



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2021		31	12	2021

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	Mrs Lee Ott	Chairperson		
2	Mrs Lynn Whitlock	Ass. Manageress of Nursery		
3	Mrs Julie Torrison	Manager of Nursery		
4	Mrs Jean Reader	Treasurer		
5	Mrs Sarah Mckibbin	Member		
6	Mrs Margeret Fry	Member		
7	Mrs Sarah Clark	Member		
8				
9				
10				
11				
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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

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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 (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.

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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)

This has been a difficult year. It has been very good for the finances but I do not think that there has been much continuity. At the beginning of the year parents were reluctant to leave their children although there were all the checks and hygiene measures in place that the government recommended and the some the nursery staff thought should be added.

Outings were scarce, although we did make up for it with Queen's Jubilee. Families were invited and there was a selection of party food and small presents.

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

The staff have made every effort to keep the children amused and happy but 2021 won't go down as our most successful year. Plans for 2022 have been much more successful and our numbers are encouraging

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	10/3/2022	



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 2021

**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:

28/09/2022

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.