

# ST JOHN'S SUNSHINE PRE-SCHOOL

England & Wales · Charity number 1154193

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2013-10-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Delmar Morgan Centre  
Cophorne Bank  
Cophorne  
Crawley  
West Sussex  
RH10 3QX

**Phone** 07963 501762

**Email** [stjohnssunshine@hotmail.co.uk](mailto:stjohnssunshine@hotmail.co.uk)

**Website** [www.stjohnssunshinepreschool.co.uk](http://www.stjohnssunshinepreschool.co.uk)

## Activities

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**Objects:** THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Provider of education for pre-school children aged 2 years to School age.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- West Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£107,053	£91,153	-	-
2023-08-31	£82,601	£75,242	-	-
2022-08-31	£71,766	£69,921	-	-
2021-08-31	£47,932	£43,112	-	-
2020-08-31	£44,872	£45,085	-	-

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## Trustees

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Name	Role	Appointed
Jessica Mary Elvin	Chair	2024-02-22
Charlieanne Louise Harradine		2024-02-22
Joanna Lucy Moucarry		2023-03-08

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**ST JOHN'S SUNSHINE PRE-SCHOOL**

England & Wales - Charity number 1154193

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month Sept	Year 2023		Day 31 <sup>st</sup>	Month August	Year 2024

## Section A Reference and administration details

**Charity name**

ST JOHN'S SUNSHINE PRE-SCHOOL

**Other names charity is known by**

**Registered charity number (if any)**

1154193

**Charity's principal address**

The Delmar Morgan Centre

Copthorne Bank

Copthorne

**Postcode**

**RH10 3QX**

### 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	Grace Wiggins	Chair	Up to 22/2/23	
2	Hayley Wheatland	Treasurer	Up to 22/2/23	
3	Jo Moucarray	Secretary		
4	Jess Elvin	Chair	From 22/2/23	
5	Charlie Harradine	Treasurer	From 22/2/23	
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Name 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)	Early Years Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership during the Annual General Meeting

**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 aims of the Pre-school are 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 and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## 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

See Attached AGM Minutes.

## Section E

### Financial review

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

The Pre-school will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

**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.

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## Section F Other optional information

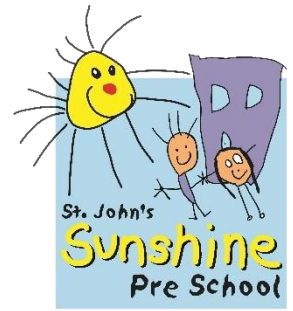
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## Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		



## ANNUAL GENERAL MEETING 5<sup>th</sup> June 2025

Attendees:-

Jess Elvin (Chair), Charlie Harradine (Treasurer), Georgiie Burbidge, Kirsty Lane, Jen Shepherd, Jo Creasey, Jo Taylor.

Apologies:- Jo Moucarry (Treasurer), Kim Brimelow

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The Chair of the meeting confirmed that a quorum was present.

### **Chair's Report 2023-2024**

In this financial year we made £16,258.41 profit, compared to £7,359 last year.

We started the year with an 87% percent attendance with a 53% attendance in the afternoons. The afternoons are for the older children so the numbers are kept lower so they have a better staff to child ratio. By January 2024 we were full in the mornings and by the end of the school year the afternoons had increased to 66% attendance.

We received an increase in the Free Entitlement due to an Early Years Supplementary Grant which ended in March 2024. This helped in April when the Minimum wage went up to £11.44 which saw another 10% pay increase.

Due to the increase in wages and other outgoings, we had to increase our session rate to £20. We hadn't greatly increased our fees for 6 years, and we are hoping that more parents will be entitled to the new 2 year funding for working parents which is being rolled out in April 2024 so parents will only have to pay the increased fees for a short time.

In November 2023 we held an extraordinary meeting to discuss whether we should stay at the Parish Hub as they wanted to increase the rent until the hourly rate was £15. The Delmar Morgan Centre had been recently vacated and it was agreed by the committee to move to the new premises in January 2024. The Delmar's hourly rate is £8 an hour. This has resulted in the rent being lower compared to last year.

In fund raising we raised £1,288.03 which is less than last year but still a great amount. This included £669.55 at Christmas, £146.77 for the Easter Egg Hunt, £302 at the Carnival, and Graduation photos and refreshments raised £94. Some of the fund raising was spent on new staff uniform, a laminator and trimmer and lots of outdoor toys.

We spent more on equipment this year than last year. This included a laptop for the administration of the Pre School, various items for the new premises, lots of crafting accessories, play doh and accessories, dress up costumes, sand and even a second hand Little Tikes Car!

