



# Trustees' Annual Report for the period

From (start date) 09/2019 to (end date) 08/2020

## Section A

### Reference and administration details

Charity name **KINGSWOOD METHODIST CHURCH**  
Other names the charity is known by **RAYGROUP**

Registered charity number (if any) **11038815**

Charity's principal address **KINGSWOOD METHODIST CHURCH**  
**GRANTHAM ROAD**  
**KINGSWOOD**  
**Bristol** Postcode **BS15 1JE**

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Emma Goodenham-Helling	Chair		CLARE HOGGINS
2 Mrs Kelly Hinton	Treasurer		EMMA GOODENHAM
3 Mrs Lucy Bennett	Treasurer		EMMA GOODENHAM
4			
5			
6			
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9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

M - HELLING  
H - HELLING

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (optional information)

MRS CLAIRE HICKMANS - PRESCHOOL MANAGER

## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

CONSTITUTION

How the charity is constituted  
(eg trust, association, company)

ASSOCIATION

Trustee selection methods  
(eg appointed by, elected by)

PARENTS INVITED TO JOIN PRESCHOOL

Additional governance issues (optional information)

You may choose to include additional  
information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the systems and procedures to manage them.

COMMITTEE WITH C HICKMANS, PRESCHOOL LEADER AND DINA COCKHAM, MOBILE CHAIRPERSON, AS SECRET

PARENTS ARE INVITED TO ATTEND

WITH THE CHAIR AND LEADER, BUS

ARE EXPLAINED AND MEMBERS

INFORMED OF ADMIN NEEDS TO BE

COMPLETED AND APPROVED STATE

BUS BECOME ACTIVE.

DBS CHECKS

E12 COMPLETION WITH OFFER

THE COMMITTEE WORK ALONGSIDE

THE PRESCHOOL LEADER TO ENJOY

JOINT RUNNING OF THE PRESCHOOL.

MEETINGS ARE HELD ONCE A MONTH

TO DISCUSS EVENTS, TRIPS, FUNDRAISING

IDEAS AND HOW THE PRESCHOOL

IS DOING FINANCIALLY.

CHAIRPERSON IS REQUIRED TO

ATTEND CIVIL PROTECTION AND

FIRE AND TRAINING.

## Section C

### Objectives and activities

Summary of the objects of the charity set out in its governing document

TO PROVIDE A SAFE AND POSITIVE ENVIRONMENT WHERE CHILDREN CAN GROW, LEARN AND PLAY, IN WHICH PARENTS/CAREERS HAVE A RIGHT TO PARTICIPATE IN TO FURTHER THE AIMS OF THE PRESCHOOL PLAY AND ASSOCIATION. PROVIDE CHALLENGING ACTIVITIES WHICH PARENTS MAY HELP WITH THE CHILDREN. WE WORK CLOSELY WITH ALL PARENTS/CAREERS TO SUPPORT INDIVIDUAL LEARNING DEVELOPMENT BY HOLDING PARENT CONSULTATIONS 2 TIMES A YEAR. COFFEE MORNINGS SPEAKING TO PARENTS DURING DROP OFF/PICK UP AND BY IMPLEMENTING MEASURES USED AT HOME.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

### Achievements and performance

Summary of the main achievements of the charity during the year

WHAT WOULD WE DO WELL?

TRIPS/DUNES WERE WELL ATTENDED AND PARENT FEEDBACK WAS VERY POSITIVE. OUR RELATIONSHIP WITH THE SCOUT COMM. WAS VERY POSITIVE AND THEY CONTINUE TO SUPPORT THE PRESCHOOL AS MUCH AS THEY CAN. THE JOINING OF BTH SETTING FOR EVENTS/TRIPS WAS SUCCESSFUL AS WELL AS THE RELATIONSHIP BETWEEN THE TWO.

