



Trustees' Annual Report for the period

Period start date
From Day 1st Month Sept Year 2021 To Day 31st 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 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				
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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 (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:

- 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	8.3.23	

ANNUAL GENERAL MEETING 8th 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

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

Chair's Report 2021-2022

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.

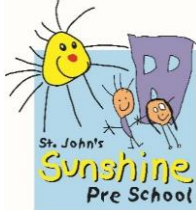
For this year we have welcomed Kim back from maternity leave, Jo will continue as Manager with Kim taking the Deputy Manager role and focusing more on the administration side of the pre-school. We started at 87% attendance but we are now full in the mornings, with an average of 9 children in the afternoon.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

	TOTAL	TOTAL
Opening Balance	£ 23,057.05	£ 18,236.70
INCOME		
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
TOTAL	£ 72,498.56	£ 48,433.12
EXPENDITURE		
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
TOTAL	£ 70,653.30	£ 43,612.77
BALANCE	£ 1,845.26	£ 4,820.35
TOTAL FUNDS	£ 24,902.31	£ 23,057.05
REPRESENTED BY		
CAF Main A/C	£ 21,166.72	£ 19,999.13
CAF Fund Raising A/C	£ 3,735.59	£ 3,057.92
TOTAL	£ 24,902.31	£ 23,057.05



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:

Date:

1/12/22

Name:

BRIAN D HAY

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

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.

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