In staff news, Melanie unfortunately left but we then welcomed Grace to the team in March to help with the increase in workload. We also sadly said goodbye to Karen who had been the administrator at Sunshine for many years. We have since welcomed our new Administrator Jen who has had some very big boots to fill.

We have kept fees the same for this period, however due to the introduction of 2 year old funding for working families and the rate for 2 year old funding being greater than for 3-4 year olds; as the year progressed we received less funding for the same number of children.

Over this current academic year, we have had an unusual situation in that we were full for this academic year and the next academic year (in the mornings) which meant we had to put a pause on taking on new starters. We also had a very high number of 2 year olds which meant we had to increase our staffing numbers to comply to the adult:child ratios. We still have a good waiting list and are currently finalising staffing and children's sessions for September. We have also introduced a settling in session for new starters to enable them to get used to the staff and setting prior to starting in September.

## **ELECTION OF THE COMMITTEE**

Jo, Charlie and Jess have very kindly agreed to stay on in their roles

NAME	POSITION
Jess Elvin	Chair
Jo Moucarry	Secretary
Charlie Harradine	Treasurer

The financial report follows:-



# ANNUAL ACCOUNTS

FOR COMPARISON

**01/09/2023 -  
31/08/2024**

**01/09/2022 -  
31/08/2023**

	<i>TOTAL</i>	<i>TOTAL</i>
Opening Balance	£ 32,261.32	£ 24,902.31
<b>INCOME</b>		
Donation	£ -	£ 25.00
Fees	£ 16,155.76	£ 17,211.68
Fees WSCC	£ 88,446.45	£ 62,644.91
Fundraising	£ 1,382.03	£ 1,997.91
Grant	£ -	£ 500.00
Interest	£ 202.04	£ 81.79
Transfers	£ 1,347.97	£ 1,014.89
<b>TOTAL</b>	<b>£ 107,534.25</b>	<b>£ 83,476.18</b>
<b>EXPENDITURE</b>		
Advertising	£ 68.40	£ 68.40
Bank Charges	£ 60.00	£ 60.00
Court Costs	£ 80.00	£ -
Entertainers - End of term/Christmas	£ 265.00	£ 331.50
DBS	£ 149.98	£ 90.00
Equipment	£ 1,180.76	£ 722.47
EYPP Equipment	£ 654.11	£ 251.63
Fund Raising Costs	£ 534.68	£ 106.70
Ink Cartridges	£ 321.76	£ 335.76
Insurance	£ -	£ 1,737.21
Items bought with Fund Raising	£ 1,272.97	£ 1,347.33
Misc	£ 33.94	£ -
Mobile Phone	£ 20.00	£ 40.00
Moving Costs	£ 421.94	£ -
Ofsted	£ 35.00	£ 220.00
Payroll	£ 276.00	£ 247.20
Pension	£ 1,820.82	£ 1,356.03
Photographs	£ 58.70	£ -
Professional Fees	£ 337.87	£ 146.88
Provisions	£ 579.46	£ 561.28
Rent	£ 8,252.75	£ 9,551.25
Staff Uniform	£ -	£ 135.00
Stationery/Postage	£ 180.04	£ 143.42
Tapestry	£ -	£ 134.40
Tax/NI	£ -	£ -
Training	£ 89.00	£ -
Wages	£ 73,105.23	£ 57,515.82
Website	£ 129.46	£ -
Transfers	£ 1,347.97	£ 1,014.89
<b>TOTAL</b>	<b>£ 91,275.84</b>	<b>£ 76,117.17</b>
<b>BALANCE</b>	<b>£ 16,258.41</b>	<b>£ 7,359.01</b>
<b>TOTAL FUNDS</b>	<b>£ 48,519.73</b>	<b>£ 32,261.32</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 43,027.89	£ 26,878.10
CAF Fund Raising A/C	£ 5,491.84	£ 5,383.22
<b>TOTAL</b>	<b>£ 48,519.73</b>	<b>£ 32,261.32</b>



**Section A Independent Examiner's Report**

Report to the trustees/  
members of

Charity Name  
St John's Sunshine Pre-school

On accounts for the year  
ended

31/08/2024

Charity no  
(if any)

1154193

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 31/08/2023.

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:

*LB*

Date:

04/06/2025

Name:

LEWIS BURBIDGE

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

Police officer.

