviewed the Incentive Plan to reflect the required increase in required staff development training.
- Worked closely with the director in preparation for renovations and closing & opening impacts on the preschool.
- Reviewed and revised the Admission Policies and Procedures.

The Board of Directors, staff, director and parents worked diligently during the 2005-2006 school year to create an atmosphere in which children can grow, develop, and prosper. Westminster Weekday Preschool has an excellent reputation throughout the area and serves as a model for early childhood education in Northern Virginia.

Respectfully submitted,  
Thad Huguley  
Chair, 2005-2006 Board of Directors

## FY 2005-06 WESTMINSTER PRESCHOOL FINANCIAL REVIEW REPORT

On Sunday, March 25, 2007, four members of Westminster Presbyterian Church reviewed the finances of the Westminster Preschool for fiscal year 2005-06 (July 1, 2005 through June 30, 2006). The reviewers were: Molly North, Diane French, Molly Roden and Barbara Studenmund. The Preschool administrative assistant during the fiscal year under review was Bill Campbell; the AA is the preschool bookkeeper. Bill retired in January 2007; Adrienne Vincent is the new administrative assistant. The reviewers thank both Bill and Adrienne for their cooperation with this review. We reviewed the balance sheet; income, payables, and payroll for the fiscal year. We found no material misstatements in the financial statements. All bookkeeping appeared to be in good order.

### RECOMMENDATIONS:

**Treasurer:** We recommend that the Board include a treasurer. The Board has a fiduciary responsibility and the treasurer could be the point person assisting the Board with that function. The treasurer could assist staff in preparing the budget, analysis, variance reports, ensure the annual financial review, overview accounting procedures to ensure adequate internal controls, and review monthly bank reconciliations.

**Payroll:** We recommend that the preschool director give the AA signed/initialed payroll/salary changes. That could be done with a spreadsheet of all teachers and staff, with complete names, and the amount of their monthly salary.

**Assets:** The balance sheet includes two inventoried assets: grocery certificates and tee shirts. To validate the amount recognized as an asset, we recommend these be counted at end of the fiscal year, and the balanced sheet adjusted to reflect actual.

**Bookkeeping procedures:** We recommend that the bookkeeping procedures be documented in writing and reviewed for adequate internal controls.

**Future financial reviews:** We note that the Preschool bylaws indicate that the financial review is the responsibility of the Board. If you wish this team to continue with future reviews, please let us know when the fiscal year's records are complete and ready for review.

Westminster Weekday Preschool  
Balance Sheet Prev Year Comparison  
As of June 30, 2006

	A	B	C	D	E	F	G	H	I	J
1										
2						Jun 30, 06		Jun 30, 05		\$ Change
3	<b>ASSETS</b>									
4	Current Assets									
5	Checking/Savings									
6				Bank Account - Checking	7,874.89			9,365.52		-1,490.63
7				Bank Account - Money Market	87,893.39			86,646.50		1,246.89
8				Food Certs. - Giant	2,000.00			2,000.00		0.00
9				S & T Shirts, Bags For Sale	472.60			505.60		-33.00
10				<b>Total Checking/Savings</b>	<b>98,240.88</b>			<b>98,517.62</b>		<b>-276.74</b>
11	Accounts Receivable									
12				Accounts Receivable	555.00			-1,080.00		1,635.00
13				<b>Total Accounts Receivable</b>	<b>555.00</b>			<b>-1,080.00</b>		<b>1,635.00</b>
14	<b>Total Current Assets</b>				<b>98,795.88</b>			<b>97,437.62</b>		<b>1,358.26</b>
15	<b>TOTAL ASSETS</b>				<b>98,795.88</b>			<b>97,437.62</b>		<b>1,358.26</b>
16	<b>LIABILITIES &amp; EQUITY</b>									
17	Liabilities									
18	Current Liabilities									
19	Other Current Liabilities									
20				Acct. Payable	0.00			18,253.36		-18,253.36
21				Activity Fees	13,200.00			12,995.00		205.00
22				Adv. Tuit. - May	23,060.00			22,280.00		780.00
23				Application Fees Received	4,700.00			4,650.00		50.00
24				Campbell Sch.	282.00			0.00		282.00
25				Capital Exp. Fd	2,000.00			0.00		2,000.00
26				Gifts	546.43			756.41		-209.98
27				Grant from Rotary Club	7,304.75			2,871.60		4,433.15
28				Playground Fd	1,500.00			0.00		1,500.00
29				Reg. Fees	13,365.00			13,035.00		330.00
30				Salary Reserve	15,979.60			15,066.00		913.60
31				<b>Total Other Current Liabilities</b>	<b>81,937.78</b>			<b>89,907.37</b>		<b>-7,969.59</b>
32				<b>Total Current Liabilities</b>	<b>81,937.78</b>			<b>89,907.37</b>		<b>-7,969.59</b>
33	<b>Total Liabilities</b>				<b>81,937.78</b>			<b>89,907.37</b>		<b>-7,969.59</b>
34	Equity									
35				Unrestricted Earnings	7,942.90			3,635.24		4,307.66
36				Net Income	8,915.20			3,895.01		5,020.19
37	<b>Total Equity</b>				<b>16,858.10</b>			<b>7,530.25</b>		<b>9,327.85</b>
38	<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>98,795.88</b>			<b>97,437.62</b>		<b>1,358.26</b>

