



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2020

Section A Reference and administration details

Charity name

PLUMSTEAD MANOR NURSERY

Other names charity is known by

Registered charity number (if any)

1129021

Charity's principal address

OLD MILL ROAD

PLUMSTEAD COMMON

LONDON

Postcode

SE18 1QF

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	Ms Tania Bruce	Chairperson	01/01/2020 - 30/06/2020	
2	Mrs Lee Ott	Chairperson	01/07/2020 - Present	
3	Ms Helgar Crowley	Secretary	01/01/2020 - 30/06/2020	
4	Mrs Lynn Whitlock	Ass. Manageress of Nursery		
5	Mrs Julie Torrison	Manager of Nursery		
6	Mrs Jean Reader	Treasurer		
7	Mrs Sarah Mckibbin	Member		
8	Mrs Margeret Fry	Member		
9	Mrs Sarah Clark	Member		
10				
11				
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)

--

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)	TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY AGM

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.

--

Section C Objectives and activities

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

The aim of the pre-school is to enhance the development and education of children primarily 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)

Although the year 2020 has been a confusing year and in some respects, quite an exhausting one. It has also been profitable. We have received our grants and we have paid our staff as normal. Because of the closure of the nursery at the beginning of the pandemic expenditure was low. We opened early into the 'shut down' in order to help parents and carers who needed to work. Also, there were some children that, for a variety of reasons, needed nursery education.

Health wise we were lucky. We had several people who, over the lock downs, contracted the virus but not seriously enough to make us shut our doors.

We purchased more technical aids to help staff prepare their reports ext. and this helped with the number of programs the staff could share with the children who were caught in their own homes. The stories times were very popular and of course, our Manageress kept in touch with her staff via the computer links. The grounds around the nursery were cleared and got ready for the coming spring so the children missed none of the pleasant weather.

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**

All in all, I think we have come through the first part of this epidemic with good results. We have not relaxed our grip on sensible health practices, nor have we forgotten that our aim is to prepare the children for full time education.

The number of enquiries from parents wishing to register their children to attend the nursery during the coming year are promising and indicates Plumstead Manor Pre School should continue to flourish in the future

Section E Financial review

Brief statement of the charity's policy on reserves

It is the policy of the Charity to maintain sufficient unrestricted funds to cover management and administration costs for a period of a least three months.

When decided the level of reserves, the trustees take into consideration the forecasts for levels of income and expenditure for the coming year, the reliability of each source of income and prospects for opening up new sources.

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)	Mrs. Jean Reader	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	10/6/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Plumstead Manor Nursery

No (if any)
1129021

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2020


To

Period end date
31/12/2020

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	31,853	-	-	31,853	66,461
GRANTS	163,321	-	-	163,321	128,544
INTEREST RECEIVED	653	-	-	653	20
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	195,828	-	-	195,828	195,025
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	195,828	-	-	195,828	195,025
A3 Payments					
ACCOUNTANCY	-	-	-	-	1,250
OTHER DIRECT COSTS	870	-	-	870	2,678
BANK CHARGES	82	-	-	82	194
HYGIENE/CLEANING	273	-	-	273	365
OFFICE	6,934	-	-	6,934	11,015
PENSIONS	5,241	-	-	5,241	4,645
RENT	6,000	-	-	6,000	5,000
SUNDRY	853	-	-	853	1,961
TEMPORARY STAFF & TRAINING	10	-	-	10	769
WAGES	106,531	-	-	106,531	115,200
Sub total	126,795	-	-	126,795	143,077
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	126,795	-	-	126,795	143,077
Net of receipts/(payments)	69,033	-	-	69,033	51,949
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	255,412	-	-	255,412	-
Cash funds this year end	324,445	-	-	324,445	51,949

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 ACCOUNT	198,304	-	-
	DEPOSIT ACCOUNT	39,947	-	-
	NATIONWIDE ACCOUNT	81,739		
	TREASURERS ACCOUNT	4,455	-	-
	Total cash funds	324,445	-	-
	(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	
		JEAN READER	14/06/2021	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

PLUMSTEAD MANOR NURSERY

**On accounts for the year
ended**

31 DECEMBER 2020

**Charity no
(if any)**

1129021

Set out on pages

CC16a page no.1 and 2.

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

DocuSigned by:
Alan McCappin
919CAB5A70E54E6

Date:

9/30/2021

Name:

Alan McCappin BA(Hons) FCCA

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

Association of Chartered Certified Accountants

(if any):

--

Address:

BRADLEYS ACCOUNTANTS

81 BELLEGROVE ROAD

WELLING, KENT DA16 3PG

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.