Address:

6 Celandine Close  
Crawley  
RH11 9EB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

[Empty box for disclosure details]

**ST JOHN'S SUNSHINE PRE-SCHOOL**

England & Wales - Charity number 1154193

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 1 <sup>st</sup>	Month Sept	Year 2021	To	Day 31 <sup>st</sup>	Month August	Year 2022

## Section A Reference and administration details

Charity name

ST JOHN'S SUNSHINE PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1154193

Charity's principal address

The Delmar Morgan Centre  
 Copthorne Bank  
 Copthorne  
 Postcode RH10 3QX

### 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	Grace Wiggins	Chair		
2	Hayley Wheatland	Treasurer		
3	Jo Moucarry	Secretary		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Name 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 <i>(eg. trust deed, constitution)</i>	Early Years Alliance Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected from Membership during the Annual General Meeting

**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 aims of the Pre-school are 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 and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

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- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## 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.

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## Section D

### Achievements and performance

See Attached AGM Minutes.

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## Section E

### Financial review

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

The Pre-school will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

**Details of any funds materially in deficit**

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### 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.

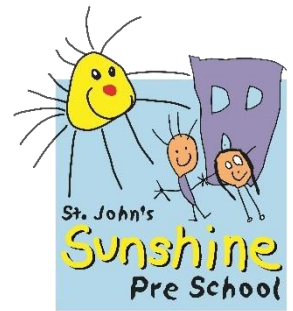
### Section F Other optional information

### Section G Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	GRACE WIGGINS	
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	
<b>Date</b>	22.2.24	



**ANNUAL GENERAL MEETING**  
**22<sup>nd</sup> February 2024**

Attendees:-

Grace Wiggins (Chair), Jo Moucarray (Secretary), Josi Griggs, Sarah Tarasek, Jess Elvin, Elisha Winter, Karen Carey, Jo Taylor, Kim Brimelow.

Apologies:- Hayley Wheatland (Treasurer), Charlie Harradine

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The Chair of the meeting confirmed that a quorum was present.

**Chair's Report 2022-2023**

In this financial year we made an excess of £7,359 compared to £1,845 last year.

We started the year with an 87% percent attendance with a 40% attendance in the afternoons. The afternoons are for the older children so the numbers are kept lower so they have a better staff to child ratio. By January 2023 we were full in the mornings and by the end of the school year the afternoons had increased to 51% attendance.

The Free Entitlement increased by 25p an hour for 3-4 year olds and the 2 year funding increased by 57p in April 2023. We only had one 2 year old child claiming the free entitlement so this did not make a huge difference to our income. The additional Free Entitlement funding and an increase in fee paying children from the beginning of September gave us a big boost in income.

The rent appears to be lower in this financial year, this is because the Parish Hub invoiced us for September 2022 term in August.

In fund raising we raised an incredible £1,997. This included £721 at Christmas, £108 for the Easter Egg Hunt, £274 at the Carnival, Graduation Photos and Refreshments raised £113. Plus a huge £527 for the Sponsored Bounce. Some of the fund raising was spent on Magnetic toys, drawers and folder for monthly topics, Coronation medals for all the children and lots of outdoor push along and ride on toys.

In staff news, we welcomed Kim back from maternity leave, with Jo continuing as Manager and Kim taking the Deputy Manager Role and focusing more on the administration side of the pre-school. Hannah also became a paid member of staff after previously volunteering at the setting. Debbie unfortunately left us in March 2023 but we welcomed Kayleigh to the team in April.

The minimum wage increased from £9.50 to £10.42 in April 2023 and we were able to afford to give all staff a 10% increase. This was still only just above the minimum wage with the lowest hourly rate being £10.45.

For the coming year we have received an increase in the Free Entitlement due to an Early Years Supplementary Grant which will end in March 2024. This will help in April when the Minimum wage will go up to £11.44 which is another 10% increase.

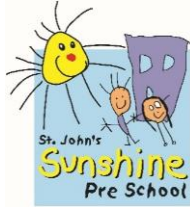
Due to the increase in wages and other outgoings, we have had to increase our session rate to £20. We hadn't greatly increased our fees for 6 years, and we are hoping that more parents will be entitled to the new 2 year funding for working parents which is being rolled out in April 2024, so parents will only have to pay the increased fees for a short time.

## **ELECTION OF THE COMMITTEE**

Jo has very kindly agreed to stay on as secretary, but Grace and Hayley have both has resigned their positions as trustees. The following people were voted in by a majority show of hands at the AGM as the trustees of St John's Sunshine Pre-school. Charlie Harradine was voted in as Treasurer in her absence.

