

ST PAUL'S COMMUNITY PLAY-SCHOOL

Charity No. 1032274

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2019

ST PAUL'S COMMUNITY PLAY-SCHOOL

TRUSTEES' REPORT

The trustees present their report together with the accounts for the year to 31 December 2019 and confirm that they have been prepared in accordance with the charity's governing instrument and all applicable statutory requirements.

CONSTITUTION

The charity is governed by a constitution adopted 4th December 2015. Amendments to the constitution are approved at general meetings by at least two thirds of the members present and if St Paul's Parochial Church Council endorse the changes.

PRINCIPAL ADDRESS

The charity's principal address is Ridley Hall, Ridley Avenue, Ealing, London W13 9XW.

CHARITY'S AIMS AND OBJECTIVES

The charity is established to provide a safe, educational and Christian playschool for the local community, thereby advancing the education and spiritual well-being of local children and furthering the involvement of and care provided by the Parish of St Paul's, Northfields in and for the local community. The trustees, the management committee and the playschool leader considered the Charity Commission's guidance on public benefit as they sought to run the playschool.

The playschool provides care for 2 to 5 year olds for five mornings a week during school term time. Up to 23 children may attend at any one time, of which no more than 5 must be between 2 and 2½ years. The playschool meets in the Church Hall which is rented from the Parochial Church Council of St Paul's, Northfields. Staff are employed by the playschool to provide a staff : child ratio of at least 1:4 for 2 year olds and 1:8 for 3 year olds. Parents are encouraged to help out during sessions too. Fees are charged to cover the playschool's running costs. In addition, fund-raising events are held throughout the year to raise money for 'extras' such as toys and equipment. The money from these events is accounted for separately via a designated fund called the 'Resources and Equipment Fund' (formerly called the 'Toy Fund').

The day-to-day running of the playschool is managed by the playschool leader who reports to the Management Committee which meets at least three times a year. The Management Committee consists of the Chairman, who is the Vicar or Curate of St Paul's Church, the Secretary and the Treasurer.

TRUSTEES

The trustees who served during the year were as follows:

Rev M Melliush – Vicar of St Paul's Church, Ealing
 Mr D J Read
 Miss A Pambakian

Trustees are appointed by resolution of the existing trustees. Newly appointed trustees are advised by the existing trustees of their legal duties and responsibilities and where necessary training is provided.

The Management Committee who assist with the running of the playschool but who are not legally trustees are:

Chair:
 Rev M Melliush

Secretary:
 Mr D Read

Treasurer:
 Mr A Philips

ST PAUL'S COMMUNITY PLAY-SCHOOL

TRUSTEES' REPORT

REVIEW OF THE YEAR AND FUTURE PROSPECTS

We continue to strive to provide a warm, nurturing and friendly environment for young children to make their first friends and learn through play. We are seeing more and more families enrol their children in our care based on recommendations from family, friends and neighbours. We are encouraged by the positive reputation we've built in the local area and the trust that our families have in us.

Our mission statement is:

- Provide a safe, warm and clean environment in which to develop through play
- Safe stimulating activities and toys
- Caring and loving staff
- A positive Christian environment in which to develop faith in Christ

Enrolment

We started January 2019 with the anticipated capacity and finished the academic year at full capacity. Because we welcomed a number of younger children to the playschool during the spring and summer terms, enrolment in September remained strong due to many children staying for an additional year.

Staff

We sadly said goodbye to a few staff members in 2019. Alison Moat and Barbara Hase left the playschool at the end of the academic year 2018/2019 and Alison Baxendale left after the October half term 2019. Rebecca Myhan joined the team as play leader in September 2019 and we have covered other staffing gaps with high quality temporary staff.

Parents

In May 2019 we held our first family disco to raise money for a new easel and a new water tray. We had a great time getting to know the playschool parents a bit better and dancing with the children. Because of the great support of the parents, we raised over £400 and were able to replace both the easel and the water tray.

The year ahead

We look forward to settling into new routines with our new staff members and continuing to offer high quality early years learning to local children. Additionally, the new EYFS will come into effect in September 2020. We are looking at different ways that the changes to the EYFS will enrich our provision.

As we've been blessed with a fantastic group of children from a variety of religious, cultural and social backgrounds, we continue to ensure that the activities and resources that we offer reflect the diversity of our families. For example, at Easter we will be learning about Orthodox Christian traditions and how these traditions help us to understand the Easter story.

RISK MANAGEMENT

The trustees have reviewed the charity's exposure to major risks and accordingly have established systems to mitigate them.

RESERVES POLICY

The unrestricted fund represents the free reserves of the charity which currently equates to approximately six/seven months operating expenditure. The trustees are keen to maintain the reserve at this level to ensure any unforeseen costs can be covered without having to raise fees. As at December 2019 unrestricted funds stood at £27,019 (2018: £21,712).

