



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month May	Year 2021		Day 30	Month April	Year 202

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	Sally Benton-Cummins	Chair		Committee
2	Steve Benton-Cummins	Co-Chair		Committee
3	Steve McLoughlin	Treasurer	To 21 September 2021	Committee
4	Karen Stapley	Secretary	To 21 September 2021	Committee
5	Emma Labrador-Becker	Lead Fundraiser	To 21 September 2021	Committee
6	Alastair Barlow	Treasurer	From 21 September 2021	Committee
8	Deborah Watson	Secretary	From 21 September 2021	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:

- (a) 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
- (b) 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
- (c) Instigating and adhering to and furthering the aim of the Pre-School's association.

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.

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.

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)

Additional details of objectives and activities (Optional information)

N/A

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

Staff Report for academic year 2021/22 as presented by Nicky Puttick [Pre-school Manager] at the AGM held on 20 February 2023:

We are delighted to have had a year of returning to pre-Covid normality/near normality!

However, we all know that there is no 'normal' within Early Years!!! And that's great because each of your children is an individual with their own interests, ideas, needs and way of doing things.

This means that we're never quite sure what the session will bring...

At the moment in our Butterfly group there is a great interest in making creations from recycled materials and using staplers, glue, tape and scissors to adapt their work. One child spent most of the session making things for his friends to take home which they were very happy to have.

Another child spent a long time working out how the different pencil sharpeners worked and was able to explain and show this to staff and another child who was looking on.

They've enjoyed finding out about the Luna New Year and the year of the rabbit and both the Butterflies and Caterpillars have contributed to a joint collage of a large rabbit shape. Then another showed me an individual rabbit they'd made saying he was sad because he wasn't in the parade so she cut his ears off!!! It turned out that the child knew that when rabbits are sad their ears are down, so as this rabbit template had sticky up ears she cut them off.

I loved that they were able to share their knowledge with us and that the children are learning from each other all the time.

Role play... we moved the home area as the children were taking all the resources from the kitchen to the other side of the room where they set up very elaborate picnics using the blocks, material and small world pieces. We thought this would give them more space and reduce some of the chaos/mess by being near the resources they used...so what happened? They loved the space, but they still transported other things back to where the kitchen had been. It's important that the children own their play which can be loud and chaotic, but I read recently that that's where you usually find excitement and JOY which is wonderful - we've just got to get them to own and find excitement and joy in the tidying up too!!!

Our Caterpillars are settling in very well and it's been really lovely to be able to resume our home visits – we've found them to be very beneficial for the children and families and we feel that it definitely helps with their transition from home to preschool. At the moment we're able to operate with some enhanced ratios to support the children's emotional and social wellbeing, communication and to encourage resilience which is so important to all our children.

We were delighted to be able to return to the parish hall for our Nativity this year and what a treat it was for us all to watch the children as they told us the story of the first Christmas party in their own unique way. I'm sure those of you who saw it will agree that they did a fantastic job!

We've slowly been re-introducing activities and outings which have been restricted during Covid. We're very pleased to be going to Nower Wood Education Nature Reserve on Monday 6th March for pond dipping and minibeast hunting and we're hoping to arrange a theatre trip for the Butterflies – watch this space! The children really benefit from this type of experiences and we're very fortunate to be able to offer these trips.

I'd like to say a huge thank you to our brilliant staff team Mary, Maggie, Sue, Sandra, Chow, Celia, Judy and Heidi who work so hard to make preschool a fun, caring, interesting and loving place to be. We give huge congratulations to Judy who has passed her level 3 in Early Years Education with distinction. We're very proud of you.

Georgina and Ann both left in December – Ann has taken a very well deserved retirement and we thank her for all her loyalty and dedication to preschool over the 26years she's been with us. We hope she'll enjoy spending more time with her family.

Georgina has moved on to be an Early Years/Primary teacher in the private sector. We appreciate all that she did when she was with us and I know she genuinely loved working here. She was a great advocate of our preschool and very affirming with staff, children and parents. We wish her every happiness in her new job.

Thank you so much to all the parents who came to our pre AGM meeting or gave offers of help in any capacity. We really do appreciate the time and support our committee gives us and we're looking forward to working with you this year.

Fr Tony couldn't join us tonight but I'd like to thank him for his support, thoughtfulness and understanding of preschool.

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 has previously 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-22 the balance of accumulated unrestricted (cash) reserves was in the sum £81k.

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 30 Apr-22 – 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-22 are designated unrestricted.

- **Income**

- Total income of **£119k**, down £6k (-5%) on prior year.
- Total fees of **£115k**, down £6k (-5%) on prior year and this is due to:
 - Despite overall funding increase, a £13k grant received in the prior year from Surrey County Council's Early Years Recovery Fund – not continued this year.
- Other income of **£3.7k**, up £200 on prior year. Fundraising activities relatively low still given restrictions.

- **Expense**

- Total Expense of **£123k**, up £26k (9%) on prior year.
- Payroll costs of £98k, up £16k (4%) on prior year. Pay rise implemented of 6.6% that year.
- Property costs £8.5k, up £4k (32%) on prior year. 'Business as Usual' position - this is due to a rent holiday being extended by the landlord for the period when Pre-School was not able to operate in the prior year.
- Equipment £7.8k, up £6.8k on prior year. This is due to Covid protection measures put in place in order to continue operating.
- Cleaning expenses £1.6k, up £0.8k on prior year. Again further Covid measures implemented.
- All other operational costs relatively static.

