



# Trustees' Annual Report for the period

	Period start date			Period end date			
<b>From</b>	1	9	2019	<b>To</b>	31	8	2020

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

**Postcode**

### 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	Sarah Elderkin	Chairperson		
2	Rachel Mosley	Treasurer		
3	Sara Hastings	Secretary		
4	Tanya Bromley	General Member		
5				
6				
7				
8				
9				
10				

### 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)

Vicki Timings-Thompson - Pre School Manager  
Olwen Edwards - Deputy Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable incorporated organisation
Trustee selection methods (eg. appointed by, elected by)	<p>Our Pre School is run by an elected management committee, consisting of parents/ carers or members of the community who volunteer their time and services to the group.</p> <p>The committee members are elected at our Annual General Meeting held in July each year, this is also when retiring members leave the committee.</p> <p>If between the AGM's we have a resignation or the committee believes further members are required we invite expression of interest and then any interested parties are discussed and voted for (if appropriate) at the next available committee meeting.</p> <p>Parents wishing to join the committee between AGM's may approach the Chair, Manager or any other committee member to express their interest in becoming a member.</p>

### 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.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Sudbrooke Pre School is a registered Pre School providing early years education in line with Ofsted requirements to children aged 2.5 years old until school age for the community of Sudbrooke and surrounding area. We have been operating since 1987, initially as a playgroup latterly as a Pre School, the setting is at Sudbrooke Village Hall.

**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)**

The Pre School Management Committee have referred to the charity commissions guidance on public benefit in the development and education of children.

At Sudbrooke Pre School our aim is for all children attending to experience a stimulating, enjoyable and rewarding time with us. We adhere to the requirements of the Early Years Foundation Stage through an educational programme of experiences and activities, which considers the individual needs, interests and stage of development of each child in our care. Practitioners working with the youngest children will focus on the three prime areas:

1. Personal, social and emotional development
2. Communication and language
3. Physical development

These are the basis for successful learning in the other four specific areas:

1. Literacy
2. Mathematics
3. Understanding the world
4. Expressive arts and design

The three prime areas reflect the key skills and capacities all children need to develop and learn effectively. It is expected the balance will shift towards a more equal focus on all areas of learning as the children grow in confidence and ability within the three prime areas.

This will benefit the young members of the Pre School as they will gain the necessary experiences, relationships and learning for a smooth transition into school.

We also provide family friendly employment to members of the local community.

**Additional details of objectives and activities (Optional information)**

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You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Sudbrooke Pre School relies on volunteers to form the management committee, historically our members are mothers of pre school aged children. Due to this the committee turnover is relatively high as the children are only at the pre school for two academic years or so. Our volunteers can only commit small amounts of time to the pre school with balancing work and home life therefore it can be tricky with committee consistency. The committee members and pre school managers are committed to ensuring the new committee have the necessary information to run the pre school effectively.

## Section D

## Achievements and performance

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## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The year started well with two new part-time members of staff to fill a full time post vacated at the end of the summer term. We started the term with 22 children registered to attend. Fundraising activities held during the Autumn term were a family Halloween party, which raised £339 And the Nativity play at Christmas which raised a further £96 We also had a visit from the photographer.

Spring term was disrupted by the Coronavirus pandemic, necessitating the closure of preschool at the end of March as insufficient numbers of children were attending to keep the preschool viable. The six members of staff were furloughed until the preschool re-opened on June 22nd. During this time, all fundraising activities were cancelled.

On reopening, 3 members of staff returned and 3 remained on furlough. This entailed the writing of new policies and procedures, cleaning routines and new ways of operating to ensure social distancing and cleanliness. Initially six children returned, rising to 10 by the end of the summer term. During this time, we operated on reduced hours which were two sessions on Mondays and Tuesdays (9.00-12.00 and 12.00- 15.00). All the children coped well with new routines imposed by the pandemic. Unfortunately, they were unable to have their usual transition days to their ongoing schools but staff liaised with the schools to ensure all information was passed on. Again, we were unable to host our Sports day fundraiser at the end of term, however we did receive a grant from the local authority during May to help with resources needed to cope with Covid.