NAME	POSITION
Jess Elvin	Chair
Jo Moucarry	Secretary
Charlie Harradine	Treasurer

The financial report follows:-



# ANNUAL ACCOUNTS

FOR COMPARISON

**01/09/2022 -  
31/08/2023**

**01/09/2021 -  
31/08/2022**

	<i>TOTAL</i>	<i>TOTAL</i>
Opening Balance	£ 24,902.31	£ 23,057.05
<b>INCOME</b>		
Donation	£ 25.00	
Fees	£ 17,211.68	£ 13,489.80
Fees WSCC	£ 62,644.91	£ 57,013.07
Fundraising	£ 1,997.91	£ 1,259.57
Grant	£ 500.00	
Interest	£ 81.79	£ 4.14
Transfers	£ 1,014.89	£ 731.98
<b>TOTAL</b>	<b>£ 83,476.18</b>	<b>£ 72,498.56</b>
<b>EXPENDITURE</b>		
Advertising	£ 68.40	£ 84.52
Bank Charges	£ 60.00	£ 85.00
Entertainers - End of term/Christmas	£ 331.50	
DBS	£ 90.00	£ 93.32
Equipment	£ 722.47	£ 336.95
EYPP Equipment	£ 251.63	
Fund Raising Costs	£ 106.70	£ 9.99
Ink Cartridges	£ 335.76	£ 63.37
Insurance	£ 1,737.21	
Items bought with Fund Raising	£ 1,347.33	£ 583.98
Adjustment		£ 0.60
Mobile Phone	£ 40.00	
Ofsted	£ 220.00	£ 220.00
Payroll	£ 247.20	£ 239.00
Pension	£ 1,356.03	£ 1,073.52
Professional Fees	£ 146.88	£ 74.88
Provisions	£ 561.28	£ 773.07
Rent	£ 9,551.25	£ 10,614.00
Staff Uniform	£ 135.00	£ 77.00
Stationery/Postage	£ 143.42	£ 54.75
Tapestry	£ 134.40	£ 121.20
Tax/NI	£ -	£ 476.27
Training		£ 547.00
Wages	£ 57,515.82	£ 54,392.90
Transfers	£ 1,014.89	£ 731.98
<b>TOTAL</b>	<b>£ 76,117.17</b>	<b>£ 70,653.30</b>
<b>BALANCE</b>	<b>£ 7,359.01</b>	<b>£ 1,845.26</b>
<b>TOTAL FUNDS</b>	<b>£ 32,261.32</b>	<b>£ 24,902.31</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 26,878.10	£ 21,166.72
CAF Fund Raising A/C	£ 5,383.22	£ 3,735.59
<b>TOTAL</b>	<b>£ 32,261.32</b>	<b>£ 24,902.31</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
St John's Sunshine Pre-school

On accounts for the year ended

31/08/2023

Charity no (if any)

1154193

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 31/08/2023.

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: 21/02/2024

Name: LEWIS BURBIDGE

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

Address: 5 CELANDINE CLOSE  
CRAWLEY  
WEST SUSSEX RH11 9EB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

**ST JOHN'S SUNSHINE PRE-SCHOOL**

England & Wales - Charity number 1154193

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# Accounts

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 <sup>st</sup>	Month Sept	Year 2021		Day 31 <sup>st</sup>	Month August	Year 2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Parish Hub	
Borers Arms Road	
Copthorne	
Postcode	RH10 3ZQ

### 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	Grace Wiggins	Chair		
2	Charlotte Warner	Treasurer		
3	Lucy Parkins	Secretary		
4				
5				
6				
7				
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19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Name 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 <i>(eg trust deed constitution)</i>	Early Years Alliance Constitution
How the charity is constituted <i>(eg trust association company)</i>	Association
Trustee selection methods <i>(eg, appointed by, elected by)</i>	Elected from Membership during the Annual General Meeting

**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 aims of the Pre-school are 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 and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## 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

See Attached AGM Minutes.

## Section E

### Financial review

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

The playgroup will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

#### 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.

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### Section F

### Other optional information


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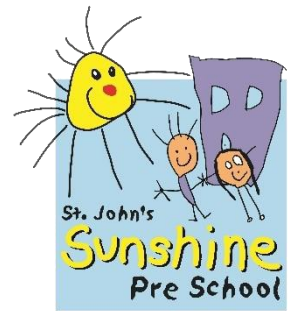
### Section G

### 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)	Grace Wiggins	
Position (eg Secretary, Chair, etc)	Chair	
Date	8.3.23	



## **ANNUAL GENERAL MEETING**

### **8<sup>th</sup> March 2023**

Attendees:-

Grace Wiggins (Chair), Florence Penfold, Rosie Hamblyn, Jo Moucarry, Georgiana Baleanu, Hayley Wheatland, Sam Edwards, Hanne Sperry, Josi Trotter, Jo Taylor, Debbie Simmonds, Karen Carey

Apologies:- Lucy Parkins (Secretary), Charlotte Warner (Treasurer), Kim Brimelow

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The Chair of the meeting confirmed that a quorum was present.

