



**St Luke's Pre-School (Rochester)**  
**Trustee's annual report & accounts for the 12 months ending 31<sup>st</sup> December 2022**

**Registered Charity 4970594**  
**Registered Charity Number 1102167**

**Contents:**

- 1. Trustee's Report**
- 2. Income and Expenditure Account**
- 3. Balance Sheet**



## **1. Trustees Report**

### **St Luke's Pre-school (Rochester) Trustees' Report for 2022**

**Registered number 4970594**

**Registered Charity number 1102167**

#### **Introduction**

St Luke's pre-school (Rochester) is a community based registered charity (1102167) which has run for over 50 years. We have been a member of the pre-school learning Alliance since October 1997. This offers the pre-school support and guidance and provides us with the necessary insurance cover.

St Luke's Pre-School aims to enhance the development and education of children under statutory school age in a parent involved community based group. This is achieved from offering a safe, secure and stimulating environment that ensures equality of opportunity for all children and their families.

All children are offered a tailored curriculum following the Early Years Foundation Stage. We are able to provide individual care and attention with/through a key-worker system whilst encouraging fun and friendship with other children and adults. To do this we currently employ 8 members of staff.

#### **The Pre-school operates from;**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

#### **Registered Office is:**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Management Committee**

The pre-school is community based and every year at the AGM a management committee is elected from interested and willing parents and supporters of the pre-school. This committee is responsible for over seeing the management of the pre-school, which includes three monthly committee meetings and also, helping with the organising of events such as the end of year graduation held within the Pre-school. All staff are employed and supported by the management committee. Our Supervisor Mrs Wendy Perkins has the responsibility of the day to day running and staff management for the pre-school.

Pre-school is also supported by our Administrator Mrs Victoria Trevallion and our Book-keeper, Mrs Kirsty Sartain.

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Summary of Accounts**

The full statement of Accounts for period to 31/12/2022<sup>1</sup> was prepared by Mrs Kirsty Sartain.

The Pre-school made a profit of **£19,914.47** which will be used on purchasing new Ipad's, updating the interior, including new blinds and large rugs and to cover overtime when required due to increasing child numbers.

Through the fund raising efforts of the management committee a total of **£4,042.91** was raised that paid for updating equipment and a school trip to Kent Life.

**Summary of the Year**

The pre-school continues to offer 5 morning sessions, with lunch club sessions and 2 afternoon sessions per week.

The pre-school has been able to hold many events during 2022, these included:

- ❖ Spring/Christmas Plays
- ❖ Sponsored Event
- ❖ Pre-School outing
- ❖ Sports day
- ❖ Teddy bears picnic
- ❖ Activity afternoons
- ❖ Breakfast with Santa
- ❖ Christmas Party

**The future**

This year we will continue to forge close links with the church and local schools and hold regular meetings.

We will also offer support and guidance to all staff in making sure St Luke's Pre-school maintains its excellent standards and reputation within the community, with all staff continuing to request important courses to keep updated at all times.

This report has been prepared on behalf of Mrs Wendy Perkins. St Luke's Pre School Company Director and Secretary Victoria Trevallion.

---

<sup>1</sup> St Lukes Pre-school Statement of Accounts



**2. St Lukes Pre-School (Rochester) Income and Expenditure account for the 12 months ended 31<sup>st</sup> Dec 2022**

**Income**

Government Funding	£86,373.04
Fees	£20,366.73
Fund Raising	£4,042.91
Donations	£0.00
Refunds	£233.21
Other	£521.16
	<b>£111,537.05</b>

**Expenditure**

Jan – Dec Salaries	£68,875.13
Inland Revenue	£2,490.44
Hall Rent	£4,368.00
Insurance	£839.12
Consumables	£399.43
Equipment	£3,519.77
Fund Raising Costs	£607.41
Pension	£4,964.37
Admin	£2,850.03
Telephone/Broadband	£450.17
Uniform and water bottles	£904.00
Training	£1354.71

---

**£91,622.58**

Profit/Deficit for period **£19,914.47**

Fund Balance Bought Forward **£151,923.83**

Fund Balance Carried Forward **£151,923.83**



### 3. St Lukes Pre-School (Rochester) Balance Sheet at 31<sup>st</sup> December 2022

<b>Current Assets</b>	
Debtors	£0.00
Cash at Bank and in Hand	<b>£151,923.83</b>
Creditors	£0.00
<b>Net Current Assets</b>	<b>£151,923.83</b>
<b>Funds</b>	
General Funds	<b>£151,923.83</b>
<b>Total Funds</b>	<b>£151,923.83</b>

### 4. Audit Exemption Statement:

For the year ending 31<sup>st</sup> December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,*
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts*
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.*

#### Approved by:

Name...K Sartain.....

Signed: ...K Sartain.....

Date: ...26.7.23.....

