



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From **1st Sep 2022** To **31st August 2023**

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 the age of 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	

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 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, especially since the pandemic.</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 limited purchases of equipment for the garden.</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 are always monitoring and taking care of existing equipment, such as toys, garden furniture and have made limited purchases where needed.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>I can report that the Pre-school's accounts are currently in a better shape than last year as we report a shortage for the year of (£1,949) Currently our reserves are £25,000 which is 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 inclusive of funding was (£69,911) an increase £9,667 on last year. This increase is due to the number of children attending the preschool than in the previous year and things are starting to get back to normal post covid. • The rental cost was £12,768 for the year which was increased by 10% on last year, this was discussed at the AGM with the Parish whom we rent the preschool facilities • Staff costs were £55,711 during this period. • Session supplier this year we kept down at a cost of £62 • Staff training costs were slightly lower this year than previous with £348 spent • Day to day expenditure totalled £2,693 for items including snacks, consumables miscellaneous costs. <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 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	Reserves are held to ensure the running of the pre-school can be maintained when older children leave to go to primary school and the enrolment of children is completed. Between October and January can be a difficult period.
Amount of reserves held	Para 1.22	£25,000

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	

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 (£30,047.90)</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 (£39,862.67) as well as from fundraising to cover the activities that children participate in that the funding doesn't cover (£693).</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
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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	Danni Forzoni	Chairperson	07/09/2023	Committee
2	Mary Catlin	Secretary	20/12/2021	Committee
3	Tracy Angelo	Treasurer	20/12/2019	Committee
4	Tom Marchovick	Communications	20/12/2020	Committee
5				

[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

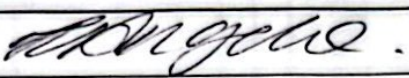
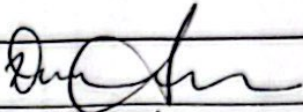
Other optional information

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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)	Tracy Angelo	Danni Forzoni
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	02/04/2025	



St James' Preschool Petts Wood

1155027

Receipts and payments accounts

CC16a

For the period from	1st September 2022	To	31st August 2023
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fee Income, inc. LBB contributions	69,911	-	-	69,911	60,244
Fundraising	693	-	-	693	108
HMRC Refund	369	-	-	369	
Interest on Savings account	64.58	-	-	65	2
Sub total (Gross income for AR)	71,037	-	-	71,037	60,354

A2 Asset and Investment sales, (see table).					
	
	
Sub total	
Total receipts	71,037	.	.	.	71,037
					60,354

A3 Payments					
Salaries (incl. NI, net of tax)	55,711	-	-	54,113	
Pensions	501	-	-	606	
Rent	12,768	-	-	12,901	
Statutory & Insurance (inc Ofsted)	744	-	-	595	
Telephone and Internet	30	-	-	120	
Equipment Purchased	80	-	-	1,027	
Consumables, Stationary, Snacks and Misc	2,693	-	-	765	
Petty Cash	50	-	-	1,240	
Training	348	-	-	280	
Total	62	1	1	62	09/04

Sub total	72,986	-	72,986	71,647
A4 Asset and Investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	72,986	-	72,986	71,647
Net of receipts/(payments)	-	-	-	-
A5 Transfers between funds	1,949	-	1,949	11,293
A6 Cash funds last year end	28,023	-	28,023	39,316
Cash funds this year end	26,074	-	26,074	28,023

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 £
B1 Cash funds				
	Cash at Bank (Community Account)	£1,073.74	-	-
	Cash at Bank (Savings Account)	£25,000.00	-	-
	Total cash funds	26,074	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

B2 Other monetary assets

Details	to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-

B3 Investment assets

		-	-
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B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Tracy Angelo	8/4/2025

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

St James' Preschool (Petts Wood)

On accounts for the year ended

31st August 2023

Charity no
(if any)

1155027

Set out on pages

9 & 10

(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'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.

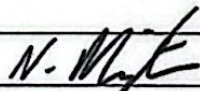
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:



Date: 8/4/25

Name:

Natasha Mirrington

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

ICAEW

Address:

16 West Way

Petts Wood

BR5 1LW

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.