



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month May	Year 2023		Day 30	Month April	Year 2024

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

122a Ladbrooke Road	
Redhill	
Surrey	
<b>Postcode</b>	<b>RH1 1LF</b>

### 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	Jenny Hobbs	Chair	From 20 February 2023	Committee
2	Daisy Morris	Vice-Chair	From 20 February 2023	Committee
3	Deborah Watson	Secretary	From 21 September 2021	Committee
4	Timothee McLean	Treasurer	From 20 February 2023	Committee
5				
6				

### 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 situated on the site of the Parish of the Nativity of the Lord (Redhill) and it shares a close relationship with the parish community, for which it is very grateful. 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 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)**

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

**Key achievements & milestones for academic year 2023/24 as reported by Nicky Puttick [Pre-school Manager]:**

- This year we have opened for 38 weeks; offering 3 hour morning sessions to children aged 3 to 4 and 2 and a half hour sessions in the afternoon for children aged 2 to 3, thus reaching 59 local families.
- We are supporting children with SEND and have received early Intervention funding to enhance our staff ratios in order to support the children to access the curriculum as appropriate for them, We are also working with other agencies to ensure the children have the support they need within our setting and also in their transition to primary school.
- All staff attended a Gestalt language processing course where a child imitates previously heard phrases, before breaking them down as they learn the meaning of individual words which they can then use to build up sentences to communicate. Although this is not a new way of learning to communicate, we felt, as staff, it was important to keep up to date to enable us to support children who communicate in this way.
- At our AGM it's a privilege to reflect on how far our children have developed and progressed during their time with us. This group of children experienced the isolation of lockdown and lack of social interaction with the wider community in their early lives; but wow! They have really blossomed into an amazing cohort; both in our Caterpillar and Butterfly groups. It was a slow start as they learnt to engage, communicate and trust in each other and the staff, but we've got there.
- We are very fortunate that our parents on occasions come into preschool and share their talents/knowledge with us. Some brought their guitar/vocals and joined in with group time; introducing the children to new songs and action rhymes as well as some familiar nursery rhymes; which the children really enjoyed. One of our parent's is a dentist and she came to talk to the children about looking after their teeth which is very important for the children to know and they loved having a visitor talking to them. Another parent revamped our water cascade (well, in fact she completely renewed it!) now it has exciting flexible tubes, watering cans, bottles and containers. There's nothing like water play to engage the children's interests and problem solving abilities.
- It's not only the parents who support us...the children love the mud area and we were thrilled when one of the children's aunties made a

brand new mud kitchen for us, complete with a sink and taps. Many concoctions have been made using the mud other natural resources available in the outside area.

- We organised a visit for the Butterflies to Nower Wood Educational Nature Reserve where the children participated in pond dipping, minibeast hunts and creatively exploring the concept of life cycles, camouflage and symmetry. The children loved the hands-on experience and were thrilled to find the different creatures under logs and in the water, but I think they were particularly amazed to watch the potion change colour. You'll also be pleased to know that we all came out of the willow maze safely!
- At our sports day the children were fantastic - joining in enthusiastically, showing resilience and cheering each other on. This is always such a lovely event which we all enjoy, also celebrating their heritage as the children parade round the hall proudly waving their flags showing the country their family come from. They also look fantastic in their tie dyed t-shirts which are in their team's colours.
- Our fundraising team do a fantastic job organising events to raise money for the preschool which has included - A sale of Christmas Trees. St. Joseph's Day Games, where the children are sponsored to take part in fun physical challenges. There was also a cake sale, guess the number of eggs in the jar, a colouring competition and a raffle where everyone managed to win something! Instead of our usual Christmas Fayre, a Spring Fair was organised. This was a great success with tombola's, stalls, face painting, children's crafts and a fantastic raffle with generous donations from local businesses and our parents.

## Section E Financial review

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

A review of pre-school financial reserve requirements was conducted in July 2024. This analysis confirmed the need for a minimum of £50k held in cash reserves at any one time in order to adequately cover contingency costs. Actual reserves during the financial year 2023/24 were £59,794.

### 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-24 – 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-24 are designated unrestricted. The accounts were presented to the Trustees at the Annual General Meeting on 03 Jul-24.

#### • Income

- Total income of **£149,721**, up £25,123 (+20.1%) on prior year.
- Total fees of **£147,596**, up £27,671 (+23.1%) on prior year:
  - Significant amount of council discretionary funding received in 2023/24, including £25,202 in Early Intervention Funding and a £5,500 Homes for Ukraine grant.
- Other income (including fundraising & parent contributions to pre-school trips) of £2,125, down £2,548 (-54.5%) due to a change of the annual fayre (primary fundraising event) from December to May (2024/25 financial year).