St Lukes Pre-School Finance Officer



**St Luke's Pre-School (Rochester)**  
**Trustee's annual report & accounts for the 12 months ending 31<sup>st</sup> December 2022**

**Registered Charity 4970594**  
**Registered Charity Number 1102167**

**Contents:**

- 1. Trustee's Report**
- 2. Income and Expenditure Account**
- 3. Balance Sheet**



## **1. Trustees Report**

### **St Luke's Pre-school (Rochester) Trustees' Report for 2022**

**Registered number 4970594**

**Registered Charity number 1102167**

#### **Introduction**

St Luke's pre-school (Rochester) is a community based registered charity (1102167) which has run for over 50 years. We have been a member of the pre-school learning Alliance since October 1997. This offers the pre-school support and guidance and provides us with the necessary insurance cover.

St Luke's Pre-School aims to enhance the development and education of children under statutory school age in a parent involved community based group. This is achieved from offering a safe, secure and stimulating environment that ensures equality of opportunity for all children and their families.

All children are offered a tailored curriculum following the Early Years Foundation Stage. We are able to provide individual care and attention with/through a key-worker system whilst encouraging fun and friendship with other children and adults. To do this we currently employ 8 members of staff.

#### **The Pre-school operates from;**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

#### **Registered Office is:**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ



**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Management Committee**

The pre-school is community based and every year at the AGM a management committee is elected from interested and willing parents and supporters of the pre-school. This committee is responsible for over seeing the management of the pre-school, which includes three monthly committee meetings and also, helping with the organising of events such as the end of year graduation held within the Pre-school. All staff are employed and supported by the management committee. Our Supervisor Mrs Wendy Perkins has the responsibility of the day to day running and staff management for the pre-school.

Pre-school is also supported by our Administrator Mrs Victoria Trevallion and our Book-keeper, Mrs Kirsty Sartain.

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Summary of Accounts**

The full statement of Accounts for period to 31/12/2022<sup>1</sup> was prepared by Mrs Kirsty Sartain.

The Pre-school made a profit of **£19,914.47** which will be used on purchasing new Ipad's, updating the interior, including new blinds and large rugs and to cover overtime when required due to increasing child numbers.

Through the fund raising efforts of the management committee a total of **£4,042.91** was raised that paid for updating equipment and a school trip to Kent Life.

**Summary of the Year**

The pre-school continues to offer 5 morning sessions, with lunch club sessions and 2 afternoon sessions per week.

The pre-school has been able to hold many events during 2022, these included:

- ❖ Spring/Christmas Plays
- ❖ Sponsored Event
- ❖ Pre-School outing
- ❖ Sports day
- ❖ Teddy bears picnic
- ❖ Activity afternoons
- ❖ Breakfast with Santa
- ❖ Christmas Party

**The future**

This year we will continue to forge close links with the church and local schools and hold regular meetings.

We will also offer support and guidance to all staff in making sure St Luke's Pre-school maintains its excellent standards and reputation within the community, with all staff continuing to request important courses to keep updated at all times.

This report has been prepared on behalf of Mrs Wendy Perkins. St Luke's Pre School Company  
Director and Secretary Victoria Trevallion.

---

<sup>1</sup> St Lukes Pre-school Statement of Accounts



**2. St Lukes Pre-School (Rochester) Income and Expenditure account for the 12 months ended 31<sup>st</sup> Dec 2022**

**Income**

Government Funding	£86,373.04
Fees	£20,366.73
Fund Raising	£4,042.91
Donations	£0.00
Refunds	£233.21
Other	£521.16
	<b>£111,537.05</b>

**Expenditure**

Jan – Dec Salaries	£68,875.13
Inland Revenue	£2,490.44
Hall Rent	£4,368.00
Insurance	£839.12
Consumables	£399.43
Equipment	£3,519.77
Fund Raising Costs	£607.41
Pension	£4,964.37
Admin	£2,850.03
Telephone/Broadband	£450.17
Uniform and water bottles	£904.00
Training	£1354.71

---

**£91,622.58**

Profit/Deficit for period **£19,914.47**

Fund Balance Bought Forward **£151,923.83**

Fund Balance Carried Forward **£151,923.83**



### 3. St Lukes Pre-School (Rochester) Balance Sheet at 31<sup>st</sup> December 2022

<b>Current Assets</b>	
Debtors	£0.00
Cash at Bank and in Hand	<b>£151,923.83</b>
Creditors	£0.00
<b>Net Current Assets</b>	<b>£151,923.83</b>
<b>Funds</b>	
General Funds	<b>£151,923.83</b>
<b>Total Funds</b>	<b>£151,923.83</b>

### 4. Audit Exemption Statement:

For the year ending 31<sup>st</sup> December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- *the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,*
- *the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts*
- *these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.*

#### Approved by:

Name...K Sartain.....

Signed: ...K Sartain.....

Date: ...26.7.23.....

