



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 Apr 2020 Period start date To 31 Mar 2021
Period end date

Charity name: Peter Pan Pre-school

Charity registration number: 1062788

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To manage the affairs and interests of, and act on behalf of, Peter Pan Pre School, thus enabling the Pre School to provide high quality care and education for children below statutory school age from Armed Forces and civilian families living in the local area.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• To open bank accounts;• To raise money to pay for the Pre School's activities;• To make such payments as necessary;• To fix and collect the fees payable in respect of children attending the Pre School;• To provide accommodation and equipment required by the Pre School;• To employ such suitable paid and unpaid staff, agents and advisors as maybe required from time to time;• To offer volunteering opportunities;• To set aside funds for special purposes or as reserves against future expenditure;• To sell, lease or otherwise dispose of all or any part of the Pre School's property subject to complying with the provisions of the Charities Act 1993 Sections 36 and 37.• To provide indemnity insurance to cover the liability of the Committee members;• To insure the property and assets of the Pre School against any foreseeable risk and to take out other insurance policies to protect the Pre School as required;

		<ul style="list-style-type: none"> To work with similar Groups and support agencies and exchange information and advice with them as appropriate; To forge links with other Charities and support them if appropriate
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Pre School offers bursaries and free places to families experiencing financial or social difficulties and hardship in order to give children the opportunity to enter and benefit from a structured Early Years learning environment.
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<ul style="list-style-type: none"> We have a local company that run a team building event annually. As part of that they visit us once a year with about 20 staff and undertake a variety of tasks such as gardening, maintenance painting and small projects. However due to COVID this didn't happen this year. One of our staff is a member of the Guiding organisation. She arranges Guides to attend for visits not only to benefit their community work and progression, but they also undertake some projects and maintenance work, this again didn't happen this year due to COVID.. We can offer volunteering opportunities for people who want to come in on a more ad hoc basis to do specific tasks or read to the children, or just gain experience in the workplace before pursuing a career in Early Years.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ol style="list-style-type: none"> 1. The Government funded extended free 30 hours for working parents continued in this F/Y capped and was at 16 places. This is continually reviewed and enables spouses to seek employment. 2. The Pre School worked collaboratively with our three local primary schools, Head Teachers, Home School Link Workers and Surrey Early Years, Home Start and other partner agencies to improve the outcomes for our children and families. 3. Where COVID allowed and when we were open we tried to coincide with national events i.e. St Georges Day, St David's Day, Divali etc which represents the diverse population and ethnicity of our children. 4. We commemorate Remembrance with activities. 5. Staff and Children take part in Children in Need raising money and doing activities. 6. We held a socially distanced graduation Ceremony for Children Transitioning to Yr R in Primary School 7. Run a Closed Facebook page for families 8. Communicate regularly with parents by email and hard copy with newsletters and information for Parents and Carers. 9. Update the Pre School regularly with Policies and Procedures and news to keep families up to date 10. Continue to offer employment and training opportunities to service spouses and people from the local community 11. Focus on the continual CPD for all members of staff to include additional training such as Makaton, Forest School and Paediatric First Aid. This was mainly done virtual and online. 12. We sponsor a Shetland Pony at Mane Chance Sanctuary take part in their 'Chance to Be' programme.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The introduction of the 30 hours funded by the Government continued to be very popular and has enabled and encouraged many of our families to be able to go back to work. The feedback from parents has been positive and they welcome the flexibility that is offered. This enables families to be independent, financially secure and increases family resilience.
Performance of fundraising activities against objectives set	Para 1.41	<ul style="list-style-type: none">• The Pre School has made successful applications to the Army Welfare Fund and to Surrey County Council.• Due to COVID fundraising activities during this year were put on hold.
Investment performance against objectives	Para 1.41	The additional 30 hours funding has benefitted the Pre School and boosted numbers on role and will go some way to securing the future financial stability and sustainability of the setting. We have built up a Contingency Fund to cover emergencies and redundancies this is reviewed regularly.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<ul style="list-style-type: none"> The Pre School has continued to operate without a loss considering we had to close for 3 months due to COVID. There has been a small significant increase in the hourly rate paid by Surrey County Council for funded places. Charges are reviewed regularly but these are kept to a minimum to ensure affordability for service and local families. We have a very strict budgeting regime in place to maintain the stability and sustainability of Peter Pan Pre School
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Limited financial reserves are held to cover future expenditure on Pre School infrastructure, bursaries and to cover a contingency fund for staff and operating costs in an emergency
Amount of reserves held	Para 1.22	£10,600.00
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The finances of the Pre School are carefully managed to ensure we safeguard our financial position. Due to the fluctuating numbers of children as result of being on a military base and the churn of service life we need to manage every aspect of our business very closely. The 2 nd Battalion Duke of Lancaster's Regt (2 Lancs) arrived in Aug 20 with numbers of children in the setting rising.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income is mainly derived from fees paid for the provision of childcare from Surrey County Council and parental contributions. The Pre School continues to be well supported from grants applied for from the Army Welfare Fund. The Trustees continue to seek access to further sources of funding
Investment policy and objectives including any social investment policy adopted	Para 1.46	The additional 30 hours has benefitted the Pre School and has secured the financial stability for the period. We have reviewed the need for a contingency fund and will now seek to add to this regularly to mitigate any exceptional emergency expenditure or for redundancy payments if they should be necessary. The Pre School will continue to offer the NEST pension scheme to all employees and encourages staff to take up this option.

