



# Trustees' Annual Report for the period

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|  |   |
|--|---|
| Type of governing document<br><small>(eg. trust deed, constitution)</small>        | Early Years Alliance Constitution                         |
| How the charity is constituted<br><small>(eg. trust, association, company)</small> | Association   |
| Trustee selection methods<br><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 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.

## Section F

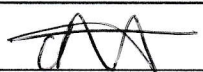
## Other optional information

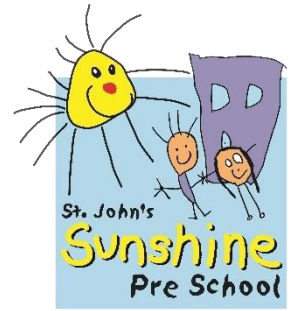
## Section G

## 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                                | 22.2.24   |  |



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

Attendees:-

Grace Wiggins (Chair), Jo Moucarry (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**

Opening Balance

£ 24,902.31

£ 23,057.05

## INCOME

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

**TOTAL**

**£ 83,476.18**

**£ 72,498.56**

## EXPENDITURE

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

£ 40.00

£ 0.60

Mobile Phone

£ 220.00

£ 220.00

Ofsted

£ 247.20

£ 239.00

Payroll

£ 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

£ 57,515.82

£ 547.00

Wages

£ 1,014.89

£ 54,392.90

Transfers

£ 76,117.17

£ 731.98

**TOTAL**

**£ 76,117.17**

**£ 70,653.30**

**BALANCE**

**£ 7,359.01**

**£ 1,845.26**

**TOTAL FUNDS**

**£ 32,261.32**

**£ 24,902.31**

## REPRESENTED BY

CAF Main A/C

£ 26,878.10

£ 21,166.72

CAF Fund Raising A/C

£ 5,383.22

£ 3,735.59

**TOTAL**

**£ 32,261.32**

**£ 24,902.31**



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.**