WE TOOK ON A NEW APPRENTICE IN SEPT '19 AND AGAIN IN JAN '20. CLAIRE AND LYNE ATTENDED A CONFERENCE IN BIRMINGHAM 'S. 15 'RE BOYS' AND NEW MEMBERS WERE

IMPLEMENTED AS A RESULT WHICH WORKED WELL.  
NEW RESOURCES WERE PURCHASED FROM KNOWING  
SPED AT A NEW LAPTOP, NEW SWINE, AND KITCHENS,  
BAGS, CLIMBING FRAME.  
THE OUTSIDE AREA AT THE GRANITAM ROAD  
SETTING WAS REVAMPED AND REFINISHED IN  
THE SUMMER.

WHAT DIDNT GO WELL?

COVID-19. - CLOSED FOR 3 MONTHS ~~FOR~~ MARCH 20TH TO  
JUNE 1ST.

WHEN WE REOPENED IN JUNE THE COST OF PPE  
AND CLEANING EQUIPMENT WAS SIGNIFICANTLY  
INCREASED AND DIFFICULT TO OBTAIN. WE ALSO  
EMPLOYED A HIGHER STAFF RATIO TO ALLOW FOR  
THE EXTRA SAFETY OF CHILDREN, ADDITIONAL  
CLEANING DUTIES AND TO ENSURE A GOOD SAFE  
ENVIRONMENT.

FROM JUNE 1ST ALL STAFF WERE REDUCED TO  
80% OF THEIR USUAL HOURS TO REDUCE COSTS AND  
ONE SETTING REMAIN CLOSED DUE TO COVID  
RESTRICTIONS (GRANITAM RD).

THE BUDGET BUCKY CHANGED AT THE LAST  
MINUTE BY THE GOVERNMENT AND THIS CAUSED  
THOSE STAFF TO THE STAFF. AND ADDITIONAL  
WORK LOAD.

WE WERE UNABLE TO BUILD A WAITING LIST  
FOR SEPTEMBER DUE TO THE OUTSIDE SETTING  
AND THE LANDLINE BEING UNAVAILABLE - THIS HAS  
A knock on effect for the following  
ACADEMIC YEAR.

THE APPRENTICESHIPS WERE DELAYED DUE TO STAFF  
BEING RELOCATED AND ASSESSORS CHANGING,



CHILDREN TRANSFERRING TO SCHOOL DID NOT  
RECEIVE THE LEVEL OF SUPPORT DUE TO  
RESTRICTIONS IN PLACE, THERE WERE NO VISITS  
TO THE SETTING OR TEACHER VISITS AND THE  
ANNUAL TRANSITION EVENT HELD AT THE LOCAL  
SCHOOL TO MEET WITH LOCAL TEACHERS DID  
NOT HAPPEN.

OUR ANNUAL TRIPS DID NOT GO AHEAD. AND  
OUR ANNUAL SUMMER EVENT DID NOT HAPPEN.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

£20,000 WAS TRANSFERRED TO THE SAVIN BS ACCOUNT TO COVER THE PERCENT OF THE 2020 ACADEMIC YEAR AND TO COVER ANY EXCESS WAS COVERED IF NECESSARY.

Details of any funds materially in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

ONE STAFF MEMBER WAS PLACED ON Furlough AND ANOTHER STAFF MEMBER IN JUNE.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

EMMA CEDERSTHOLM-MELUM

Position (on Secretaries Chair, etc.)

chair

Kingswood Methodist Church Pre-school (KMC Pre-school).

Charity number: 1038815.

Income from 1<sup>st</sup> September 2019 – 31<sup>st</sup> August 2020.

