



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From September 2019

To

September 2020

**Charity name:** ST JAMES' PRESCHOOL (PETTS WOOD)

**Charity registration number:** 1155027

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aim of the Preschool is to enhance the development and education of children from 2.5 to statutory school age.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
	Para 1.38	

Policy on grant making		
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		We would like to thank all those parents who volunteered their time to us during the preschool sessions & during our events this year.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The waiting list still has a large number of spaces for the next year due to the change of operating hours imposed by the Landlords (St James the Great RC Church) and lengthy rent negotiations. The waiting list for places is an area that continues to need to be marketed to ensure the number of children being cared for remains consistent and provides enough income for the preschool to continue its operations. As the fees are funded by the local authority, once the child is eligible, we are very pleased to continue our policy of inclusion into our setting by order of the waiting list irrespective of social circumstances thus allowing access to parents who would otherwise be unable to pay for places. During this period, we have made purchases of equipment, toys, books and display boards from these fundraised monies as well as to pay for visits from outside activity suppliers.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Due to the significant forecast loss from last year, no monies were transferred to the reserves account this year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reported shortfall for the year of - £16,947 mean that our reserves are £34,117, well below our reserves target of £58,000.
Amount of reserves held	Para 1.22	<b>£34,117</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	This shortfall is due to the lower number of children attending the preschool in the 19-20 year; a result of the uncertainty caused by the lengthy rental negotiations, last year's increase in rent, the change of operating hours and closing of the setting during the lockdown period (end of March-Mid June)
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Our main source of funding continues to be from London Borough of Bromley by way of Early Years Funding Scheme where children are eligible for 15 hours per week funding from the term after their third birthday or by way of being eligible through social or health circumstances.</p> <p>We also receive a proportion of our income by way of fees directly from parents who are either not eligible for funding or where funding does not cover the full session attended as well as from donations to cover the activities that children participate in that the funding doesn't cover.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		As stated in last year's report, it should be noted that the rent agreement has changed from a five-year agreement to a one-year

		<p>agreement. Our Landlords have also indicated that they will review the rental amount and agreed hours yearly. Any significant increase in the rental amount or any changes to the current hours are likely to have a major financial impact on the preschool and raise serious questions on its ability to maintain operations.</p>
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution adopted on 25 <sup>th</sup> October 2013
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	<b>Trust</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected by Members at AGM

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees are enhanced DBS checked and give their time on a voluntary basis and receive no remuneration or benefits.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	St James Preschool is a member of the Preschool Alliance, registered with Ofsted as an early years setting and with London Borough of Bromley.
Other		

## Reference and Administrative details

Charity name	ST JAMES' PRESCHOOL (PETTS WOOD)
Other name the charity uses	
Registered charity number	1155027
Charity's principal address	Church Hall Lakeswood Road Petts Wood BR5 1BJ

### **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	Rebecca Flynn	Chairperson	From 20/09/2018	Committee
2	Michelle Fewkes	Secretary	To 20/09/2019	Committee
3	Nicola Kelly	Secretary/ Communications	From 20/09/2018	Committee
4	Yogendra Patel	Treasurer	To 20/12/2019	Committee
5	Yogendra Patel	Vice-Treasurer	To 20/12/2019	Committee
6	Sarah Marcovich	Secretary	From 20/12/19	Committee
7	Sarah Fulton	Secretary	To 20/09/2019	Committee
8	Ines Aguilar- Tablada Durban	Treasurer	From 20/012/2019	Committee
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information


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## Declarations

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

Signed on behalf of the charity's trustees

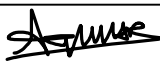
Signature(s)		
Full name(s)	Ines Aguilar-Tablada Durban	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	28/06/2021	

St James Preschool (Petts Wood)		1155027		CC16a
Receipts and payments accounts				
For the period from	01/09/2019	To	31/08/2020	

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fee Income, inc. LBB contributions	55,839	-	-	55,839	79,625
Fundraising	768	-	-	768	2,162
HMRC Refund	-	-	-	-	-
Interest on Savings Account	104	-	-	104	146
<b>Sub total (Gross income for AR)</b>	<b>56,711</b>	<b>-</b>	<b>-</b>	<b>56,711</b>	<b>81,935</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>56,711</b>	<b>-</b>	<b>-</b>	<b>56,711</b>	<b>81,935</b>
<b>A3 Payments</b>					
Salaries (inc. NI, net of tax credits)	59,715	-	-	59,715	57,825
Pensions	734	-	-	734	784
Rent	8,374	-	-	8,374	10,404
Statutory & Insurance (inc. Ofsted)	647	-	-	647	665
Telephone & Internet	145	-	-	145	543
Equipment Purchased	852	-	-	852	536
Consumables, Stationary, Snacks & Misc.	1,377	-	-	1,377	2,772
Petty Cash	450	-	-	450	320
Training	701	-	-	701	402
Session Supplier etc. Jo Jingles	663	-	-	663	1,447
Fundraising Costs	-	-	-	-	-
<b>Sub total</b>	<b>73,658</b>	<b>-</b>	<b>-</b>	<b>73,658</b>	<b>75,698</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>73,658</b>	<b>-</b>	<b>-</b>	<b>73,658</b>	<b>75,698</b>
<b>receipts/(payments)</b>	<b>- 16,947</b>	<b>-</b>	<b>-</b>	<b>- 16,947</b>	<b>6,235</b>
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year</b>	<b>64,103</b>	-	-	<b>64,103</b>	<b>57,867</b>
<b>funds this year end</b>	<b>47,155</b>	<b>-</b>	<b>-</b>	<b>47,155</b>	<b>64,103</b>

## Section B Statement of assets and liabilities at the end of the pe

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank (Current Account)	13,039	-	-
	Cash at Bank (Savings Account)	34,117	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,156</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement	OK	OK
		Error		
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
	Computer & Audio equipment	Unrestricted	-	-
	School Furniture	Unrestricted	-	-
	School Branded Clothing	Unrestricted	-	-
			-	-
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Ines Aguilar-Tablada Durban	10/03/2020	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

**ST JAMES' PRESCHOOL (PETTS WOOD)**

**On accounts for the year  
ended**

2020

**Charity no  
(if any)**

1155027

**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 / 2020.

**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:** 27/06/2021

<b>Name:</b>	Juliet K Brookes
<b>Relevant professional qualification(s) or body (if any):</b>	CIMA Qualified
<b>Address:</b>	36 The Hollands
	Worcester Park
	Surrey , KT4 7LH

<b>Section B</b>	<b>Disclosure</b>
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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.**