#### **Chair's Report 2021-202**

In this financial year we made £1,845 profit. (As a comparison to the previous year, this figure should actually be £1,008 as our insurance payment was delayed until after the start of the next financial year.)

At the beginning of the year we had 70% attendance in the mornings with only a small number of children attending in the afternoon. We lost children to other settings the previous year because we were only open for 3 afternoons so from September we managed to secure the hub for 5 afternoons a week. This is reflected in the increase in rent and the wages.

In January we heard the sad news that Jack and Jill would be closing. We managed to accommodate 7 of their children which meant that we were full in the mornings from March 2022 onwards, with an average of 13 children in the afternoons.

In fund raising we raised £468 at the Christmas Fair, £125 at the Easter Egg Hunt, £256 at the carnival, £219 for the sponsored walk and £147 at the children's graduation. Some of this was spent on a garage play set, a toy kitchen with food, some magnetic pads, and jubilee medals for the children. We also replaced the Amazon Fire tablets that are used for Tapestry.

In staff news, Kim went on maternity leave with Jo taking her role. Kat was taken on to cover the Assistant Manager position whilst Kim was on leave. Debbie also joined us to help with the increase of children in February. All the staff either renewed or undertook their Paediatric First Aid training this year. As the minimum wage increased from £8.91 to £9.50, an increase of 6%, it was decided to give everyone a pay rise of 6% in April 2022. The previous pension amount was a minus figure as staff were given a refund due to an incorrect calculation. This year, Sunshine contributed approximately £350 to the pension with the rest being staff contributions.

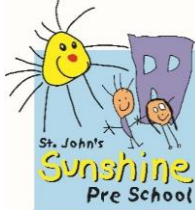
For this year we have welcomed Kim back from maternity leave, Jo will continue as Manager with Kim taking the Deputy Manager role and focusing more on the administration side of the pre-school. We started at 87% attendance but we are now full in the mornings, with an average of 9 children in the afternoon. We are already full for the next school year from September 2023-July 2024 with a waiting list.

## **ELECTION OF THE COMMITTEE**

Grace has very kindly agreed to stay on as Chair. The following people were voted in by a majority show of hands at the AGM as the trustees of St John's Sunshine Pre-school.

NAME	POSITION
Grace Wiggins	Chair
Jo Moucarry	Secretary
Hayley Wheatland	Treasurer

The financial report follows:-



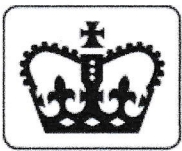
# ANNUAL ACCOUNTS

FOR COMPARISON

**01/09/2021 -  
31/08/2022**

**01/09/2020 -  
31/08/2021**

	<i>TOTAL</i>	<i>TOTAL</i>
Opening Balance	£ 23,057.05	£ 18,236.70
<b>INCOME</b>		
Donation		£ 6.81
Covid Grant from WSCC		£ 898.27
Fees	£ 13,489.80	£ 5,288.38
Fees WSCC	£ 57,013.07	£ 40,881.04
Fundraising	£ 1,259.57	£ 858.09
Interest	£ 4.14	£ 0.23
Transfers	£ 731.98	£ 500.30
<b>TOTAL</b>	<b>£ 72,498.56</b>	<b>£ 48,433.12</b>
<b>EXPENDITURE</b>		
Advertising	£ 84.52	£ 78.00
Bank Charges	£ 85.00	£ 84.00
DBS	£ 93.32	£ 46.66
Equipment	£ 336.95	£ 490.45
Fund Raising Costs	£ 9.99	£ 7.00
Ink Cartridges	£ 63.37	
Insurance		£ 831.81
Items bought with Fund Raising	£ 583.98	£ 298.38
Adjustment	£ 0.60	£ 32.98
Mobile Phone		
Ofsted	£ 220.00	£ 440.00
Payroll	£ 239.00	£ 216.00
Pension	£ 1,073.52	-£ 378.08
Professional Fees	£ 74.88	£ 74.88
Provisions	£ 773.07	£ 535.07
Rent	£ 10,614.00	£ 6,902.00
Staff Uniform	£ 77.00	£ 132.50
Stationery	£ 54.75	£ 2.69
Tapestry	£ 121.20	£ 121.20
Tax/NI	£ 476.27	£ 348.95
Training	£ 547.00	£ 96.00
Wages	£ 54,392.90	£ 32,751.98
Transfers	£ 731.98	£ 500.30
<b>TOTAL</b>	<b>£ 70,653.30</b>	<b>£ 43,612.77</b>
<b>BALANCE</b>	<b>£ 1,845.26</b>	<b>£ 4,820.35</b>
<b>TOTAL FUNDS</b>	<b>£ 24,902.31</b>	<b>£ 23,057.05</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 21,166.72	£ 19,999.13
CAF Fund Raising A/C	£ 3,735.59	£ 3,057.92
<b>TOTAL</b>	<b>£ 24,902.31</b>	<b>£ 23,057.05</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: St John's Sunshine Pre-school