A small loss of approximately £2000 was made this academic year which was largely due to the results of the pandemic, limited fundraising and closures / reduced hours for part of the year. Despite the foregoing, the overall loss was far less than the previous year. Although fees were down on the previous year, the Preschool received increased grant contributions which had a positive impact and less was spent on toys, equipment and rent.

## Section E Financial review

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

The Pre school doesn't have a reserve policy it aims to maintain a reserve between £18-20K which would enable us to cover our operational costs for 6 months in the event of reduced numbers, this also allows us to have funds available when we need to purchase additional resources.

The account balance as on 1st September 2020 is £22,830 which leaves us comfortably within the reserve target amount. As a committee we decided to move £250 per month from the current account to the savings account if possible - this enables us to maintain the reserve amount which can also be used for purchases of larger items of equipment if necessary from time to time. At the start of the September term, the account balance is often low after no income from fees during August. Therefore the savings are sometimes used at this time of year to contribute towards the Autumn Term rent if necessary.

### 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.

Sudbrooke Pre School's main source of income is through the Early Years Funding, our fees are set at £12 per session plus £4 extra for lunch time.

The opportunities for fundraising activities this academic year were limited by the pandemic, which has had an overall negative effect on funds. It is anticipated that these fundraising activities will be able to resume in the coming year and will provide financial boost for the charity.

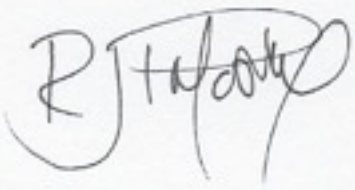
## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees \_\_\_\_\_

**Signature(s)**

	
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**Full name(s)** Rachel Mosley

Rachel Mosley	
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**Position (eg Secretary, Chair, etc)** Treasurer

Treasurer	
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**Date** 23/09/21

23/09/21
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UNAUDITED FINANCIAL STATEMENTS

For the Year ended 31st August 2020

**SUDBROOKE PRE-SCHOOL GROUP**

CLIENT APPROVAL CERTIFICATE

We approve these financial accounts for the year ended 31st August 2020, attached, and confirm that we have made available all relevant records and information for their preparation

..... (Treasurer)

On behalf of Sudbrooke Pre-School Group

..... (Chairman/Secretary)