Westminster Weekday Preschool  
Profit & Loss Budget vs. Actual  
July 2005 through June 2006

	A	B	C	D	E	F	G	H	I	J	K
1							Actual		Budget		
2							To Date		To Date		Change
3			Income								
4			Inc - Activity Fees				13,520.00		12,330.00		1,190.00
5			Inc - Application Fees				4,650.00		0.00		4,650.00
6			Inc - Registration Fees				13,860.00		11,880.00		1,980.00
7			Interest Inc				1,232.47		500.00		732.47
8			Late Fees				425.00		200.00		225.00
9			Other Inc				500.96		300.00		200.96
10			Tuit. - Summer				0.00		6,900.00		-6,900.00
11			Tuition								
12			Tuit. Parents				196,545.00		193,040.00		3,505.00
13			Total Tuition				196,545.00		193,040.00		3,505.00
14			Total Income				230,733.43		225,150.00		5,583.43
15			Expense								
16			Capital Expend.				2,000.00		2,000.00		0.00
17			Classrm. Supls.								
18			Classrm. Supls. - Anne's 2's				270.70		290.00		-19.30
19			Classrm. Supls. - Carolyn's 4's				543.31		490.00		53.31
20			Classrm. Supls. - Chris' 3's				269.24		385.00		-115.76
21			Classrm. Supls. - Frances' 3's				396.22		385.00		11.22
22			Classrm. Supls. - Pam's 4's				622.70		550.00		72.70
23			Classrm. Supls. - Patty's 2's				284.89		290.00		-5.11
24			Classrm. Supls. - Supls. Film				0.00		0.00		0.00
25			Classrm. Supls. - Supls. Food				1,598.21		2,250.00		-651.79
26			Classrm. Supls. - Supls. Regula				1,782.72		5,360.00		-3,577.28
27			Total Classrm. Supls.				5,767.99		10,000.00		-4,232.01
28			Equip.Playground				1,500.00		1,500.00		0.00
29			Equipment				1,628.18		4,200.00		-2,571.82
30			Insurance				4,240.73		3,100.00		1,140.73
31			Maint. & Repair				3,654.34		3,000.00		654.34
32			Misc				3,822.51		1,729.00		2,093.51
33			Office Supplies				2,984.61		2,900.00		84.61
34			Payroll								
35			Comp FICA & MCARE				12,885.67		13,035.00		-149.33
36			Gross								
37			Admin Asst.				13,836.00		13,836.00		0.00
38			Bonus				6,348.82		3,500.00		2,848.82
39			Curr Coordinato				7,185.00		7,185.00		0.00
40			Custodian				6,230.00		6,230.00		0.00
41			Director				27,299.00		27,299.00		0.00
42			Movement				2,844.00		3,762.00		-918.00
43			Subs & Spec								
44			Aides#2				0.00				
45			Garden Maintenance				950.00		950.00		0.00
46			Subs & Spec - Other				4,348.58		5,007.74		-659.16
47			Total Subs & Spec				5,298.58		5,957.74		-659.16
48			Sum. Teachers				0.00		3,296.00		-3,296.00
49			Teacher				73,344.64		73,344.64		0.00
50			Teacher's Assistant				25,802.71		25,980.62		-177.91
51			Total Gross				168,188.75		170,391.00		-2,202.25
52			Total Payroll				181,074.42		183,426.00		-2,351.58
53			Professi. Fees				0.00		300.00		-300.00
54			Salary Reserve Expense				913.60		1,000.00		-86.40
55			Spec. Actives.				2,783.56		2,000.00		783.56
56			Staff Developmt				5,589.29		5,000.00		589.29
57			Staff Discounts				864.00		0.00		864.00
58			Utilities				4,995.00		4,995.00		0.00
59			Total Expense				221,818.23		225,150.00		-3,331.77
60			Net Income				8,915.20		0.00		8,915.20