St Lukes Pre-School Finance Officer



**St Luke's Pre-School (Rochester)**  
**Trustee's annual report & accounts for the 12 months ending 31<sup>st</sup> December 2022**

**Registered Charity 4970594**  
**Registered Charity Number 1102167**

**Contents:**

- 1. Trustee's Report**
- 2. Income and Expenditure Account**
- 3. Balance Sheet**



## **1. Trustees Report**

### **St Luke's Pre-school (Rochester) Trustees' Report for 2022**

**Registered number 4970594**

**Registered Charity number 1102167**

#### **Introduction**

St Luke's pre-school (Rochester) is a community based registered charity (1102167) which has run for over 50 years. We have been a member of the pre-school learning Alliance since October 1997. This offers the pre-school support and guidance and provides us with the necessary insurance cover.

St Luke's Pre-School aims to enhance the development and education of children under statutory school age in a parent involved community based group. This is achieved from offering a safe, secure and stimulating environment that ensures equality of opportunity for all children and their families.

All children are offered a tailored curriculum following the Early Years Foundation Stage. We are able to provide individual care and attention with/through a key-worker system whilst encouraging fun and friendship with other children and adults. To do this we currently employ 8 members of staff.

#### **The Pre-school operates from;**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

#### **Registered Office is:**

Wesley Hall  
St Luke's Church  
City Way  
Rochester  
Kent  
ME1 2BQ

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Management Committee**

The pre-school is community based and every year at the AGM a management committee is elected from interested and willing parents and supporters of the pre-school. This committee is responsible for over seeing the management of the pre-school, which includes three monthly committee meetings and also, helping with the organising of events such as the end of year graduation held within the Pre-school. All staff are employed and supported by the management committee. Our Supervisor Mrs Wendy Perkins has the responsibility of the day to day running and staff management for the pre-school.

Pre-school is also supported by our Administrator Mrs Victoria Trevallion and our Book-keeper, Mrs Kirsty Sartain.

**ST LUKE'S PRE-SCHOOL (ROCHESTER)**  
**Wesley Hall, St Lukes Church, City Way, Rochester, ME1 2BQ**



**Summary of Accounts**

The full statement of Accounts for period to 31/12/2022<sup>1</sup> was prepared by Mrs Kirsty Sartain.

The Pre-school made a profit of **£19,914.47** which will be used on purchasing new Ipad's, updating the interior, including new blinds and large rugs and to cover overtime when required due to increasing child numbers.

Through the fund raising efforts of the management committee a total of **£4,042.91** was raised that paid for updating equipment and a school trip to Kent Life.

**Summary of the Year**

The pre-school continues to offer 5 morning sessions, with lunch club sessions and 2 afternoon sessions per week.

The pre-school has been able to hold many events during 2022, these included:

- ❖ Spring/Christmas Plays
- ❖ Sponsored Event
- ❖ Pre-School outing
- ❖ Sports day
- ❖ Teddy bears picnic
- ❖ Activity afternoons
- ❖ Breakfast with Santa
- ❖ Christmas Party

**The future**

This year we will continue to forge close links with the church and local schools and hold regular meetings.

We will also offer support and guidance to all staff in making sure St Luke's Pre-school maintains its excellent standards and reputation within the community, with all staff continuing to request important courses to keep updated at all times.

This report has been prepared on behalf of Mrs Wendy Perkins. St Luke's Pre School Company Director and Secretary Victoria Trevallion.

---

<sup>1</sup> St Lukes Pre-school Statement of Accounts





**2. St Lukes Pre-School (Rochester) Income and Expenditure account for the 12 months ended 31<sup>st</sup> Dec 2022**

**Income**

Government Funding	£86,373.04
Fees	£20,366.73
Fund Raising	£4,042.91
Donations	£0.00
Refunds	£233.21
Other	£521.16
	<b>£111,537.05</b>

**Expenditure**

Jan – Dec Salaries	£68,875.13
Inland Revenue	£2,490.44
Hall Rent	£4,368.00
Insurance	£839.12
Consumables	£399.43
Equipment	£3,519.77
Fund Raising Costs	£607.41
Pension	£4,964.37
Admin	£2,850.03
Telephone/Broadband	£450.17
Uniform and water bottles	£904.00
Training	£1354.71

---

**£91,622.58**

Profit/Deficit for period **£19,914.47**

Fund Balance Bought Forward **£151,923.83**

Fund Balance Carried Forward **£151,923.83**



### 3. St Lukes Pre-School (Rochester) Balance Sheet at 31<sup>st</sup> December 2022

<b>Current Assets</b>	
Debtors	£0.00
Cash at Bank and in Hand	<b>£151,923.83</b>
Creditors	£0.00
<b>Net Current Assets</b>	<b>£151,923.83</b>
<b>Funds</b>	
General Funds	<b>£151,923.83</b>
<b>Total Funds</b>	<b>£151,923.83</b>

### 4. Audit Exemption Statement:

For the year ending 31<sup>st</sup> December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,*
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts*
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.*

#### Approved by:

Name...K Sartain.....

Signed: ...K Sartain.....

Date: ...26.7.23.....

St Lukes Pre-School Finance Officer