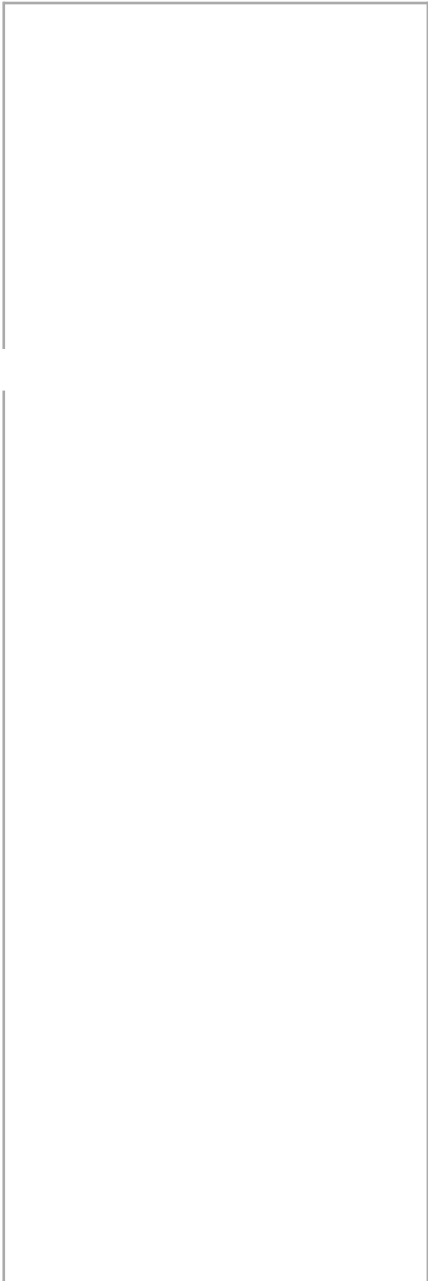
On behalf of Sudbrooke Pre-School Group

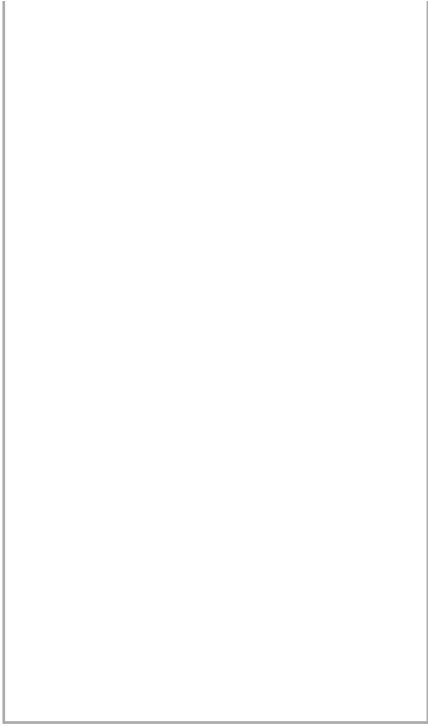
Date.....











<b>Sudbrooke Pre-School Group</b>							
<b>Balance Sheet as at 31st August 2020</b>							
<b><u>Assets</u></b>							
				<b><u>2020</u></b>		<b><u>2019</u></b>	
				£		£	
	Barclays Business Current Account			754.84		1,205.29	
	Barclays Business Savings Account			22,075.55		23,540.01	
	Cash			- 0.36		26.70	
	Debtors			-		-	
	<b>Total assets</b>			<b><u>22,830.03</u></b>		<b><u>24,772.00</u></b>	
	<b>Creditors</b>			<b>353.00</b>		<b>284.60</b>	
	<b>Net Assets</b>			<b><u>22,477.03</u></b>		<b><u>24,487.40</u></b>	



<b>Main bank Account- Barclays Business Community -8063947</b>					
					£
Bank balance as at 31/08/20					754.84
Revised bank balance as at 31/08/20					754.84
<b><u>Bank Reconciliation</u></b>					
Opening balance as at 01/09/19					1,205.29
Add Bank income					46,442.39
less bank expenditure					-46,892.84
Revised closing balance 31/08/20					754.84
					450.45 less

<u>Bank expenditure</u>						
	Date	Chq No	Invoice No	Bank charges	s/o to Sud Pre School savings	Payroll
	9/5/19			3.00		
	9/9/19					
	9/11/19					
	9/11/19					
	9/27/19					2,420.74
	9/30/19				250.00	
	10/7/19			3.00		
Halloween hall hir	10/7/19					
	10/7/19		5416023			
	10/7/19					
	10/28/19					3,292.07
	10/28/19				250.00	
	10/28/19		19/P967			
	10/28/19		5385860			
	10/28/19		19/P977			
	10/28/19		5443937			
Disco hire	10/28/19					
	10/28/19					
	11/4/19			3.00		
Halloween party	11/4/19					
Halloween party	11/26/19					
	11/26/19		19/P946			
	11/26/19		19/P957			
	11/26/19		382			
	11/28/19					3,155.95
	11/28/19				250.00	
	12/5/19			3.00		
	12/5/19					
	12/6/19					
	12/11/19		19/P988			
Gifts / snacks	12/17/19					
	12/20/19					3,121.79
	12/30/19				250.00	
	1/9/20			3.00		
	1/28/20					2,559.47
	1/28/20				250.00	
	1/31/20					
	1/31/20		19/P998			
	1/31/20		19/P1008			
	2/3/20			3.00		
	2/17/20					
	2/17/20					










Christmas / leavers/ birthday books	hall hire	HMRC paye	resources	committee	ESPO
			105.00		
				40.00	
					41.56
					19.99
					49.75
				50.00	
		151.05			
				69.58	
				33.70	
	1,640.00				
141.00					
			101.50		