#### • Expense

- Total Expense of **£132,755**, up £9,323 (+7.6%) on prior year.
- Payroll costs of £106,012, up £5,497 (+5.5%) on prior year. Staff pay rise – flat rate increase of £1.02 per hour applied to all staff pay bands in April 2024, which equates to an annual payroll increase of approx. 8.4%. This increase was required to maintain fair banding relative to the National Minimum Wage (Min. Wage Increase 9.8% in April 2024)
- Property costs £7,049, down £2,154 (-23.4%) on prior year, due largely to a delay in billing from the Parish (caused by change of energy provider). The pre-school has also benefited from continued decreases in energy prices after December 2022 peak.
- Supplies £3,821 – slight increase of £414 (+12.1%) on prior year
- Equipment, Arts & Craft costs £3,822 – significant increase of £2,386 (+166%) due increased spending on Special Educational Needs (SEN) resources.

- Staff training costs of £2,151, up £1,821 on prior year due to the requirement for staff first aid training (completed every 3 years).
- Reserve account interest of £332, up from £75 the previous year, due to an increase in bank account interest rates
- **Net surplus of +£16,967** compared to a net surplus of £1,165 realised in 2023.
- **Total Funds**
  - Cash at bank as at 30 Apr-24 was £99,608 and this was up £16,967 (+20.5%) on prior year.

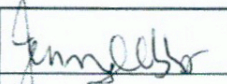
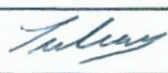
**Section F Other optional information**

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)		
Full name(s)	Jenny Hobbs	Timothee McLean
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	03 Sep 2024	

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

**30th April 2024**

**30th April 2023**

	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Income</u></b>				
Fees & Registration Fees - Council		128,292.94		98,127.05
Fees & Registration Fees - Parents		19,303.06		21,797.75
Other Income		2,125.75		4,673.13
<b>Total Income</b>		<b>149,721.75</b>		<b>124,597.93</b>
<b><u>Expenditure</u></b>				
IT Costs	£1,795.75		£1,328.33	
Cleaning Expense	£1,474.23		£1,200.00	
Committee Expenses	£0.00		£0.00	
Equipment, Arts & Crafts	£3,821.50		£1,436.33	
Fundraising Costs	£1,384.81		£1,613.51	
Outings Costs	£876.00		£273.00	
Payroll Costs	£106,011.31		£100,515.19	
Professional Services	£558.75		£550.00	
Postage & Telephone	£1,049.78		£859.47	
Property Costs	£7,048.56		£9,202.72	
Registration Fee Refund	£50.00		£50.00	
Staff Training	£2,151.00		£330.00	
Fixtures & Fittings	£0.00		£0.00	
Supplies	£3,821.00		£3,407.27	
Maintenance Costs	£134.40		£123.48	
Miscellaneous Costs	£13.00		£13.00	
Bank Charges	£89.77		£124.48	
Subscriptions	£396.90		£298.40	
Staff Bonus	£410.00		£490.00	
Cost Adjustment	£0.00		£0.00	
Membership Fees	£1,262.71		£1,227.15	
School Meal Vouchers	£405.00		£390.00	
<b>Total Expenses</b>		<b>£132,754.47</b>		<b>£123,432.33</b>
<b>Total Income less Expenditure</b>		<b>£16,967.28</b>		<b>£1,165.60</b>
Accumulated Unrestricted fund brought forward		£82,641.21		£81,475.61
Accumulated Unrestricted fund carried forward		<b>£99,608.49</b>		<b>£82,641.21</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**

		<b>30th April 2024</b>		<b>30th April 2023</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Current Assets</b>					
Cash at bank and in hand	Current account	69,158		52,523	
	Deposit account	30,451		30,118	
		<u>99,608</u>		<u>82,641</u>	
<b>Creditors</b>					
Amounts falling due in one year		-		-	
		<u>-</u>		<u>-</u>	
<b>Net current assets</b>			<b>99,608</b>		<b>82,641</b>
<b>Total Assets less Current Liabilities</b>			<u><b>99,608</b></u>		<u><b>82,641</b></u>
<b>Total Accumulated Unrestricted Funds</b>			<u><b>99,608</b></u>		<u><b>82,641</b></u>



**Countryside Accounting Ltd**  
**L R Baharier FMAAT**

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to provide services in accordance with  
Licence 2385*

<b>Report to the trustees/ members of</b>	ST Joseph's Preschool Playgroup		
<b>On accounts for the year ended</b>	30/04/2024	<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, Betchingley, 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 2015 have 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:**

*Linda Baharier* **FMAAT**

**Date:** 31/07/2024

**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.

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

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Company House Registration 6870960

**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, from £82,641 to 99,608.*

*At the moment the balance on reserve account is £ 30,450.94 and the current account is £ 69,158– giving a total of £ 99,609. While the Trustees feel they need a reserve of £ 40K. But at present they really have a reserve of £ 99.5K. So I am pleased to hear that is a plan to move £ 50K to a 40 day notice deposit account at 4.1%.*

*The Savings account has this year risen by £ 332.28 as interest rates have risen.*

*I know I have been a nag on this for the last few years, but I am glad to see this is now finally being dealt with and the Nursery should earn some money this way. As you are looking at £ 2,050 in the first year, & if that is left there £ 2,134 in the second & so on. So while you earned under £ 500 on the savings account in 5 years, in five years you should earn around £ 11K.*

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

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