

# Trustees' Annual Report for the period

Period start date

Day 01 09 2020

Period end date

Day 31 08 2021

From

To

## Section A

## Reference and administration details

Charity name

Penenden Heath Under Fives Playgroup

Other names charity is known by

Penenden Heath Pre-School

Registered charity number (if any)

1039586

Charity's principal address

Penenden Heath Social Hall

Penenden Heath, Maidstone, Kent

Postcode

ME14 2DH

### 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	Claire Pamberi	Chairperson		
2	Joanna Capon	Co Chair		
3	Jodie Roots	Treasurer		
4	Leanne Terry	Secretary		
5	Louise Kirby	General Committee		
6	Angela Winter	General Committee		
7	Kelly Falcone	General Committee		
8	Amy Jones	General Committee		
9	Rachel Laker	General Committee		
10	Sophie Bew	General Committee		
11	Marc D'Arcy	General Committee		
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected by Committee

### 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 system and procedures to manage them.

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## Section C Objectives and activities

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

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

**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)**

Penenden Heath Pre-School is a community Pre-School offering early years care and development for children from two and a half years to school age. We belong to the Early Years Alliance and we adhere to its philosophy and aims.

The Pre-School is owned and run by a committee of parents of children attending the group. The Committee employs trained staff who are responsible for the day-to-day running of the Pre-School in line with The Early Years Foundation Stage. The staff receive regular training to keep abreast of Pre-School practices.

Our Pre-School aims to educate the whole child through play in a safe and stimulating environment. We plan a structured curriculum, following the Early Years Foundation Stage, to lay the foundations for the basic skills of reading, writing and doing sums using a wide range of play activities and experiences.

We offer morning and afternoon educational sessions (each session is 3 hours) every week day and at the beginning of the afternoon session the children sit down together in small groups and have a packed lunch.

In addition to our regular sessions the staff and committee organise Christmas and summer parties for the children. Also a Christmas performance is presented to parents/carers and children who are leaving to go on to Primary School are taken on an outing.

**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.



**Summary of the main achievements of the charity during the year**

Penenden Heath Pre-School has had a busy and successful year despite a temporary Covid-19 closure.

The Pre-School has a very active committee who organise fundraising events throughout the year. Most of our fundraising events were deferred due to Covid-19, however we held a very successful lights trail at Christmas, a sponsored scavenger hunt at October half term and an Easter bunny trail in April.

The success of the fundraising has enable to the Pre-School to purchase new equipment. In addition, we were able to purchases gifts for the children at Christmas (party cancelled due to Covid-19) and spend money on a graduation ceremony for those children moving on to Primary School.

The Pre-School garden continues to be enjoyed by the children on a daily basis, whatever the weather.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are held to meet potential redundancy obligations, to sustain the Pre-School if income falls below expected levels and for forthcoming maintenance projects e.g. the Pre-School garden. We have a Reserves Policy which details what reserves are held by the Pre-School.

### 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.

## Section F

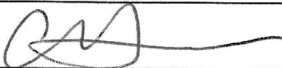

## Other optional information

## 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)	Claire Pamberi	Leanne Terry
Position (eg Secretary, Chair, etc)	Chair	SECRETARY
Date	1 October 2021	

Charity Registration number: 1039587

**Penenden Heath Pre-school**  
**Receipts and Payments Accounts**  
**For the year ended 31st August 2021**

# **Penenden Heath Pre-school**

Charity Registration number: 1039587

Pre-school address

Penenden Heath Social Hall  
Penenden Heath  
Maidstone  
Kent  
ME14 2DH

Accountants

Pithman's Limited  
303 Boxley Road  
Penenden Heath  
Maidstone  
Kent  
ME14 2HD

## **Penenden Heath Pre-school**

We have prepared for your approval the accounts of Penenden Heath Pre-school for the year, which comprise and the related notes from the entity's accounting records and from information and explanations you have given to us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made solely to you, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Penenden Heath Pre-school and state those matters that we have agreed to state to you in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at [http://www2.accaglobal.com/pubs/members/publications/technical\\_factsheets/downloads/163.doc](http://www2.accaglobal.com/pubs/members/publications/technical_factsheets/downloads/163.doc). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

You have approved the accounts for the year and have acknowledged your responsibility for them and for providing all information and explanations necessary for their compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.



**Pithmans Ltd**

**ACCA Accountants**

303 Boxley Road  
Penenden Heath  
Maidstone  
Kent  
ME14 2HD





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Penenden Heath Pre-school

1039586

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2020

To

31/08/2021

### Section A Receipts and payments

	General Accounts to the nearest £	Fundraising Account to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>				
General income	115,378	1,102	116,480	-
Fundraising income	1,657	701	2,359	-
Donations		4,859	4,859	-
Sale of goods/photographs		1,675	1,675	-
JRS Claim	1,218	-	1,218	-
Bank interest	60	-	60	-
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>118,313</b>	<b>8,338</b>	<b>126,651</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>118,313</b>	<b>8,338</b>	<b>126,651</b>	<b>-</b>
<b>A3 Payments</b>				
Fundraising costs	-	911	911	-
Rent	5,342	-	5,342	-
Wages and pensions	97,232	-	97,232	-
Office offices	974	-	974	-
Professional fees	1,592	-	1,592	-
Insurance	1,012	-	1,012	-
Materials and equipment	896	2,031	2,926	-
Garden materials and repairs		1,931	1,931	-
Other	2,026	376	2,402	-
<b>Sub total</b>	<b>109,075</b>	<b>5,248</b>	<b>114,323</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>109,075</b>	<b>5,248</b>	<b>114,323</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>9,239</b>	<b>3,089</b>	<b>12,328</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>9,239</b>	<b>3,089</b>	<b>12,328</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	General Accounts to nearest £	Fundraising Account to nearest £	Virgin Reserves Account to nearest £
<b>B1 Cash funds</b>	Bank accounts	39,190	6,146	31,279
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>39,190</b>	<b>6,146</b>	<b>31,279</b>
	(agree balances with receipts and payments account(s))			

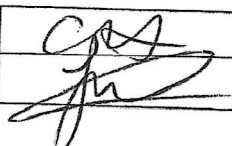
Categories	Details	General Accounts to nearest £	Fundraising Account to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	PAYE	-89.19	-	
	Net Wages	6938.91	-	
	Pension (NEST)	523.42	-	
	Parents deposits	960	-	
	Deferred Income	14490	-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	C Pamberi	10/11/21
	J. CAPON	10/11/21