



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	Sept	2020	<b>To</b>	31	Aug	2021

## Section A Reference and administration details

<b>Charity name</b>	Burwood Preschool
<b>Other names charity is known by</b>	None
<b>Registered charity number (if any)</b>	1166835
<b>Charity's principal address</b>	St Peters Institute
	Faulkner's Road
	Hersham
<b>Postcode</b>	KT12 5JB

### 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	Kirsty Hammatt	Chairman		
2	Clare Warne	Secretary		
3	Esther Booth	Treasurer		
4	Sue Gray			
5	Jayne Somner		02/12/2020	
6	Sylvia Francis		08/10/2020	
7	Jennifer Parker		22/06/2021	
8	Kate Pavier	Vice Chair	22/06/2021	
9	Karen Bearman		22/06/2021	
10	Kgale Glynn		22/06/2021	
11				
12				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

Samantha Hope- Preschool Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (ICO)
Trustee selection methods (eg. appointed by, elected by)	As a committee we actively recruit new members when there is a vacancy. Current trustees vote in and appoint new trustees' members.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There shall be no more than 10 trustees at one time, 1 of which must be parents of the Preschool (If all 10 trustees are in place with only one parent trustee elected, if another parent would like to join the committee. Where appropriate trustees will be asked to stand down to allow parent trustees the opportunity to join). 3 is the minimum number of trustees that can sit at one time. All trustees must be over 16 and must pass an enhanced DBS checked and Ofsted suitable persons check. Once voted onto the board they receive an induction and a handbook of what is expected of them.

We aim for all trustees to look after a specific area for the Preschool.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objective of Burwood Preschool is to provide education and care for children aged 2-5 years old. We also offer After School care from 3.00pm to 6.00pm for children up to the age of 8.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Burwood Preschool run a preschool in the centre of Hersham village and provides appropriate care, play and educational facilities for any child regardless of race, culture, religion, means or ability aged 2-5 years old. The preschool is a key provider of Free Early Education for two-year olds (FEET) which is in short supply in Elmbridge. We also accept FEE funding and 30 hours is offered to all who is entitled.

The preschool extended the offering of both after school care and breakfast club (early drop off) to support the local primary school. This has been full since opening and continues to operate at full capacity with a waiting list.

The preschool supports around 52 children per year many of whom are disadvantaged or have special educational needs. Over the past year, there has been a significant increase in children attending preschool from the traveller community.

The preschool is a non-profit charity and any money not used for day-to-day business needs is re-invested back into the preschool for better equipment, means for all children and staff training and development.

When recruiting trustees to act on behalf of the Preschool all trustees when voted in by existing trustees are assessed to check they are eligible to stand as trustees, will have the best interests of the preschool at all times and must complete a full enhanced DBS check as well as be a suitable person checked by Ofsted. This year we have a full board of committee members.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

We were awarded £35,000 from the CIL funding for the erection of an outside office and meeting room, to further support children who need specific 121 learning as well as to support the need for a number of external professionals attending the setting to support children with additional needs.

After school club and breakfast club continue to operate at full capacity, which enables parents to access this level of care in the community.

Our employment staffing costs have increased this year due to additional staffing needing to increase the after school and breakfast club offering for the community.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The charity holds a reserve of £5000 and is held to secure our lease.

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Chammatt*

**Full name(s)**

Kirsty Hammatt

**Position (eg Secretary, Chair, etc)**

Chairman

**Date**

27.06.2022

**Burwood Preschool - Account summary****Period: 1 Sept 2020 to 31 Aug 2021**

Accounts		x7088	x2065	x9005	TOTAL
		Current account	Saving account	Bond Account	
Opening balance	as of 1 Sep 2020	<b>22,296.12</b>	<b>30,872.53</b>	<b>5,000.04</b>	<b>58,168.69</b>
Income	from fees	25,373.00			25,373.00
	from Surrey council	158,402.66			158,402.66
	from Other sources	44,286.16	3.76	4.80	44,294.72
	<b>TOTAL income</b>	<b>228,061.82</b>	<b>3.76</b>	<b>4.80</b>	<b>228,070.38</b>
Costs	Staff costs	156,878.00			156,878.00
	Rent	20,500.00			20,500.00
	Utilities	2,609.44			2,609.44
	Property improvements	4,750.00			4,750.00
	Toys/Equipments/Books	25,998.03			25,998.03
	Others	22,595.94			22,595.94
	<b>TOTAL costs</b>	<b>-233,331.41</b>	<b>0.00</b>	<b>0.00</b>	<b>-233,331.41</b>
Transfer btwn accounts		9,104.80	-9,100.00	-4.80	-0.00
Closing	as of 31 Aug 2021	<b>26,131.33</b>	<b>21,776.29</b>	<b>5,000.04</b>	<b>52,907.66</b>
	check	0.00	0.00	0.00	0.00

prepared by Irina Louis ACCA

date: 22nd of June 2022

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