



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2021

TO 31<sup>st</sup> August 2022

**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 years 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 run by the staff and parent volunteers. A small amount raised for this year of £108.

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 has many 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 continues to be a factor in 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>We have increased the number of hours in which the preschool now operates, also offering a lunch club on the shorter days, in addition we have lowered the entry age to 2 years old.</p>

### 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	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		
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## 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. We will report a shortage for the year of <b>-£11,293</b>. Currently our reserves are £20,000 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 note are:</p> <ul style="list-style-type: none"> <li>• The fee income during this period was £60,244 a decrease of £1,200 from last year. This decrease is due to continued recovery from the national pandemic. The preschool followed the Government guidance what made our parental fees dropped significantly.</li> <li>• Fundraising is down on this year, a small amount raised £108</li> <li>• The rental cost was £12,901 for the year</li> <li>• Staff costs were £54,113 during this period.</li> <li>• The children have benefited from a variety of educational and fun activities this year which have been provided by external suppliers to the tune of £280. This has decreased from last year's due to closing during COVID lockdown as it stopped those activities.</li> <li>• Staff training costs were increased this year, with £1,240 used for training.</li> <li>• Day to day expenditure totalled £2,387 for items including snacks, books, toys, consumables, equipment, communication costs and other miscellaneous costs, such as petty cash. This was a significant increase on previous years.</li> </ul> <p>A total of £3,259.60 was transferred to the Preschool's Current account to keep the Preschool running their costs smoothly.</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> <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</p>
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		best in helping to keep the preschool to the standards that parents expect and children enjoy.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Due to the significant forecast loss from last year, no monies were transferred to the reserves account this year. These reserves are held in case the Charity needs to be closed down, pay the staff, 6 months of rent and pay off debts incurred.
Amount of reserves held	Para 1.22	<b>£20,000.32</b>
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	Our main source of funds come from the Bromley Borough ascending to a total of for this academic year and parental fees. 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 (£27,535.54) and in Grants (4,122.50)  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 (£28,693.50)
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 must 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution adopted on 25th October 2013
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	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	20/09/2019	
2	Mary Catlin	Secretary	20/12/2021	
3	Ines Aguilar-Tablada Durban	Treasurer	20/12/2019	
4	Tom Marchovick	Communications		
5	Tracy Angelo	Vice Treasurer	18/07/2022	
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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)

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Full name(s)

Ines Aguilar-Tablada Durban	Sarah Markovich
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Position (eg Secretary,  
Chair, etc)

Treasurer	Secretary
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Date

20 <sup>th</sup> March 2023
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

St James' Preschool

1155027

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## Receipts and payments accounts

For the period from	1st September 2021	To	31st August 2022
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### 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	60,244	-	-	60,244	61,544
Fundraising	108	-	-	108	826
HMRC Refund		-	-	-	88
Interest on Savings account	2	-	-	2	10
<b>Sub total</b> (Gross income for AR)	<b>60,353</b>	<b>-</b>	<b>-</b>	<b>60,353</b>	<b>62,467</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>60,353</b>	<b>-</b>	<b>-</b>	<b>60,353</b>	<b>62,467</b>
<b>A3 Payments</b>					
Salaries (incl. NI, net of tax)	54,113	-	-	54,113	52,936
Pensions	606	-	-	606	894
Rent	12,901	-	-	12,901	11,614
Statutory & Insurance (inc Ofsted)	595	-	-	595	552
Telephone and Internet	120	-	-	120	90
Equipment Purchased	1,027	-	-	1,027	193
Consumables, Stationary, Snacks and	765	-	-	765	3,216
Misc	1,240	-	-	1,240	481
Session Supplier	280	-	-	280	332
<b>Sub total</b>	<b>71,647</b>	<b>-</b>	<b>-</b>	<b>71,647</b>	<b>70,307</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>71,647</b>	<b>-</b>	<b>-</b>	<b>71,647</b>	<b>70,307</b>
<b>Net of receipts/(payments)</b>	<b>- 11,293</b>	<b>-</b>	<b>-</b>	<b>- 11,293</b>	<b>- 7,840</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,316</b>	<b>-</b>	<b>-</b>	<b>39,316</b>	<b>47,156</b>
<b>Cash funds this year end</b>	<b>28,023</b>	<b>-</b>	<b>-</b>	<b>28,023</b>	<b>39,316</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank (Community Account)	£ 8,022.02	-	-
	Cash at Bank (Savings Account)	£ 20,000.49	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,023</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Preschool Furniture	Unrestricted	-	-
	Preschool branded Clothing	Unrestricted	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<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	10/11/2022

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

<b>Report to the trustees</b>	St James' Preschool (Petts Wood)		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2022	<b>Charity no (if any)</b>	1155027
<b>Set out on pages</b>	9 & 10		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2022**.

### Responsibilities and basis of report

As the charity's trustees, 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 all 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:** N. Mirrington **Date:** 11/10/23

**Name:** N. Mirrington

**Relevant professional qualification(s) or body (if any):** ACA  
Institute of chartered Accountants of England & Wales

**Address:** 16 West Way  
Petts Wood BR5 1LW

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**