Month	Parent fees.	Council Funding	Fundraise	Other	Lunch Club	Furlough Funded	Total
September 2019	£928	-----	£558	£202	£570	-----	£2258
October 2019	£413	£25,432	£629	-----	£392	-----	£26,866
November 2019	£533	£413	£831	-----	£434	-----	£2211
December 2019	£694	£27,792	£322	-----	£374	-----	£29,182
January 2020	£1309	-----	£143	-----	£534	-----	£1986
February 2020	£1166	£15,269	£181	-----	£597	-----	£17,213
March 2020	£1089	£763	£33	-----	£528	-----	£2413
April 2020	-----	£38,765	-----	-----	-----	-----	£38,765
May 2020	-----	-----	-----	-----	-----	-----	-----
June 2020	£715	£50,894	£7	-----	£224	£816	£52,656
July 2020	£536	-----	-----	£500	£95	£677	£1808
August 2020	-----	£21,018	-----	-----	£27	£370	£21,415
Totals=	£7383	£180,346	£2704	£702	£3775	£1863	£196,773

Kingswood Methodist church (KMC Pre-school).

Charity number:1038815.

Buisness reserve account for the period of 1<sup>st</sup> September 2019-31<sup>st</sup> August 2020.

Opening balance =£15,151.69

Month	Interest	Transfer from main account.	Transfer into main account.	Closing balance
September 2019	£2.57	-----	-----	£15,154.26
October 2019	£2.57	-----	-----	£15,156.83
November 2019	£2.41	-----	-----	£15,159.24
December 2019	£2.66	-----	-----	£15,161.90
January 2020	£2.58	-----	-----	£15,164.48
February 2020	£2.33	-----	-----	£15,166.81
March 2020	£2.66	-----	-----	£15,169.47
April 2020	£2.49	-----	-----	£15,171.96
May 2020	£2.41	-----	-----	£15,174.37
June 2020	£0.13	-----	-----	£15,174.50
July 2020	£0.28	£20,000	-----	£35,174.78
August 2020	£0.27	-----	-----	£35,175.05
Total	£23.36	£20,000	-----	

Closing balance =£35,175.05

Kingswood Methodist Church Pre-school (KMC Pre-school).

Charity number: 1038815.

Expenditure from 1<sup>st</sup> September 2019 – August 2020.

[illegible]

Council Refund(included Under other on balance sheet)	-----	£996	£3861	-----	£7691	-----	£583	-----	-----	-----	£32,780		£45,911
Transfer to Saving acc	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	£20,000	-----	£20,000
Total	£13,361	£11,424	£16,163	£9866	£27,843	£10,910	£11,426	£7371	£8896	£8361	£62,155	£8003	£195,779

Total Expenditure = £195,779 minus unpaid cheques totalling £1117 = Total Expenditure of £194,662.

Kingswood Methodist Church Playgroup  
Balance - Sheet Year Sept 2019 to Aug 2020

Income

Parent Fees	£	7,383.17
Grants	£	180,346.77
Lunch Club	£	3,774.50
Fund Raising	£	2,703.60
Interest	£	23.36
Petty Cash	£	0.57
Other	£	2,564.74

Total Income £ 196,796.71

Representation

01.09.2019

Natwest Current Account	£	43,369.87
Cash/Float	£	-
Savings Account	£	15,151.69
Opening Balance	£	58,521.56

Income Total £ 196,796.71  
Expenditure Total £ 174,662.36

£ 80,655.91

Expenditure

Wages	£	93,221.46
Pension		2726.8
Rent	£	14,799.00
Other	£	47,873.32
Equipment	£	6,854.54
HMRC	£	6,392.33
Petty Cash	£	2,185.00
Fund Raising	£	83.40
Administration	£	1,643.88
Unaid Cheques	-£	1,117.37

Total Expenditure £ 174,662.36

31.08.2020

Natwest Current Account	£	45,480.29
Cash/Float	£	0.57
Savings Account	£	35,175.05
	£	80,655.91

£ 80,655.91

Committee Sign Off:

Chairperson

Date

Signature

Treasurer

Date

Signature

Reviewer Sign Off:

Name

Date

Signature

CLAIRE DARBY

30th NOV 2021

C Darby