On accounts for the year ended

31/08/2022

Charity no (if any)

1154193

Set out on pages

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 in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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:

[Handwritten signature]

Date:

1/12/22

Name:

BRIAN D HAY

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

[Blank line]

Address: 76 CENTRAL WAY  
OXTED  
SURREY RH8 0LY

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

[Empty box for disclosure details]

**ST JOHN'S SUNSHINE PRE-SCHOOL**

England & Wales - Charity number 1154193

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 1 <sup>st</sup>	Month Sept	Year 2020	To	Day 31 <sup>st</sup>	Month August	Year 2021

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

The Parish Hub
Borers Arms Road
Copthorne
<b>Postcode</b> <input type="text" value="RH10 3ZQ"/>

### 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	Grace Wiggins	Chair		
2	Charlotte Warner	Treasurer		
3	Lucy Parkins	Secretary		
4				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Name 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 <small>(eg. trust deed, constitution)</small>	Early Years Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected from Membership during the Annual General Meeting

**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 aims of the Pre-school are 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 and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## 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

See Attached AGM Minutes.

## Section E

### Financial review

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

The playgroup will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

**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.

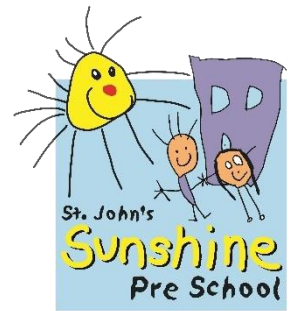
### Section F Other optional information

### 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)	Lucy PARKINS	
Position (eg Secretary, Chair, etc)	Secretary	
Date	16.06.22	



## **ANNUAL GENERAL MEETING**

### **24<sup>th</sup> June 2022**

Attendees:-

Lucy Parkins (Secretary), Charlotte Warner (Treasurer) Stacy Maddison, Kim Brimelow, Jo Taylor, Georgiie Burbidge, Katherine Hancock, Karen Carey

Apologies:- Grace Wiggins (Chair)

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The Chair of the meeting confirmed that a quorum was present.

#### **Chair's Report 2020-2021**

This financial year has been very good for the Pre-school after the loss we made last year. This year we made £4,820.

At the beginning of the year we only had a 33% attendance. This was due to the covid ruling that said that children were only allowed to attend one setting. Many of our children were attending more than one setting and decided to go with their other pre-school. This was mainly due to the other setting offering more hours. We were only open Monday and Tuesday afternoons at that point. We were then able to secure the hall on a Wednesday afternoon from March. We also still received the Free Entitlement from children who did not attend during the Spring term due to Covid.

WSCC invited us to apply for an Outbreak Management Fund and we were successfully awarded £899 which we put towards PPE and staff costs for the extra hours they spent cleaning.

In fund raising news we raised a total of £858. This included an Obstacle Course which raised £227, Christmas was £176, the Carnival was £181 and graduation photographs raised £82.

£300 of fund raising was spent on the garden with bark, seeds and bird feeders purchased.

In staff news, we welcomed Mia to our team. Unfortunately she didn't stay with us for long and has moved away from the area. Georgiie went on Maternity leave towards the end of the year. In September Ann and Diana joined us.

In the coming year, things are looking much better. Attendance was 70% at the beginning of the year and we are now full with a waiting list. We only have 3 spaces left for the coming year, which is great news for Sunshine.

## **ELECTION OF THE COMMITTEE**

All the current committee have very kindly agreed to stay on. The following people are the trustees of St John's Sunshine Pre-school

NAME	POSITION
Grace Wiggins	Chair
Lucy Parkins	Secretary
Charlotte Warner	Treasurer

