



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2023		31	12	2023

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 Diane O'Neill	Chairperson		
2	Ms Karen Leo	Treasurer	March 2024	
3	Mrs Leigh Ott	Secretary		
	Mrs Julie Torrison	Manager of Nursery		
4	Mrs Linda Whitelock	Ass. Manager of Nursery		
5	Mrs Sarah Mckibbin	Member		
6	Mrs Sheena Bethell	Member	April 2021	
7	Ms Trica Charles	Member	December 2022	
8	Mrs Marion Harbord	Member	December 2022	
9				
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)

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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**

As a nursery within a thriving and diverse community serving South East London our main objective is to provide a nurturing and strong educational setting that equips all students with the skills and knowledge to act as a stepping stone into primary education.

**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)**

We are a nursery that caters for students that are between the ages of 2 and 5 years old and are accepting of private funding as well as the 15 and 30 free hour Government funded schemes. We are flexible with our hour allocations avoiding parents being restricted to placements only in the morning/afternoon based on funding and allow parents to top-up outside of their funded hours.

**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

Section D	Achievements and performance
<b>Summary of the main achievements of the charity during the year</b>	<p>Plumstead Manor Nursery was inspected by Ofsted on 20th July 2023 and received a Good rating. Highlights of the report include praise for 'Children are engaged and focused within their chosen activities. They show high levels of concentration and follow instructions carefully'.</p>

## 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)

Signed by:  
*Karen Leo*  
P4E775845C5041E...

Full name(s)

Karen Leo

Position (eg Secretary, Chair, etc)

Treasurer

Date

4/1/2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Plumstead Manor Nursery</b>	No (if any) <b>1129021</b>
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**Receipts and payments accounts**

**CC16a**

For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023
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**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 £
<b>A1 Receipts</b>					
FEES	42,217	-	-	42,217	40,424
GRANTS	152,816	-	-	152,816	147,461
INTEREST RECEIVED	3,934	-	-	3,934	1,672
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	198,967	-	-	198,967	189,557
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	198,967	-	-	198,967	189,557
<b>A3 Payments</b>					
ACCOUNTANCY		-	-	-	1,450
OTHER DIRECT COSTS	4,346			4,346	3,764
BANK CHARGES	93	-	-	93	113
HYGIENE/CLEANING	403	-	-	403	384
OFFICE	5,929	-	-	5,929	10,258
PENSIONS	6,700	-	-	6,700	4,797
RENT		-	-	-	8,000
REPAIRS & MAINTAINENCE	12,752	-	-	12,752	-
SUNDRY	1,831	-	-	1,831	250
TEMPORARY STAFF & TRAINING	5,795	-	-	5,795	1,631
WAGES	150,000	-	-	150,000	150,935
<b>Sub total</b>	187,849	-	-	187,849	181,582
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	187,849	-	-	187,849	181,582
<b>Net of receipts/(payments)</b>	11,118	-	-	11,118	7,975
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	370,319	-	-	370,319	362,344
<b>Cash funds this year end</b>	381,437	-	-	381,437	370,319

**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>				
CURRENT ACCOUNTS (SS)	CURRENT ACCOUNT 1	219,936	-	28/03/2025 -

DEPOSIT ACCOUNT	40,324	-	-
NATIONWIDE ACCOUNT	116,972		
TREASURERS ACCOUNT	4,205	-	-
<b>Total cash funds</b>	<b>381,437</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK	OK	OK
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Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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B2 Other monetary assets

Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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
<div>Signed by: Karen Leo F4E77594005841F</div>	Karen Leo	4/1/2025





# 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 2023

**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:**

28/03/2025

**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.**