

# **ST PAUL'S COMMUNITY PLAY-SCHOOL**

**Charity No. 1032274**

## **TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2022**

# ST PAUL'S COMMUNITY PLAY-SCHOOL

## TRUSTEES' REPORT

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The trustees present their report together with the accounts for the year to 31 December 2022 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 4<sup>th</sup> 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, the Secretary and the Treasurer.

### TRUSTEES

The trustees who served during the year were as follows:

Mrs K Cosh (appointed 22-10-2022)  
 Rev C Fox – Vicar of St Paul's Church, Ealing (appointed 22-10-2022)  
 Rev M Melliush (resigned 22-10-2022)  
 Mr D J Read (resigned 20-03-2023)  
 Miss A Pambakian  
 Mr C Fothergill (appointed 20-03-2023)  
 Mr P Buck (appointed 26-06-2023)

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 are:

#### *Chair:*

Mrs K Cosh (Trustee)

#### *Secretary:*

Mr C Fothergill (Trustee)  
 Mr P Buck (Trustee)

#### *Treasurer:*

Mr A Phillips

# ST PAUL'S COMMUNITY PLAY-SCHOOL

## TRUSTEES' REPORT

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### REVIEW OF THE YEAR AND FUTURE PROSPECTS

The start of 2022 saw the country living with Covid which was still impacting Playschool with cases reported amongst both staff and children. Again, thanks to flexible staff and reliable bank cover we were able to navigate through the difficult times and stay open for all families.

The planned routine visit from the Early Years Adviser was postponed until March. She commented on how happy and settled the children were along with the good modelling of language by staff. We have worked on putting recommendations in place e.g. gradually replacing plastic in the home corner with everyday items and providing more readily available resources for creative activities on a daily basis.

With the lifting of Covid restrictions in the Spring we were able to hold a 'bring and buy sale'. Along with a successful cake sale we were able to add to our library of books supporting inclusion and diversity and also buy additional resources to support children's fine and gross motor development. We were also able to welcome families to an end of academic year picnic on the grass area outside church.

2022 saw us saying goodbye to both Lilian our bank staff member and Meri our playschool deputy. Lilian moved onto a permanent role elsewhere and Meri a full time post. Arpik stepped up as acting deputy in Rebecca's absence.

We were fortunate to welcome 2 new members of staff to the team in September, both qualified to Level 3; Ioana to provide bank cover and Maggie as a practitioner and deputy safeguarding lead. We also welcomed Agnes, whose daughter previously attended Playschool as a volunteer to our Tuesday morning sessions. As a Polish speaker she was particularly able to help settle in one of our new starters with Polish as a home language. We have also had some bank cover support from Anna, whose knowledge of Russian has been an asset. We continue to welcome a significant number of children for whom English is not their primary home language.

We reviewed our curriculum and feel that the 3Is; Intent, Implementation and Impact is now well embedded in our practice.

We were excited to be able to end the year with a nativity service in the church without restrictions and welcome families plus a visit from Santa.

Georgina is continuing with her Level 3 Early Years Educator studies and is on target to complete in 2023. We look forward to having a well-qualified staff team in 2023.

In addition to statutory training requirements we will also be looking at ways to support staff's CPD (continuous professional development)

### 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 2022 unrestricted funds stood at £32,811 (2021: £31,132).

## ST PAUL'S COMMUNITY PLAY-SCHOOL TRUSTEES' REPORT

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### 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 .....27.09.2023... and signed on its behalf.



**Mrs Karen Cosh**  
Trustee – Chair

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

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> December 2022 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

9-10-23

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2022 £	Y/E 31/12/2021 £
<b><u>Receipts:</u></b>					
<b>Receipts from charitable activities:</b>					
Fees (net of refunds)	-	27,828	-	27,828	24,612
<b>Receipts from generated funds:</b>					
Funding from London Borough of Ealing (LBE)	-	12,281	-	12,281	16,931
Donations from St Paul's PCC	-	5,250	-	5,250	5,250
Fundraising initiatives and events (net of costs)	-	411	-	411	-
<b>Other</b>					
CJRS furlough grants	-	-	-	-	-
<b>Total receipts</b>	-	45,770	-	45,770	46,793
<b><u>Payments:</u></b>					
<b>Charitable activities - playschool costs:</b>					
Staff costs including employer's NIC	-	(28,055)	-	(28,055)	(28,067)
Donations to St Paul's PCC (see note 2)	-	(7,560)	-	(7,560)	(7,290)
Staff training and welfare	-	(165)	-	(165)	(1,189)
Toys, equipment and resources etc	-	(391)	-	(391)	(486)
Repairs and maintenance	-	-	-	-	-
Rent and services paid to St Paul's PCC	-	(5,250)	-	(5,250)	(5,250)
<b>Support costs:</b>					
Ofsted and PLA registration fee and insurance	-	(542)	-	(542)	(538)
General administration costs	-	(748)	-	(748)	(553)
Advertising	-	-	-	-	(50)
Cleaning	-	(900)	-	(900)	(900)
<b>Governance costs:</b>					
Independent examiner's fee	-	(480)	-	(480)	(480)
	-	(44,091)	-	(44,091)	(44,803)
<b>Assets purchases:</b>					
Purchase of tangible fixed assets	-	-	-	-	(1,139)
<b>Total payments</b>	-	(44,091)	-	(44,091)	(45,942)
<b>Net Payments</b>	-	1,679	-	1,679	851
<i>Cash and Bank Balances at 31 December 2021</i>	-	31,132	-	31,132	30,281
<b>Cash and Bank Balances at 31 December 2022</b>	-	32,811	-	32,811	31,132

Notes 1 to 3 form part of these accounts

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2022 £	Y/E 31/12/2021 £
<b><u>Cash Funds:</u></b>					
Bank and cash balances					
Bank accounts	-	32,811	-	<b>32,811</b>	31,132
	-	32,811	-	<b>32,811</b>	31,132
<b><u>Other Monetary Assets:</u></b>					
Outstanding fees paid post year	-	-	-	-	-
	-	-	-	-	-
<b><u>Liabilities - current:</u></b>					
Independent examiner's fees	-	(480)	-	<b>(480)</b>	(480)
	-	(480)	-	<b>(480)</b>	(480)
<b><u>Other Assets - retained for charity's own use:</u></b>					
Toys and play equipment - insured value £10,000.					

These accounts were approved by Management Committee on 27.07.2023 and signed on their behalf.



Mrs Karen Cosh  
 Trustee - Chair

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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**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
31/12/2022	31/12/2021
£	£
<b>28,055</b>	<b>28,067</b>

Total payroll costs including social security costs

The average monthly number of employees during the period was 5 (2021: 5).

During the year no trustee received any remuneration. No expenses (resources) were reimbursed to trustees (2021: £nil to no trustees).

The sum of £7,560 (2021 - £7,290) 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.