



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

**From**                **1<sup>st</sup> Sep 2023**                **To**                **31<sup>st</sup> August 2024**

**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 Preschool provides early years education and childcare services for children within the local community. The charity promotes the care, safety, education, health and wellbeing of children and supports families through inclusive and accessible childcare provision. The Preschool also encourages parental involvement and works closely with local agencies and the wider community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

**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 Preschool continues to benefit from the support of volunteer trustees and families who assist with fundraising events and governance activities.
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>During the year, the Preschool continued to provide a safe, welcoming and inclusive learning environment for children aged 2 years to statutory school age. Attendance levels remained stable and the Preschool maintained its reputation within the local community.</p> <p>Children continued to benefit from a broad range of play-based educational activities designed to support communication, social interaction, confidence and school readiness. The Preschool remained committed to supporting families from a variety of backgrounds and ensured access to funded places wherever possible.</p> <p>The Trustees continued to monitor occupancy levels closely and promote the Preschool locally to ensure long-term sustainability in a challenging economic environment.</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	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Preschool's financial position improved during the year. Total incoming resources for the year amounted to £82,313 compared with £71,037 in the previous year.</p> <p>Total expenditure for the year was £71,214 compared with £72,986 in the prior year,</p>
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		<p>resulting in a net surplus of £11,099 for the reporting period.</p> <ul style="list-style-type: none"> <li>• Fee income including local authority funding totalled £81,280 (2023: £69,911).</li> <li>• Fundraising income during the year totalled £597 (2023: £693).</li> <li>• Interest received on savings amounted to £436 (2023: £64).</li> <li>• Salary costs including pensions totalled £51,191 (2023: £56,212).</li> <li>• Rent costs for the premises totalled £14,021 (2023: £12,768).</li> <li>• Insurance and statutory costs totalled £1,567 (2023: £744).</li> <li>• Consumables, stationery, snacks and miscellaneous expenses totalled £3,499 (2023: £2,693).</li> </ul> <p>The Trustees will continue to monitor expenditure carefully while ensuring that high standards of safeguarding, staff training and educational provision are maintained.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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.</p> <p>The charity maintains reserves in order to ensure the continued operation of the Preschool during periods of fluctuating attendance and income. Reserves are held to provide financial stability and to enable the Preschool to meet ongoing operating costs.</p>
Amount of reserves held	Para 1.22	At the end of the reporting period, total reserves stood at approximately £37,173.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

#### 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.</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 child's full sessions attended, as well as from fundraising activities at the end of term.</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 risks facing the charity continue to relate to maintaining sufficient attendance levels and managing rising operational costs including staffing, rent and utilities. The Trustees regularly review budgets and expenditure to mitigate these risks.
Other		

### 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	St James Preschool (Petts Wood) is constituted as a charitable 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 Annual General Meeting (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. Trustees receive guidance and support from existing committee members and external organisations where appropriate. The Trustees continue to monitor governance and safeguarding responsibilities throughout the year.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Preschool is a member of the Early Years Alliance, registered with Ofsted and works closely with the London Borough of Bromley.
Relationship with any related parties	Para 1.51	
Other		

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### 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	Samantha Marchini	Vice Chair	20/12/2024	Committee
3	Jenny Mitchell	Treasurer	01/09/2024	Committee
4				
5				

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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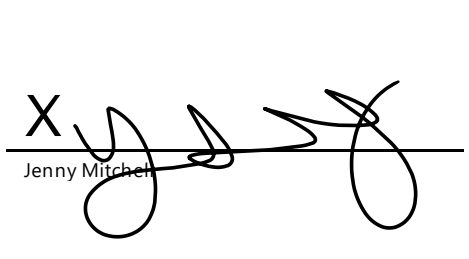

**Other optional information**

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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)	 Jenny Mitchell	 Danni Forzoni
Full name(s)	Jenny Mitchell	Danni Forzoni
Position (eg Secretary, Chair, etc)	Treasurer	Chairperson
Date	20/05/2026	



## Receipts and payments accounts

For the period  
from

1st September  
2023

To

31st August 2024

### 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 £
<b>A1 Receipts</b>					
Fee Income, inc. LBB contributions	81,280	-	-	81,280	69,911
Fundraising	597	-	-	597	693
HMRC Refund	-	-	-	-	369
Interest on Savings account	436.00	-	-	436	64
<b>Sub total (Gross income for AR)</b>	<b>82,313</b>	<b>-</b>	<b>-</b>	<b>82,313</b>	<b>71,037</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>82,313</b>	<b>-</b>	<b>-</b>	<b>82,313</b>	<b>71,037</b>
<b>A3 Payments</b>					
Salaries (incl. NI, net of tax)	50,152	-	-	50,152	55,711
Pensions	1,039	-	-	1,039	501
Rent	14,021	-	-	14,021	12,768
Statutory & Insurance (inc Ofsted)	1,567	-	-	1,567	744
Telephone and Internet	30	-	-	30	30
Equipment Purchased	-	-	-	-	80
Consumables, Stationary, Snacks and Misc	3,499	-	-	3,499	2,693
Petty Cash	-	-	-	-	50
Training	597	-	-	597	348
Session Supplier	309	-	-	309	61
<b>Sub total</b>	<b>71,214</b>	<b>-</b>	<b>-</b>	<b>71,214</b>	<b>72,986</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>71,214</b>	<b>-</b>	<b>-</b>	<b>71,214</b>	<b>72,986</b>
<b>Net of receipts/(payments)</b>	<b>11,099</b>	<b>-</b>	<b>-</b>	<b>11,099</b>	<b>- 1,949</b>
<b>A5 Transfers between funds</b>					
	26,074	-	-	26,074	28,023
<b>A6 Cash funds last year end</b>	<b>37,173</b>	<b>-</b>	<b>-</b>	<b>37,173</b>	<b>26,074</b>
<b>Cash funds this year end</b>	<b>37,173</b>	<b>-</b>	<b>-</b>	<b>37,173</b>	<b>26,074</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)	£2,005	-	-
	Cash at Bank (Savings Account)	£35,168	-	-
		-	-	-
	<b>Total cash funds</b>	<b>37,173</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		2692	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
<b>B3 Investment assets (SS)</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	1		-	03/06/2026 -



**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
	Jenny Mitchell	

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**Independent examiner's report to the trustees of St James' Preschool (Petts Wood)**

I report on the accounts of St James' Preschool (Petts Wood) for the year ended 31 August 2024, charity number 1155027.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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**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:



Laura Caldwell  
FCA ICAEW  
25 May 2026