ST PAUL'S COMMUNITY PLAY-SCHOOL TRUSTEES' REPORT

INDEPENDENT EXAMINER

The independent examination has been performed by Mr G B Bonds FCA CTA of Buchanan Bonds Ltd. Chartered Accountants & Chartered Tax Advisers, 39 Braehead Crescent, Stonehaven, Aberdeenshire AB39 2PP.

BANKING SERVICES

Banking services are provided by Santander, 4-8 Bond Street, Ealing, London W5 5AE.

This report was approved by the Management Committee on 5/10/20 and signed on its behalf.



Rev Mark Melliush
Trustee

ST PAUL'S COMMUNITY PLAY-SCHOOL
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ST PAUL'S COMMUNITY PLAYSCHOOL

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2019 which are set out on pages 5 to 7.

RESPECTIVE RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Graham Bonds FCA CTA
Buchanan Bonds Ltd.
Chartered Accountants &
Chartered Tax Advisers
39 Braehead Crescent
Stonehaven
Aberdeenshire AB39 2PP

Date: 5-10-2020

ST PAUL'S COMMUNITY PLAY-SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2019

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2019 £	Y/E 31/12/2018 £
<u>Receipts:</u>					
Receipts from charitable activities:					
Fees (net of refunds)	-	32,300	-	32,300	30,803
Receipts from generated funds:					
Funding from London Borough of Ealing (LBE)	-	15,479	-	15,479	9,637
Donations from St Paul's PCC	-	1,750	-	1,750	2,000
Milk refunds (net of costs)	-	-	-	-	-
Fundraising initiatives and events (net of costs)	-	680	-	680	258
Total receipts	-	50,209	-	50,209	42,698
<u>Payments:</u>					
Charitable activities - playschool costs:					
Staff costs including employer's NIC	-	(29,642)	-	(29,642)	(26,733)
Donations to St Paul's PCC (see note 2)	-	(6,480)	-	(6,480)	(6,480)
Staff training	-	-	-	-	(493)
Toys, equipment and resources etc	-	(952)	-	(952)	(734)
Repairs and maintenance	-	-	-	-	(236)
Milk (net of receipts)	-	-	-	-	(26)
Rent and services paid to St Paul's PCC	-	(5,250)	-	(5,250)	(4,725)
Support costs:					
Ofsted and PLA registration fee and insurance	-	(525)	-	(525)	(522)
General administration costs	-	(474)	-	(474)	(484)
Advertising	-	(30)	-	(30)	(40)
Cleaning	-	(900)	-	(900)	(630)
Governance costs:					
Independent examiner's fee	-	(420)	-	(420)	(420)
	-	(44,673)	-	(44,673)	(41,523)
Assets purchases:					
Purchase of tangible fixed assets	-	(229)	-	(229)	(350)
Total payments	-	(44,902)	-	(44,902)	(41,873)
Net Payments	-	5,307	-	5,307	825
<i>Cash and Bank Balances at 31 December 2018</i>	-	21,712	-	21,712	20,887
Cash and Bank Balances at 31 December 2019	-	27,019	-	27,019	21,712

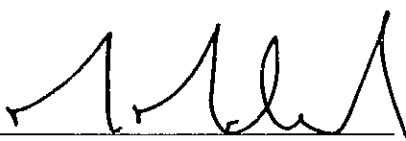
ST PAUL'S COMMUNITY PLAY-SCHOOL
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2019 £	Y/E 31/12/2018 £
<u>Cash Funds:</u>					
Bank and cash balances					
Bank accounts	-	27,018	-	27,018	21,701
Petty cash	-	1	-	1	11
	-	27,019	-	27,019	21,712
<u>Other Monetary Assets:</u>					
Other taxes (PAYE)	-	-	-	-	88
Outstanding fees paid post year	-	-	-	-	790
	-	-	-	-	878
<u>Liabilities - current:</u>					
Other taxes (PAYE)	-	-	-	-	-
Independent examiner's fees	-	(480)	-	(480)	(420)
	-	(480)	-	(480)	(420)

Other Assets - retained for charity's own use:

Toys and play equipment - insured value £10,000.

These accounts were approved by Management Committee on 5/10/20 and signed on their behalf.


 Rev Mark Melliush
 Trustee

ST PAUL'S COMMUNITY PLAY-SCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1. BASIS OF ACCOUNTING

A receipts and payments account and a statement of assets and liabilities has been produced in accordance with the Charities Act 2011 and the Charity (Accounts Reports) Regulations 2008.

2. STAFF COSTS

Y/E	Y/E
31/12/2019	31/12/2018
£	£
Total payroll costs including social security costs	
29,642	26,733

The average monthly number of employees during the period was 7 (2018: 7).

During the year no trustee received any remuneration. No expenses (resources) were reimbursed to trustees (2018: £nil to no trustees).

The sum of £6,480 (2018 - £6,480) is paid to St Paul's PCC to cover part of the church's Children's & Families Pastor salary who is actively involved in the running of the playschool.

3. DESIGNATED FUND - The Resources and Equipment Fund

The designated fund, which has been set aside out of the unrestricted fund by the trustees, is to be used to aid the purchase of toys and other resources and equipment.