



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st Sep 2020** To **31st August 2021**

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	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The fundraising for this period was obtained by different events throughout the year run by the staff and parents volunteers. The total amount fundraised is £825.60

Other		

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	<p>The waiting list still has a large number of spaces for the next year and 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. Lockdown has been a huge factor to keep the number of children increasing and it has shown in our financial review.</p> <p>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.</p> <p>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.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have increased the number the children that signed up to the preschool.
Performance of fundraising activities against objectives set	Para 1.41	Our fundraising events like the Danceathon, Christmas raffle and End of year Party were proven very popular and embraced by all the parents and volunteers.
Investment performance against objectives	Para 1.41	We've continued investing in the purchase and renewal of our equipment, adding all the Covid related material that was mandatory to run our session in the safest way possible for the children and staff.
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>I can report that the Pre-school's accounts are currently not in a good shape.</p> <p>We will report a shortage for the year of - £7.840. Currently our reserves are £34,126 well below our reserves target of £40.000 which would allow the preschool to run for 6 months with no income.</p> <p>Points of particular note are:</p> <ul style="list-style-type: none"> • The fee income during this period was £61,544 a decrease of £33885.25 from last year. This decrease is due to the lower number of children attending the preschool than in the previous year and the lack of sessions available during lockdown period. The preschool remained closed following the Government guidance what made our parental fees dropped significantly. • There were a number of successful fundraising activities during this period, most carried out online like a danceathon, Christmas raffle and other events and donations made from parents, all of which boosted income by a further £825.60 which is an increased of the 233% • The rental cost was £11,614.25 for the year • Staff costs were £53,829 during this period. • The children have, once again, benefited from a variety of educational and fun activities this year which have been provided by external suppliers to the tune of £332. This has decreased from last year's due to closing during COVID lockdown as it stopped those activities. • Staff training costs were slightly lower this year than previous, with £480.70 used for training. • Day to day expenditure totalled £3,499 for items including snacks, books, toys, consumables, equipment, communication costs and other miscellaneous costs. This was an increase on last year, but in line with previous years. <p>A total of £1,531 was transferred to the Preschool's Current account to keep the Preschool running their costs smoothly.</p> <p>As with most employers in the UK we will continue to accept the National Insurance allowance of up to £4,000pa, which, in this last period, has saved the Preschool from paying approximately £1,000 in employers National Insurance contributions.</p> <p>As stated previously, and with keeping with previous years, the training for all staff members, especially in the areas of safeguarding health and safety, will continue as this is of paramount importance, along with a potential bursary for training previously mentioned. The Preschool will also continue to invest on new equipment, toys and books and replace those items where necessary and funds allow.</p>
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		<p>The Preschool will, of course, continue to work tirelessly to make sure that St James Preschool continues to operate on a solid footing for today and for the future. We are of course extremely grateful for the support we receive from the families of those children at the Pre-school towards our fundraising activities, and for your donations, during the year and look forward to receiving your continued support over the year to come.</p> <p>Finally, I would like to thank the staff, members of the committee and a number of parents for everything that you've put into the Preschool during this last year especially during the time of the move and the last summer term without which the Preschool would not have possibly been open and wish the new members all the best in helping to keep the preschool to the standards that parents expect and children enjoy.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Due to the significant forecast loss from last year, no monies were transferred to the reserves account this year.</p> <p>The reserves are held in case the Charity needs to be closed down, pay the staff, 6 months of rent and pay off debts incurred.</p>
Amount of reserves held	Para 1.22	£34,126.92
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	At the end of the year we took the decision of continuing with the charity despite of the struggle through lockdown and lack of new children signing up.

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 funds come from the Bromley Borough ascending to a total of for this academic year and parental fees</p> <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 (£15,549) as well as from donations to cover the activities that children participate in that the funding doesn't cover (£825.60).</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	The main risk ST James Preschool faces is the number of children signing up and keeping the ratio with the staff in place. We have to run the preschool with a number of staff that was over the ratio to ensure that all the children were safe once the restrictions were lifted and children were welcomed into the setting.
Other		The Landlord hasn't increased the rent on this year's review due to the difficulty to run the preschool as we lack on children to attend and the pandemic situation. It had a major financial impact on the Preschool and drastic changes need to be made to keep it open this year coming.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution adopted on 25th October 2013
How is the charity constituted?	Para 1.25	Trust
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	Trustees are elected by Members at AGM
The charity's organisational structure and any wider network with which the charity works	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.
Relationship with any related parties	Para 1.51	
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	Sarah Marchovick	Chairperson	20/12/2020	Committee
2	Mary Catlin	Secretary	20/12/2021	Committee
3	Ines Aguilar-Tablada Durban	Treasurer	20/12/2019	Committee
4	Tom Marchovick	Communications	20/12/2020	Committee
5				
6				

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

Inaccessible at this time

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	Sarah Marchovick
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	11/10/2022	



Receipts and payments account

For the period from	01/09/2020	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Fee Income, inc. LBB contributions	61,544	-	-
Fundraising	826	-	-
HMRC Refund	88	-	-
Interest on Savings account	10	-	-
Sub total (Gross income for AR)	62,467	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	62,467	-	-
A3 Payments			
Salaries (incl. NI, net of tax)	52,935	-	-
Pensions	894	-	-
Rent	11,614	-	-
Statutory & Insurance (inc Ofsted)	552	-	-
Telephone and Internet	90	-	-
Equipment Purchased	193	-	-
Consumables, Stationary, Snacks and Misc	3,216	-	-
Petty Cash	-	-	-
Training	481	-	-
Session Supplier	332	-	-
Sub total	70,307	-	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	70,307	-	-
Net of receipts/(payments)	7,840	-	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	47,156	-	-
Cash funds this year end	39,316	-	-

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash at Bank (Community Account)	£ 5,188.93
	Cash at Bank (Savings Account)	£ 34,126.92
		-
	Total cash funds	39,316
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
	Preschool Furniture	Unrestricted
	Preschool branded Clothing	Unrestricted
B5 Liabilities	Details	Fund to which liability relates
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name
		Ines Aguilar-Tat

155027

ounts

8/31/2021

CC16a



Total funds

Last year

to the nearest £

to the nearest £

61,544	48,670
826	248
88	188
10	95
62,467	49,201

-	
-	-
-	-

62,467	49,201
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52,935	49,839
894	678
11,614	8,374
552	551
90	120
193	664
3,216	3,643
-	400
481	666
332	1,213
70,307	66,148

-	
-	
-	-

70,307	66,148
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- 7,840	- 16,947
-	-
47,156	64,103
39,316	47,156

the period

Restricted funds

to nearest £

-
-
-
-

OK

Endowment funds

to nearest £

-
-
-
-

OK

Restricted funds

to nearest £

-

Endowment funds

to nearest £

-

Cost (optional)

-

Current value (optional)

-

Cost (optional)

-
-

Current value (optional)

-
-

Amount due (optional)

-

When due (optional)

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Date of approval

10/12/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St James Pre School (Petts Wood)

**On accounts for the year
ended**

31 August 2021

**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 31/08/2021.

**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 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.

Signed:

Date:

15/7/2023

Name:

Natasha Mirrington

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

ICAEW

Address:

16 West Way

Petts Wood, Orpington

BR5 1LW

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.