A description of the principal risks facing the charity	Para 1.46	<p>The Army Training Centre is due to increase in size over the next few years which will see the number of families increase significantly so at this stage the future of the Peter Pan Pre School would appear secure.</p> <p>The biggest risk we were facing this year was COVID and having to close for three months, however as surrey county council continued to pay the funding, we managed to keep our financial situation stable.</p>
Other		Not applicable.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected and appointed by members of Peter Pan Pre School

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>All Trustees complete a DBS check and annual disclosure form, an EY2 Ofsted suitability application and a Charity Commission declaration. They are issued with an induction pack detailing the Code of Conduct, Management Committee Constitution, Job Description for the Officers positions, minutes of the last meeting and AGM. It also provides links to the key childcare and safeguarding legislation and guidance documents.</p> <p>Peter Pan Pre School adopts the Policies and Procedures advised in the guide to Occupational Standard for Management Committee Members of Small Voluntary organisations and Groups and the Charity Trustees Handbook.</p> <p>Trustees have completed training run by Surrey Early Years Business Team for Pre Schools in the Charitable Sector and attend meetings with Surrey Early Years advisors as appropriate.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Pre School operates in a building owned and maintained by the Ministry of Defence under an Encroachment Licence. The Management Committee consists of members of the Armed Forces, civilian MOD employees as well as parents of current and former children who attend the Pre School.</p> <p>All the Trustees are volunteers and do not receive any payments of expense for their time and commitment.</p> <p>All major financial decisions including staff salaries and wage increases, pensions and bursary applications are decided by the management Committee. The Manager adheres to a strict budget and all additional</p>

		<p>expenditure must be justified fully to the Committee before agreement is given.</p> <p>All grant applications are generally completed by the Chairperson or Treasurer.</p>
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Peter Pan Pre-school
Other name the charity uses	
Registered charity number	1062788
Charity's principal address	Peter Pan Pre-school Alexander Barracks Pirbright Brookwood Woking Surrey GU24 0QQ 01483 798264

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	Major Carol Miller MBE	Chairperson		
2	Kay Culley	Secretary		
3	Carol Campo	Treasurer		
4	Lisa Page	Committee	26/11/2020 -17/07/2021	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	CAROL MILNE	
Position (eg Secretary, Chair, etc)	CHAIRPERSON	

Date

26 NOV 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Peter Pan Pre-School Pirbright

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

1062788

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021.

**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 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.

Signed:

F J Wilde

Date:

24 January 2022

Name:

F J Wilde

**Relevant professional
qualification(s) or body:**

FCCA DChA

Address:

4 Marigold Drive

Bisley

GU24 9SF



CHARITY COMMISSION
FOR ENGLAND AND WALES

Peter Pan Pre School

1062788

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

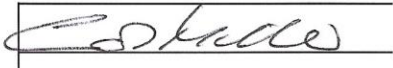
To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	104,715	-	-	104,715	119,697
Bank Interest	35	-	-	35	166
Other	-	-	-	-	94
Fundraising	-	-	-	-	-
Grants	-	-	-	-	-
Donations	-	-	-	-	1
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	104,750	-	-	104,750	119,958
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	104,750	-	-	104,750	119,958
A3 Payments					
Salaries	97,249	-	-	97,249	101,771
Pensions	2,894	-	-	2,894	2,591
Other Expenditure	759	-	-	759	293
Kids Parties	-	-	-	-	208
Snacks	1,169	-	-	1,169	1,934
School Equipment	-	-	-	-	-
Courses	608	-	-	608	1,703
Resources and Activities	2,554	-	-	2,554	2,783
Garden Equipment	675	-	-	675	3,410
Uniform	415	-	-	415	-
Office Expenses	3,083	-	-	3,083	3,644
IT and Phone	1,653	-	-	1,653	877
Bank and Other Charges	718	-	-	718	1,537
Travel	1,308	-	-	1,308	1,892
Fundraising Costs	-	-	-	-	41
Accountancy Fees	846	-	-	846	678
Staff Loan	50	-	-	50	-
Donations to charities	80	-	-	80	-
Cleaning	260	-	-	260	-
	-	-	-	-	-
Sub total	114,321	-	-	114,321	123,362
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	114,321	-	-	114,321	123,362
Net of receipts/(payments)	- 9,571	-	-	- 9,571	- 3,404
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	76,177	-	-	76,177	79,581
Cash funds this year end	66,606	1	-	66,606	76,177

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 £
B1 Cash funds	Current	5,000	-	-
	Deposit	61,606	-	-
	Cash	-	-	-
	Total cash funds	66,606	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			CAROL WALKER MBE	20/Jan 22
CCXX R3 accounts (SS)		3		