The financial report follows:-



# ANNUAL ACCOUNTS

FOR COMPARISON

**01/09/2020 -  
31/08/2021**

**01/09/2019 -  
31/08/2020**

	TOTAL	TOTAL
Opening Balance	£ 18,236.70	£ 18,449.63
<b>INCOME</b>		
Donation	£ 6.81	
Covid Grant from WSCC	£ 898.27	
Fees	£ 5,288.38	£ 8,226.71
Fees WSCC	£ 40,881.04	£ 34,972.46
Fundraising	£ 858.09	£ 1,669.44
Interest	£ 0.23	£ 3.57
Transfers	£ 500.30	£ 1,544.53
<b>TOTAL</b>	<b>£ 48,433.12</b>	<b>£ 46,416.71</b>
<b>EXPENDITURE</b>		
Advertising	£ 78.00	£ 64.15
Bank Charges	£ 84.00	£ 60.00
DBS	£ 46.66	£ 194.64
Equipment	£ 490.45	£ 408.87
Fund Raising Costs	£ 7.00	£ 187.95
Ink Cartridges		£ 35.00
Insurance	£ 831.81	£ 970.88
Items bought with Fund Raising	£ 298.38	£ 1,468.53
Miscellaneous	£ 32.98	
Mobile Phone		£ 35.00
Ofsted	£ 440.00	
Payroll	£ 216.00	£ 121.20
Pension	-£ 378.08	£ 1,431.83
Professional Fees	£ 74.88	£ 71.16
Provisions	£ 535.07	£ 259.01
Rent	£ 6,902.00	£ 4,721.75
Staff Uniform	£ 132.50	£ 40.00
Stationery	£ 2.69	£ 48.82
Tapestry	£ 121.20	£ 118.80
Tax/NI	£ 348.95	£ 800.79
Training	£ 96.00	-£ 200.00
Wages	£ 32,751.98	£ 34,246.73
Transfers	£ 500.30	£ 1,544.53
<b>TOTAL</b>	<b>£ 43,612.77</b>	<b>£ 46,629.64</b>
<b>BALANCE</b>	<b>£ 4,820.35</b>	<b>-£ 212.93</b>
<b>TOTAL FUNDS</b>	<b>£ 23,057.05</b>	<b>£ 18,236.70</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 19,999.13	£ 15,738.72
CAF Fund Raising A/C	£ 3,057.92	£ 2,497.98
<b>TOTAL</b>	<b>£ 23,057.05</b>	<b>£ 18,236.70</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
St John's Sunshine Pre-school

**On accounts for the year  
ended**

31/08/2021

**Charity no  
(if any)**

1154193

**Set out on pages**

*(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 in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention (~~other than that disclosed below\*~~) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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:**

*Brian Hay*

**Date:**

*18/6/22*

**Name:**

*BRIAN HAY*

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

*/*

Address: 76 CENTRAL WAY  
OXFORD  
SURREY RH8 0LY

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

[Empty box for disclosure details]

**ST JOHN'S SUNSHINE PRE-SCHOOL**

England & Wales - Charity number 1154193

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1 <sup>st</sup>	Month Sept	Year 2019		Day 31 <sup>st</sup>	Month August	Year 2020

## Section A Reference and administration details

Charity name

ST JOHN'S SUNSHINE PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1154193

Charity's principal address

The Parish Hub

Borers Arms Road

Copthorne

Postcode

RH10 3ZQ

### 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	Grace Wiggins	Chair		
2	Charlotte Warner	Treasurer		
3	Lucy Parkins	Secretary		
4				
5				
6				
7				
8				
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

**Name 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 <small>(eg. trust deed, constitution)</small>	Early Years Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected from Membership during the Annual General Meeting

**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 aims of the Pre-school are 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 and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

- *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## 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

See Attached AGM Minutes.

## Section E

### Financial review

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

The playgroup will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

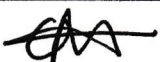
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

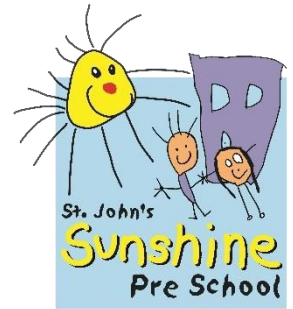
### Section F Other optional information

### 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)	GRACE WIGGINS	
Position (eg Secretary, Chair, etc)	Chair	
Date	1.4.21	



## **ANNUAL GENERAL MEETING**

### **29<sup>th</sup> March 2021**

Attendees:-

Grace Wiggins (Chair), Lucy Parkins (Secretary), Charlotte Warner (Treasurer) Kim Brimelow, Jo Taylor, Karen Carey

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### **CHAIR'S REPORT**

This has been a very challenging year due to the Covid Pandemic which has had a big impact on the Pre-school. We made a loss of £212 this year compared to a profit of £1,245 last year, which was still very good under the circumstances.

We started the year with 60% attendance and the Monday and Tuesday afternoon were very popular right from the start of term. Unfortunately we then had to close our doors due to Covid 19. We refunded or credited everyone that had already paid. We made a decision that we would pay staff 100% of their wages whilst we were closed. WSCC continued to fund the Free Entitlement and we were able to claim a small amount from the Job Retention Scheme. We thought we would be able to claim the full amount but the Department of Education decided that we could only claim the percentage of our payroll from paying parents. We also did not pay rent during this time.