- **Net deficit of -£3,954** compared to a net surplus of £27,997 realised in 2021.

- **Total Funds**

- Cash at bank as at 30 Apr-22 was £81,476 and this was down £3,954 (-5%) on prior year.

Section F**Other optional information**

This accounting period spans 1 May 21 to 30 April 22. The Covid pandemic continued to severely restrict 'normal' life in this time. To remind everyone, in May 21, the public were receiving 2nd dose of Covid vaccines, and lockdown restrictions eventually eased in July that year. In November the Omnicron variant appeared, and 3rd doses were administered. However 'Social Distancing' measures were still very much in place.



The UK also started to face further inflationary pressures. In the Summer, we had Insulate Britain protesting across the Country, in September there was a UK wide Fuel Crisis, and more seriously in February 22 – Russia invaded Ukraine.

So the Preschool has had to endure some very tough economic challenges in the period, including the additional costs in keeping itself operational. I think these accounts show how resilient the setting is, despite a very challenging environment, and are a testimony to the way the centre has been run and managed by the staff over this time. They have continued to provide excellent care, learning and support to the registered children in Redhill, enabling life to continue as best as possible.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Deborah Susan Watson	Alastair Maurice Barlow
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date

27th 2 - 23

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

30th April 2022

30th April 2021

	£	£	£	£
<u>Income</u>				
Fees & Registration Fees		115,200		121,172
Other Income		3,772		3,574
Total Income		118,973		124,746
<u>Expenditure</u>				
IT Costs	1,416		949	
Cleaning Expense	1,580		880	
Committee Expenses	-		-	
Equipment, Arts & Crafts	-		1,051	
Fundraising Costs	1,201		1,416	
Outings Costs	-		-	
Payroll Costs	97,957		82,445	
Professional Services	560		540	
Postage & Telephone	744		1,235	
Property Costs	8,377		4,673	
Registration Fee Refund	-		-	
Staff Training	-		1,260	
Fixtures & Fittings	-		-	
Supplies	7,833		1,235	
Maintenance Costs	467		-	
Miscellaneous Costs	84		252	
Bank Charges	128		94	
Subscriptions	854		298	
Staff Bonus	555		420	
Cost Adjustment	-		-	
Membership Fees	1,169		-	
Total Expenses		122,927		96,749
Total Income less Expenditure		(3,954)		27,997
Accumulated Unrestricted fund brought forward		85,430		57,432
Accumulated Unrestricted fund carried forward		81,476		85,430

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 2022

30th April 2021

		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Current Assets					
Cash at bank and in hand	Current account	51,433		55,390	
	Deposit account	30,042		30,039	
		<u>81,476</u>		<u>85,430</u>	
Creditors					
Amounts falling due in one year		-		-	
		<u>-</u>		<u>-</u>	
Net current assets			81,476		85,430
			<u>81,476</u>		<u>85,430</u>
Total Assets less Current Liabilities			81,476		85,430
			<u>81,476</u>		<u>85,430</u>
Total Accumulated Unrestricted Funds			81,476		85,430
			<u>81,476</u>		<u>85,430</u>



Countryside Accounting Ltd
L R Baharier FMAA

Licensed & regulated by the Association of Accounting Technicians
to provide services in accordance with
Licence 2385

Report to the trustees/ members of	ST Joseph's Preschool Playgroup		
On accounts for the year ended	30/04/2022	Charity no (if any)	1020613
Set out on pages	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 1st 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

Telephone: 07815842133 Fax: 01883 742336 E-mail lrbaharier@yahoo.co.uk
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.

Signed:	<i>Linda Baharier FMAAT</i>	Date:	02/08/2022
Name:	Linda R Baharier FMAAT		
Relevant professional qualification(s) or body (if any):	Fellow Member of the Association of Accounting Technicians		
Address:	1, Castlehill Cottages, Outwood Lane		
	Bletchingley, Redhill, Surrey		
	RH1 4LR		

Section B Disclosure

Only complete if the examiner needs to highlight material problems.

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

This year there was a very slight decrease in the overall balance of funds, due to a spending of £ 7,833 on repairs & maintenance.

At the moment the balance on reserve account is £ 30,042 and the current account is £ 51,433 – giving a total of £ 81,476. The Trustees feel they need a reserve of £ 40K, so increase the Reserve account to at least £ 40,000, which would leave £ 41,433 in the current account. So at least £ 20,000 or £ 30,000 could be transferred to an investment. This would be a prudent management of the money spreading the risks and being careful with the nursery funds.

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 were paying out around 3%. I would still advise an investment there.

For Example, had the Reserve account money been in a COIF investment for the same period rather than growing from:

30/04/2017 £ 28,537.64 to 30/04/2022 £ 30,042.27

The balance in COIF would now be £ 35,098 approx., some £5, 000

Therefore I believe the Trustees do need to look how the money is invested.

www.countrysideaccounting.com

Telephone: 07815842133 Fax: 01883 742336 E-mail lrbaharier@yahoo.co.uk

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

Company House Registration 6870960

www.countrysideaccounting.com
Telephone: 07815842133 Fax: 01883 742336 E-mail lrbaharier@yahoo.co.uk
1, Castlehill Cottages, Outwood Lane, Bletchingley, Surrey RH1 4LR
Company House Registration 6870960