



Trustees' Annual Report for the period									
		Period start date			Period end date				
		Day	Month	Year			Day	Month	Year
<b>From</b>		<b>01</b>	<b>04</b>	<b>2020</b>	<b>To</b>		<b>31</b>	<b>03</b>	<b>2021</b>

## Section A Reference and administration details

Charity name

Newstead Road Playgroup

Other names charity is known by

Newstead Road Pre-School

Registered charity number (if any)

1047690

Charity's principal address

Compton House

6 Birch Grove

Lee, London

Postcode

SE12 0SU

### 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	David Hand	Chair		
2	David Sapsford			
8	Terry Cox			

### 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

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

Pat McGowan, Eve Ratcliff

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution adopted 11 November 1994

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

Unincorporated Charitable Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected by members

## 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.

The pre-school is a member of the Early Years Alliance (previously named Pre-School Learning Alliance). The organisation is registered with Ofsted as a provider of childcare on non-domestic premises on the Early Years Register, the compulsory part of the Childcare Register and the voluntary part of the Childcare Register. Details of the managing trustees are recorded with Ofsted.

The Charitable Incorporated Organisation ('CIO') 'Newstead Road Pre-School' (registered charity number 1153436) has already been formed to take on this 'Newstead Road Play Group' Charitable Association (registered charity number 1047690). The new charity structure will address past difficulties in recruiting trustees by limiting their personal liability and improve continuity by allowing staff representation among the trustees.

During the period covered by this report, no aspect of the pre-school's operations has been transferred to the new CIO. This new CIO does however hold the pre-school's lease.

Full transfer of the operations depends on re-registration with Ofsted, who will not allow our existing registration to be updated with a new charity number. Instead, we have to register as a new childcare provider, losing historic inspection reports.

**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 in a community based setting, providing quality care and attention for the children with qualified staff and volunteer parent helpers.

**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)**

The main activity undertaken for the public benefit is the advancement of education for children aged 2 to 5.

The standard of this education is monitored through regular Ofsted inspection reports.

Play activities are based around the Early Years Foundation Stage curriculum (personal, social and emotional; communication, language and literacy; mathematics; knowledge and understanding of the world; physical and creative development). Children learn through experience and are free to choose which activity they wish to engage in. Staff assist to the extent that is judged necessary and to encourage children's efforts.

There are no restrictions on access to our service (save for the fact that a child must be of the relevant age of 2 to 5 years). Children aged 3 years + 1 school term, and some aged 2 years, are eligible for free entitlement funding. We receive fees from this, administered by London Borough of Lewisham, to provide a free childcare place for 15 hours each week of term.

The trustees of Newstead Road Playgroup have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

**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

Continued to provide high quality education and care.  
Continued to support the families of children attending our setting.

#### **Committee:**

3 committee members ongoing.

#### **Staff:**

The charity operates with at least 4 to 5 permanent staff and 1 to 2 temporary staff / apprentices each year. We have 1 volunteer.

**Facilities and Equipment:** Not reported

**New Resources Bought with inclusion funding:** Not reported

**Events and Activities:** Not reported

## Section E

## Financial review

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

The charity has a reserves policy in place, which is included with the attached accounts. At 31 March 2021, charity reserves were £114,596. This is just above our reserves target of £113,600, a level which, after considering current liabilities, the trustees consider necessary and prudent for the long-term stability of the charity.

### 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.

The pre-school has paid a £3,000 rent deposit which, though due, has not been returned. This is counted as an asset. We pay rent according to invoices issued by our landlord, however these invoices are less than the amount stated in the lease. We have advised the landlord of this discrepancy and have received their acknowledgement. The difference has been recorded as a liability, which is presently increasing every month. During the period covered by this report, this potential liability has increased by £8,500. Our reserves policy makes provision for this.

The Pre-School had a surplus of £11,373 in 2020-21 or £2,873, after our potential rent liability with Lewisham Council.

