

ST PAUL'S COMMUNITY PLAYSCHOOL

Charity No. 1032274

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2018

ST PAUL'S COMMUNITY PLAYSCHOOL TRUSTEES' REPORT

The trustees present their report together with the accounts for the year to 31 December 2018 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 Pre-School Playgroups Association model constitution which was adopted on 9 December 1991. Amendments to the constitution are approved at general meetings by at least two thirds of the members present and by the Pre-School Playgroups Association in conjunction with the Charity Commission.

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 about four to six times a year. The Management Committee consists of the Chairman, who is the Vicar or Curate of St Paul's Church, the Secretary, the Treasurer and between 4 and 12 other members who are usually parents of children attending the playschool.

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 PLAYSCHOOL 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:

- 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 2018 with lower enrolment than normal, but welcomed children during the spring and summer terms to finish at full capacity. Because we welcomed a number of younger children to the playschool during the spring and summer terms, enrolment in September was much higher than the year before due to many children staying for an additional year.

Staff

Arpik Tchengrakian joined us on a temporary contract in Summer 2018 and we were pleased to offer her a permanent role in September 2018 which she accepted. Barbara Hase also joined the team as play leader in September 2018. We said goodbye to Dawn Daniel in September 2018, after her many years of dedicated and loving service to the children and families at the playschool.

Parents

In order to help parents who require a slightly earlier drop off, we started 'set up club' from 9 am each morning. This has grown in popularity especially among working parents and has provided a small additional stream of income.

The year ahead

We start the year 2019 with an emphasis on speech and language development as well as communication. We will also trial using stories with enrichment activities rather than typical letters and sounds lessons to aid our children's language development as well as early literacy skills for those who are ready to extend their learning.

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 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 2018 unrestricted funds stood at £21,712 (2017: £20,887).

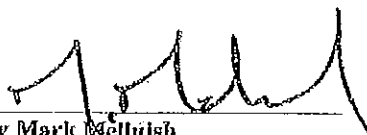
INDEPENDENT EXAMINER

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 7/10/19 and signed on its behalf.



Rev Mark McIlvish
Trustee

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**ST PAUL'S COMMUNITY PLAYSCHOOL
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 2018 which are set out on pages 4 to 6.

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: 18-10-2019

ST PAUL'S COMMUNITY PLAYSCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2018

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2018 £	Y/E 31/12/2017 £
Receipts:					
Receipts from charitable activities:					
Fees (net of refunds)	-	30,803	-	30,803	28,997
Receipts from generated funds:					
Funding from London Borough of Ealing (LBE)	-	9,637	-	9,637	15,156
Donations from St Paul's PCC	-	2,000	-	2,000	4,000
Milk refunds (net of costs)	-	-	-	-	65
Tk Fundraising initiatives and events (net of costs)	-	258	-	258	281
Total receipts	-	42,698	-	42,698	48,499
Payments:					
Charitable activities - playschool costs:					
Tl Staff costs including employer's NIC	-	(26,733)	-	(26,733)	(26,277)
Donations to St Paul's PCC (see note 2)	-	(6,480)	-	(6,480)	(6,500)
Staff training and welfare	-	(493)	-	(493)	(1,740)
Toys, equipment and resources etc	-	(734)	-	(734)	(652)
Repairs and maintenance	-	(236)	-	(236)	-
Milk (net of receipts)	-	(26)	-	(26)	-
Rent and services paid to St Paul's PCC	-	(4,725)	-	(4,725)	(4,725)
Support costs:					
Ofsted and PLA registration fee and insurance	-	(522)	-	(522)	(518)
General administration costs	-	(484)	-	(484)	(470)
Advertising	-	(40)	-	(40)	(280)
Cleaning	-	(630)	-	(630)	(420)
Governance costs:					
Independent examiner's fee	-	(420)	-	(420)	(420)
	-	(41,523)	-	(41,523)	(42,002)
Assets purchases:					
Purchase of tangible fixed assets	-	(350)	-	(350)	-
Total payments	-	(41,873)	-	(41,873)	(42,002)
Net Payments	-	825	-	825	6,497
<i>Cash and Bank Balances at 31 December 2017</i>	-	20,887	-	20,887	14,390
Cash and Bank Balances at 31 December 2018	-	21,712	-	21,712	20,887

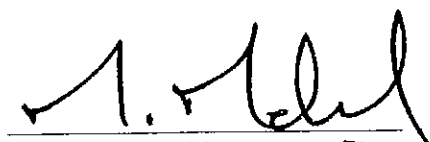
ST PAUL'S COMMUNITY PLAYSCHOOL
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 DECEMBER 2018

	Designated Fund £	General Fund £	Restricted Funds £	As at 31/12/2018 £	As at 31/12/2017 £
<u>Cash Funds:</u>					
Bank and cash balances	-	21,701	-	21,701	20,876
Bank accounts	-	11	-	11	11
Petty cash	-	21,712	-	21,712	20,887
<u>Other Assets - retained for charity's own use:</u>					
Total payroll costs including social security costs.	-	88	-	88	-
Other taxes (PAYE)	-	790	-	790	-
Outstanding fees paid post year	-	878	-	878	-
<u>Liabilities - current:</u>					
Other taxes (PAYE)	-	-	-	-	-
Independent examiner's fees	-	(420)	-	(420)	(420)
The sum of £6,480 is being paid to St Paul's PCC to cover	-	(420)	-	(420)	(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 7/10/19 and signed on their behalf.



Rev Mark Melliush
Trustee

ST PAUL'S COMMUNITY PLAYSCHOOL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2018

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
	31/12/2018	31/12/2017
	£	£
Total payroll costs including social security costs.	<u>26,733</u>	<u>26,277</u>

The average monthly number of employees during the period was 7 (2017: 7).

During the year no trustee received any remuneration. No expenses (resources) were reimbursed to trustees (2017: £nil to no trustees).

The sum of £6,480 is being paid to St Paul's PCC to cover 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.