



Trustees' Annual Report for the period

From Jan 2024 **To** Dec 2024

Charity name: Burnt Ash Preschool

Charity registration number: 1192102

Objectives and Activities

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 (6) Furthering the aims of the Early Years Alliance (previously known as Pre-school learning alliance).
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Achievements and Performance

Publicised preschool, built website and social media presence
Applied to another 4 funding applications
Increased children attending from 4-11
Renewed and updated preschool policies
Attended safeguarding training
Notified by church our rent was doubling and when we tried to negotiate they refused to renew our license for the premises
Attempted to find alternative venue
Staff meetings and redundancy notices issued
Organised toy sale and advertised to local nurseries
Emptied church cupboards, organised disposal of waste and scanning of documents
Changed signatories for reserve account & closed it
Paid 43% staff redundancies and found out how they claim for the outstanding amount
One successful grant application, unfortunately too late

Financial Review

Review of the charity's financial position at the end of the period	Burnt Ash Preschool changed the bank account direct debits were automatically cancelled. The treasurer paid the pension (NEST) amounts from June – Sept and was then reimbursed as the DD was difficult to setup again. The new treasurer attempted to open up a new account with a different bank 5 different forms and countless phone calls to change the signatories and stop the Santander reserve account being dormant.
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	Unfortunately the amount in the reserve account was not enough to cover all 3 staff redundancies at the same time as only a nominal amount was going into the account annually. There were also closure costs and due to the low number of children attending the grant from the government wasn't covering our costs and didn't cover the august wages. Therefore we could only pay 43% of the staff redundancies and are now insolvent.
Statement explaining the policy for holding reserves stating why they are held	Reserves are held for 6 months operation and or closing. This should be added to by one month's salary per employee to account for all staff redundancies. We were unable to do that due to the reduced number of children.
Amount of reserves held	7,158 now 0
Explanation of any uncertainties about the charity continuing as a going concern	If Burnt Ash Methodist church had renewed our lease we would have made one staff redundant and been able to continue the charity.

Additional information

The charity's principal sources of funds (including any fundraising)	Lewisham Council early years grant Lewisham Council SEN payments Privately paying parents
A description of the principal risks facing the charity	Parents not letting staff know if their children aren't attending. Lack of parent engagement and volunteers to be trustees. Staff unaware of the structure of how a CIO is run by a committee. The new trustees tried to address this with communication and training. Lack of publicity and drop in numbers due to covid affecting birth rates.

Structure, Governance and Management

Description of charity's trusts:	n/a
Type of governing document	Governance document
How is the charity constituted?	CIO
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	Trustees were elected at the AGM by an open full committee meeting. Interested parties were advertised for on social media, and with the new parents.

Additional information

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	The handbook for trustees was downloaded and shared to the trustees and the updated policies and documents from the EYA (although these were only obtained in March).
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Reference and Administrative details

Charity name	Burnt Ash Preschool
Other name the charity uses	
Registered charity number	1192102
Charity's principal address	Previous Address: Burnt Ash Methodist Church Hall Burnt Ash Hill LONDON SE12 0QD Treasurer's address: 210 Burnt Ash Hill SE12 0QE
Phone	n/a
Email	burntashps@gmail.com

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of body entitled to appoint trustee
1	Cairis Grant-Hickey	Treasurer	Aug 2023 -	Committee
2	Elizabeth Bentley	Chair	Aug 2023 -	Committee
3	Carrie-Anne Freeland	Treasurer	Jul 2021 -	Committee
4	Peter Bromley	Trustee	Apr 2020 – Jul 2023	n/a
5	Bawani Nadarajah	Treasurer	Apr 2020 – Jul 2023	n/a

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
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Name of chief executive or names of senior staff members (Optional information)

Sharon Bromley - Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

The signatories for our current account are still former trustees Bawani Nadarajah, Peter Bromley and Nundeeta Beekarry.

The signatories for our reserve account were still former trustees Peter Bromley and Nundeeta Beekarry up until November 2024. All accounts now closed.

This year’s trustees have still not viewed any previous minutes of meetings and received the statements for the reserve account in May.

We have included the accounts for the relevant year(s) and the most recent AGM minutes.

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)		
Position	Treasurer	Treasurer
Date		

Expenses	Frequency	Notes
Staff costs	Monthly	Each month, Wa Treasurer to ma
Rent	Monthly	Rent is £555 pe
BT	Monthly	DD has been se
EYA fees	Annually	This changed in
Tapestry	Annually	September - pai
Insurance	Annually	Manager will let
Ofsted fees	Annually	
Petty cash	Weekly reconciliation	As of Septembe
Staff expenses reimbursements	As they are submitted mostly by Manager, usua	

Bank accounts

1. Barclays

Day to day transactions

2. Santander

Reserves held - for emergency (e.g redundancy)

Each quarter, transfer nominal amount - to keep account active

ages spreadsheet sent to eyalliance.org.uk by 11/12 of the month. She will process
like payment on 23rd of the month (or the last Friday closest the 23rd if it is on a

r month. Then £610. Also paid during August

t up

2022. It is now paid yearly. Includes insurance

id online

: you know when this is due.

r 2020, we do not have petty cash.

illy for that month. She pays for the food/snacks, equipment, crafts, printing and

ess it and the emails if the payslips back to you. These will need to be emailed t
a weekend / bank holiday)

l stationery as required.

o Manager. Then we pay Nest pension & NI & Tax as well as employees.

Expenses Summary

	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Staff costs	3988.85	2946.33	3180.56	2958.5	2958.5
staff nest	91.42	70.47	71.86		67.32
hmrc	231.22	46.53		28.94	41.94
Rent	660	660	660	620	660
EYA fees & Insurance				164.97	82.49
Food and other consumables	222.7	6.72			99.74
Phone	58.25	58.25	58.25		
Equipment / toys		136.96			9.15
Printing and stationery					36.8
Subscriptions/Licenses				244.94	
Total	5,252.44	3,925.26	3,970.67	4,017.35	3,955.94
INCOME	2,290.34	2,950.34	3,451.32	4,483.80	4,276.44
SHORTFALL	-2,962.10	-974.92	-519.35	466.45	320.50

Jun-24	Jul-24	Aug-24	Sep-24	Total
2925.09	3361.92	2983.33		25,303.08
71.86	67.78		75.98	516.69
30.34	140.02			518.99
660	620			4,540.00
82.49	82.49	82.49		494.93
63.54	91.54			484.24
	20.32			195.07
				146.11
20.96				57.76
50				294.94
3,904.28	4,384.07	3,065.82	75.98	32,551.81

5,485.12	2548	823	£10.00	26,318.36
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1,580.84	-1,836.07	-2,242.82	-65.98	-6,233.45
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Current account
opening balance
closing balance

Redundancies
Closing expenses

opening balance

total income

total expenses

closing balance?

All money paid out to

6310.94
1.11

4950
2209

6310.94
 26318.36
32629.3
 -32551.81
77.49

o cover as much of redundancies as possible

Reserves in Santander	
Opening balance	Closing balance
7159	0.08

PAID FROM RESERVE ACCOUNT
HMRC
Shed clearance + £10 overdraft t
Shred
Scan
Repaying loan for aug Wages
Repay nest
Repay nest
Repay nest
43% of redundancies
£29 x 3 to each staff member
Insurance runoff for a year
TOTAL

64.05	
160	
126	
700	
805.45	
75.98	
71.86	
95.74	
4949.97	
87	
22.87	
7158.92	

Description	Amount	Total Monthly Income	MonthYear
fundraising	72.36		04/24
toy sale	2,548.00		07/24
toys	15		08/24
toys	8		08/24
loan to stop going overdrawn	10.00		09/24
	2653.36		

Bank Statement

I added March income £3451.32



Auditor notes

From Jan 2024 To Dec 2024

Charity name: Burnt Ash Preschool

Charity registration number: 1192102

Name: Jakki Hunter

Reason for selection as an auditor: NHS Midwife with background in finance

Notes on charity accounts:

The number of children attending the preschool increased and funding was applied for and successful, but unfortunately too late.
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Due to the closure of the preschool, staff meetings and redundancy notices were issued, 43% of staff redundancies was paid..
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Sale of toys, clearance of church cupboards, disposal of waste and scanning of documents was organised.

Improvements:

As previously mentioned in last year's report, the current funding is not sustainable, in addition with the rental increase.
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Declarations

This report and accounts were audited by:

Full name(s)	Jakki Hunter
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Position	Independent Auditor
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Date	15.05.2025
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Contact: mercedesjlk@yahoo.co.uk 07939999059