In fund raising news we raised a total of £1,669. Staff were sponsored to handle some snakes and spiders and this raised a huge £717, which was well deserved. The Christmas Fair raised £228 and we had a sponsored bounce which raised £377. We would like to thank all the parents and committee members who contributed to the fund raising and helped to raise such a large amount of money in the difficult circumstances.

Items purchased with fund raising included an equipment trolley, book case, some rugs, sensory toys, home corner panels and an art easel. We also used some fund raising money towards the staff uniforms.

In staff news, Kim has done a wonderful job after taking over from Katy, with the help of Jo Taylor as her deputy. We welcomed Jo Creasey to the team in November 2019. We would like to thank all the staff for the fantastic way they have implemented the new Covid guidelines, with all the challenges that involved.

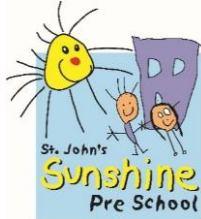
In the coming year, things are looking good even with the lockdowns. We started with 33% attendance, but children's numbers have now increased to 73%. We were paid the Free Entitlement with the expected numbers for the Spring term rather than those that were attending. We also applied for and were successfully awarded a Contain Outbreak Management Fund of £890 which will help towards any Covid costs that we have had previously and in the future.

The Financial Report is attached.

## **ELECTION OF THE COMMITTEE**

All the current committee have very kindly agreed to stay on. The following people are the trustees of St John's Sunshine Pre-school

NAME	POSITION
Grace Wiggins	Chair
Lucy Parkins	Secretary
Charlotte Warner	Treasurer



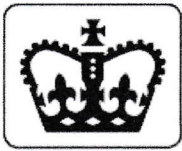
# ANNUAL ACCOUNTS

FOR COMPARISON

01/09/2019 -  
31/08/2020

01/09/2018 -  
31/08/2019

	TOTAL	TOTAL
Opening Balance	£ 18,449.63	£ 17,204.25
<b>INCOME</b>		
Donation		
Fees	£ 8,226.71	£ 6,554.47
Fees WSCC	£ 34,972.46	£ 32,287.96
Fundraising	£ 1,669.44	£ 2,229.74
Interest	£ 3.57	£ 1.88
Transfers	£ 1,544.53	£ 801.15
<b>TOTAL</b>	<b>£ 46,416.71</b>	<b>£ 41,875.20</b>
<b>EXPENDITURE</b>		
Advertising	£ 64.15	£ 60.00
Bank Charges	£ 60.00	£ 60.00
DBS	£ 194.64	£ 63.52
Equipment	£ 408.87	£ 402.00
Fund Raising Costs	£ 187.95	£ 101.75
Ink Cartridges	£ 35.00	£ 39.81
Insurance	£ 970.88	£ 594.22
Items bought with Fund Raising	£ 1,468.53	£ 865.27
Mobile Phone	£ 35.00	£ 20.00
Ofsted		£ 220.00
Payroll	£ 121.20	£ 39.60
Pension	£ 1,431.83	£ 550.49
Professional Fees	£ 71.16	
Provisions	£ 259.01	£ 211.89
Rent	£ 4,721.75	£ 6,759.50
Staff Uniform	£ 40.00	
Stationery	£ 48.82	£ 32.33
Tapestry	£ 118.80	£ 90.00
Tax/NI	£ 800.79	£ 203.75
Training	-£ 200.00	£ 520.00
Wages	£ 34,246.73	£ 28,994.54
Transfers	£ 1,544.53	£ 801.15
<b>TOTAL</b>	<b>£ 46,629.64</b>	<b>£ 40,629.82</b>
<b>BALANCE</b>	<b>-£ 212.93</b>	<b>£ 1,245.38</b>
<b>TOTAL FUNDS</b>	<b>£ 18,236.70</b>	<b>£ 18,449.63</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 15,738.72	£ 16,000.13
CAF Fund Raising A/C	£ 2,497.98	£ 2,449.50
<b>TOTAL</b>	<b>£ 18,236.70</b>	<b>£ 18,449.63</b>



**Section A**

**Independent Examiner's Report**

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members of**

Charity Name  
St John's Sunshine Pre-school

**On accounts for the year  
ended**

31/08/2020	<b>Charity no (if any)</b>	1154193
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*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*[Signature]*

**Date:**

25/2/2021

**Name:**

ANDREW BRIMELOW

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

Address: 17 BANKS ROAD  
CRAWLEY  
WEST SUSSEX, RH10 7BT

**Section B**

**Disclosure**

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