Income from private fees was £7,790 compared to £9,488 in 2019-20. Over-all spend this year was \$92,233 compared to £106,219 in 2019-20.

Following reconciliation of Petty Cash funds, the Chair of Trustees (myself) held £1,327 of Pre-School funds at the end of this financial year pending deposit to the Charity's bank account.

There were some cash expense receipts from July to December 2019 that had been omitted from the 2019-2020 accounts totalling £212. These have been included in these accounts for 2020-2021.

The closing balance for 2019-2020 year had to be adjusted as follows due to accounting errors which could not be resolved:

4 Error Corrections

<b>103,536.00</b>	<b>2019-20 Cash Funds Year End, as reported</b>
-273.97	Corrected PSLA Balance from 10,228 to 9,954
63.42	Corrected Cash Balance -9.10 to 54.32
-98.45	Error on Cash transfers, missing -98.45
-3.86	Error on Cash Accounting
<b>103,223.14</b>	<b>New Closing Balance matches with account balances</b>

## 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)

John David Hand

Position (eg Secretary, Chair, etc)

Chair

Date

18/Jun/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Newstead Road Playgroup

No (if any)

1047690

CC16a


## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Apr-20		31-Mar-21

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Fees	7,791	-	-	7,791	9,488
Free Entitlement	90,743	-	-	90,743	116,307
Fundraising	-	-	-	-	199
Interest	58	-	-	58	221
Other Income / Commissions	5,000	-	-	5,000	16
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>103,591</b>	<b>-</b>	<b>-</b>	<b>103,591</b>	<b>126,231</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>103,591</b>	<b>-</b>	<b>-</b>	<b>103,591</b>	<b>126,231</b>
<b>A3 Payments</b>					
Utilities	2,593	-	-	2,593	2,648
Staff Costs	78,055	-	-	78,055	83,497
Rent	3,500	-	-	3,500	3,500
Rates	-	-	-	-	-
Payroll Fees	372	-	-	372	507
Other Operational Expenses	7,713	-	-	7,713	11,917
Exceptional Expenses	-	-	-	-	4,152
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>92,233</b>	<b>-</b>	<b>-</b>	<b>92,233</b>	<b>106,219</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>92,233</b>	<b>-</b>	<b>-</b>	<b>92,233</b>	<b>106,219</b>
<b>Net of receipts/(payments)</b>	<b>11,359</b>	<b>-</b>	<b>-</b>	<b>11,359</b>	<b>20,012</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>103,223</b>	<b>-</b>	<b>-</b>	<b>103,223</b>	<b>83,524</b>
<b>Cash funds this year end</b>	<b>114,582</b>	<b>-</b>	<b>-</b>	<b>114,582</b>	<b>103,536</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	110,150	-	-
	Petty Cash	119		
	Cash held by Chair of Trustees	1,327		
	Rent Deposit	3,000	-	-
			-	-
	<b>Total cash funds</b>	<b>114,596</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Rent not yet invoiced	Unrestricted		
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		John David Hand	18-Jun-2025	





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Report to the trustees/  
members of

Charity Name

Newstead Road Playgroup

On accounts for the year  
ended

31-03-2021

Charity no  
(if any)

1047690  
1153436

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable  
a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

2/12/2025

Name:

Steve Steward-Kirby



Relevant professional qualification(s) or body (if any):

CPAA

Address:

23 Highcombe Close

Nottingham

London SE9 4QH

Only complete if the examiner needs to highlight matters of concern (see CC33)  
Independent examination of charity accounts: directions and guidance for examiners).

Set out on pages

I report to the trustees on my examination of the accounts of the above charity (the Trust) for the year ended

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in any material respect:

- the accounts do not accord with the accounting records
- the accounts were not kept in accordance with section 130 of the Act or

Responsibilities and basis of report

Examiner's statement

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Date:

Signed:

Name:



