



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month May	Year 2020		Day 30	Month April	Year 2021

## Section A Reference and administration details

**Charity name** St Joseph's Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1020613

**Charity's principal address** 122a Ladbroke Road  
 Redhill  
 Surrey  
**Postcode** RH1 1LF

### 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 Duncan	Chair	To 16 Nov-20	Committee
2	Stacey Marie Chalk	Co-Chair	To 16 Nov-20	Committee
3	Steve McLoughlin	Treasurer		Committee
4	Marlies Mehta	Secretary	To 16 Nov-20	Committee
5	Alana Quant	Lead Fundraiser	To 16 Nov-20	Committee
6	Sally Benton-Cummins	Chair	From 16 Nov-20	Committee
7	Steve Benton-Cummins	Co-chair	From 16 Nov-20	Committee
8	Karen Stapley	Secretary	From 16 Nov-20	Committee
9	Emma Labrador-Becker	Lead Fundraiser	From 16 Nov-20	Committee

### 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)

*Nicky Puttick (Pre-School Manager)*

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (adopted 01 July 1992 as amended on 16 July 2019)
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Committee 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.

N/A

## Section C Objectives and activities

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

#### Charitable Objects:

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
- Instigating and adhering to and furthering the aim of the Pre-School's association.

**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)**

St Joseph's Pre-School is an integral and important part of the Parish of the Nativity of the Lord (Redhill). We were rated as **Outstanding** during our last Ofsted inspection. Children are excited and motivated to learn through play; in a loving, nurturing and caring environment where each child is valued for whom they are. The children take their tentative steps to independence and belonging to another family; making new friends, exploring different resources and the local environment.

Children can start their journey from two and a half years old as Caterpillars. During this year they can attend up to four afternoon sessions from 12.15pm until 2.45pm. Children spend the year before they attend school as Butterflies and attend up to four morning sessions from 8.30am to 11.30am. We do offer an extended session on a Monday where children can bring lunch and stay until 2.30pm. We are Ofsted registered, in receipt of FEET funding, Early Years Free Funding and 30 hours Free Childcare.

For further information, please visit [www.stjosephspreschoolredhill.co.uk](http://www.stjosephspreschoolredhill.co.uk).

In accordance with section 17(5) of the Charities Act and the Charities (Accounts & Reports) Regulations 2008, all trustees have reviewed the guidance on public benefit issued by the Charity Commission.

**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.

N/A

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

**Staff Report for academic year 2020/21 as presented by Nicky Puttick [Pre-school Manager] at the AGM held on 21 September 2021:**

Well, here we are for our 2<sup>nd</sup> zoom AGM; thank you for taking the time to be here tonight. I'm sure we didn't anticipate what would be in store for us when we met last November! (Covid 19 Lockdown)

But let's celebrate how we got through it... firstly from the huge understanding from our parents and carers when we asked you to choose between settings if your child attended more than one. We also had to delay our January Caterpillars starting until after the February half term. It must have been very difficult for you as parents when our open door policy was restricted and you were asked to leave your child at the gate. They all coped incredibly well (so did you!)

Christmas was beginning to feel NOT a lot like Christmas, when families were told that they couldn't visit each other over Christmas and had to stay in their own 'bubbles'. However, we hope that we managed to bring the Butterfly families a little cheer when Mark Chaddock filmed each bubble performing their Nativity.

What a joy it was when our 'road to un-bubbling' led us to remove the outside barrier and the children were able to mix outside. Then with the rate of infection decreasing and the vaccination program well on its way we were able to allow the children to mix inside with free access to both sides of Pre-School. Although different, we had a very meaningful Thanksgiving Celebration around the cross outside the church. The children held up photos of themselves doing their favourite thing in Pre-School. What a lovely array of activities were displayed - snack time, water play, painting, dressing up with their friend, spinning on the trapeze, building with the large blocks, just to name a few... After our leavers' Princess and Pirate party we all continued the celebration with a picnic and live music organised by the parents. This was such a wonderful opportunity, particularly after so much disruption to spend time with the families to say a proper 'goodbye' and wishing them well on their journey to school in September.

We're excited about what this new year at Pre-School will bring – already we've seen great resilience and resourcefulness, awe and wonder at finding snails and spiders hiding in the outside tap housing, fantastic creations in block building, painting and collages. The children are 'buzzing' and we really want to be part of their journey as they discover and consolidate their learning and friendships through their play.

Just a reminder that 'play' is not always clean! Today they worked really hard playing in the mud; learning to share resources, listening to each other and their ideas, and discovering new ways to do things.

Although this is only the Caterpillar's 2<sup>nd</sup> week with us, we saw some lovely caring PSE development within the group. One child was a little upset so another child spontaneously collected two puzzles and gave one to her, and they sat down together to do them.

I remember a reception teacher coming to our AGM a few years ago and saying how important it is to remember to have your '5 a day' - she wasn't talking about your fruit and vegetables (although very important), but the importance of reading 5 stories a day to and with your child to foster a love of books and reading, which reminded me of this quote from Dr. Seuss....

You're never too old, too whacky, too wild  
To pick up a book and read to a child!

We have some lovely photos you sent in of your children reading/sharing books

with you, but we've always room for more – so please feel free to send them in or email them to us.

We welcomed Sue as a volunteer to our group on Wednesday and Friday mornings. Please do make her feel welcome when you see her.

I'd like to say a huge thank you to our brilliant staff team who work so hard to make Pre-School a fun, caring and interesting place to be. Also, to our committee, for giving up your time and supporting us throughout Covid and beyond! And to Fr Tony for his support, thoughtfulness and understanding.

Lastly, thanks to the children in Pre-School who each have their own unique gifts that they bring to our group. They are a credit to you.

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

The Committee decided that there must be a minimum of £40k held in cash reserves at any one time in order to adequately cover contingency costs. As at 30 Apr-21 the balance of accumulated unrestricted (cash) reserves was in the sum £85k.

**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.

The accounts for the year to 31 Apr-21 – which have been independently verified by Countryside Accounting Ltd - were prepared on a 'receipts and payments' (cash) basis, and all funds as at 30 Apr-21 are designated unrestricted

- **Income**

- Total income of **£125k**, up £20k (19%) on prior year.
- Total fees of **£121k**, up £22k (22%) on prior year and this is due to:
  - £13k grant received in the year from Surrey County Council's Early Years Recovery Fund (with nothing similar received in the prior year).
  - £9k increase in Early Intervention Funding received from Surrey County Council.
  - Regular fees and discretionary funding are both flat to prior year.
- Other income of **£3.5k**, down £2k (34%) on prior year. This reflects the fact that several key traditional fundraising activities – most notably the Christmas Fair - were not able to go ahead during the year.

- **Expense**

- Total Expense of **£97k**, down £9k (9%) on prior year.
- Payroll costs of £82k, down £4k (4%) on prior year.
- Property costs £4.5k, down £2k (32%) on prior year and this is due to a rent holiday extended by the landlord for the period when Pre-School was not able to operate.
- Equipment £1k, down £1k on prior year.
- Membership Fees £ nil, down £2k on prior year and due to timing in that *two* (annual) subscription payments to the Pre-School Learning Alliance were captured in the 2020 accounts.

- **Net surplus of £27,997** compared to a net deficit of £1,673 realised in 2020.

- **Total Funds**

- Cash at bank as at 30 Apr-21 was £85,430 and this was up **£27,997 (49%)** on prior year.

**Section F****Other optional information**

N/A

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	<del>D. Watson</del>	S. McLoughlin
Full name(s)	Deborah Susan Watson	Stephen James McLoughlin
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	21/10/2021	

St Joseph's Pre-School  
Income & Expenditure for year ending

30th April 2021

30th April 2020

	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Income</u></b>				
Fees & Registration Fees		121,172		98,979
Other Income		3,574		5,432
<b>Total Income</b>		<b>124,746</b>		<b>104,412</b>
<b><u>Expenditure</u></b>				
IT Costs	949		1,047	
Cleaning Expense	880		1,600	
Committee Expenses	-		26	
Equipment, Arts & Crafts	1,051		2,257	
Fundraising Costs	1,416		1,565	
Outings Costs	-		19	
Payroll Costs	82,445		86,042	
Professional Services	540		520	
Postage & Telephone	1,235		1,234	
Property Costs	4,673		6,891	
Registration Fee Refund	-		25	
Staff Training	1,260		300	
Supplies	1,235		899	
Miscellaneous Costs	252		195	
Bank Charges	94		170	
Subscriptions	298		551	
Staff Bonus	420		420	
Membership Fees	-		2,324	
<b>Total Expenses</b>		<b>96,749</b>		<b>106,085</b>
<b>Total Income less Expenditure</b>		<b>27,997</b>		<b>(1,673)</b>
Accumulated Unrestricted fund brought forward		57,432		59,105
Accumulated Unrestricted fund carried forward		<b>85,430</b>		<b>57,432</b>

These accounts have been prepared on a receipts and payments basis as permitted under section 133 of the Charities Act 2011.

St Joseph's Pre-School  
Statement of Assets & Liabilities as at

30th April 2021

30th April 2020

		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Current Assets</b>					
Cash at bank and in hand	Current account	55,390		27,400	
	Deposit account	30,039		30,032	
		<u>85,430</u>		<u>57,432</u>	
<b>Creditors</b>					
Amounts falling due in one year		-		-	
		<u>-</u>		<u>-</u>	
<b>Net current assets</b>			<b>85,430</b>		<b>57,432</b>
			<u>85,430</u>		<u>57,432</u>
<b>Total Assets less Current Liabilities</b>			<b>85,430</b>		<b>57,432</b>
			<u>85,430</u>		<u>57,432</u>
<b>Total Accumulated Unrestricted Funds</b>			<b>85,430</b>		<b>57,432</b>
			<u>85,430</u>		<u>57,432</u>



## *Countryside Accounting Ltd*

*L R Baharier FMAA*

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*to provide services in accordance with*

*Licence 2385*

<b>Report to the trustees/ members of</b>	St Joseph's Pre-School		
<b>On accounts for the year ended</b>	30/04/2021	<b>Charity no (if any)</b>	1020613
	<b>Set out on pages</b> 1 to 3 <small>(remember to include the page numbers of additional sheets)</small>		

**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 as amended by FRS 102 effective 1<sup>st</sup> January 2015 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 statement**

My examination was carried out in accordance with 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.

[www.countrysideaccounting.com](http://www.countrysideaccounting.com)

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1, Castlehill Cottages, Outwood Lane, Bletchingley, Surrey RH1 4LR

Company House Registration 6870960

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011 amended 2015have not been met; or
2. to which, in my opinion, attention should be drawn 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.

<b>Signed:</b>	<i>Linda Baharier FMAAT</i>	<b>Date:</b>	06/10/2021
<b>Name:</b>	Linda R Baharier FMAAT		
<b>Relevant professional qualification(s) or body (if any):</b>	Fellow Member of the Association of Accounting Technicians		
<b>Address:</b>	1, Castlehill Cottages, Outwood Lane		
	Bletchingley, Redhill, Surrey		
	RH1 4LR		

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

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**Give here brief details of any items that the examiner wishes to disclose.**

*This year there was an increase in the overall balance of funds & despite the lockdown due to Covid. I do understand the Trustees concern in investing, even in COIF Charities Investment Fund or the COIF Charities Ethical Investment Fund. That investments can go down as well as up, over all this has not been the case with COIF which over this year where paying out around 3%. I would still advise an investment there.*

*At the moment the balance on reserve account is £ 30,039.23 and the current account is £ 55,390.34 – giving a total of £ 85,429.57. The Trustees feel they need a reserve of £ 40K, so increase the Reserve account to £ 40,000, leave £ 25,429.57 or £35,429.57 in the current account and transfer £ 20,000 or £ 10,000 to an investment. This would be a prudent management of the money spreading the risks and being careful with the nursery funds.*

*I note there is a £ 13,600 Covid related grant this should be recorded as separate income as a Covid related grant & not I other income. I know this is being a little pedantic, but it is as HMRC is stating they want to see these monies.*

*I am aware that you have only claimed a small amount of Furlough payment as you felt with the grant you didn't need to. I would advise in the future you claim what ever you are entitled to, as you never know what may be needed.*

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