A D associates (accountants)	DBS checks	Tapestry	Hallmarque PAT Testing	First Aid Training
			40.00	
		127.20		
	189.60			
18.40				
35.10				
23.00				
25.25				
32.60				
32.60				
32.60				




Bank Income	date	LCC	EB - Fees	Fundraising	donation
	9/19/19	1,931.15			
	9/4/19				
Thomas Clarke	10/15/19				
Gaurav Mulki	10/15/19				
Nancy Bass	10/16/19				
	10/21/19				
	10/23/19	3,792.59			
Amber Rose Hill	10/25/19				
Preston Crabtree	10/28/19				
Evie Prescott	10/28/19				
Halloween Disco	11/20/19			338.90	
	11/21/19	3,297.36			
W-Lindsey Grant	11/25/19				400.43
100225 cheque	12/4/19				150.00
Felix Burnett	12/16/19				
	12/17/19				
Nancy Bass	12/17/19				
	12/19/19	2,033.07			
Gaurav Mulki	12/19/19				
Preston Crabtree	12/23/19				
	12/23/19				
Thomas Clarke	12/27/19				
Amber Rose Hill	12/30/19				
Raife Lilley	1/2/20				
Evie Prescott	1/8/20				
	1/23/20	3,592.20			
Nancy Bass	2/11/20				
Thomas Clarke	2/14/20				
Amelia McDermid	2/17/20				
E-Boulters credit	2/17/20		1,126.94		
	2/20/20				
	2/20/20	2,677.06			
Amber Rose Hill	2/24/20				
Raife Lilley	2/24/20				
Lucy Priestley	2/25/20				
Emma Orme	2/26/20				
Nativity Play	2/27/20			96.50	
Gaurav Mulki	2/27/20				
Logan Bromley	2/28/20				
Evie Prescott	3/4/20				
Preston Crabtree	3/10/20				
Fabian Atkins	3/11/20				
	3/19/20	3,885.61			
E-Boulters credit	3/30/20		372.00		
	4/23/20	2,028.95			
Raife Lilley	5/6/20				

Nancy Bass	5/7/20				
Lucy Priestley	5/11/20				
Gaurav Mulki	5/11/20				
Amber Rose Hill	5/12/20				
Fabian Atkins	5/13/20				
Thomas Clarke	5/15/20				
Preston Crabtree	5/18/20				
	5/19/20				
	5/21/20	2,766.75			
	6/9/20				
	6/18/20	4,075.94			
	6/30/20	250.00			
	7/6/20				
	7/23/20	2,707.45			
	8/17/20				
<b>Total</b>		<b>33,038.13</b>	<b>1,498.94</b>	<b>435.40</b>	<b>550.43</b>

fees	JRS Grant	Childcare vouchers	Tfr from BPA	Total			
				1,931.15			
			1,500.00	1,500.00			
144.00				144.00			
48.00				48.00			
72.00				72.00			
		72.00		72.00			
				3,792.59			
144.00				144.00			
112.00				112.00			
112.00				112.00			
				338.90			
				3,297.36			
				400.43			
				150.00			
292.00				292.00			
			3,000.00	3,000.00			
96.00				96.00			
				2,033.07			
84.00				84.00			
84.00				84.00			
		96.00		96.00			
194.00				194.00			
180.00				180.00			
304.00				304.00			
128.00				128.00			
				3,592.20			
72.00				72.00			
144.00				144.00			
9.00				9.00			
				1,126.94			
		87.00		87.00			
				2,677.06			
132.00				132.00			
224.00				224.00			
144.00				144.00			
48.00				48.00			
				96.50			
80.00				80.00			
60.00				60.00			
96.00				96.00			
80.00				80.00			
573.00				573.00			
				3,885.61			
				372.00			
				2,028.95			
120.00				120.00			

36.00				36.00			
84.00				84.00			
48.00				48.00			
72.00				72.00			
112.00				112.00			
96.00				96.00			
48.00				48.00			
		72.00		72.00			
				2,766.75			
	1,123.08			1,123.08			
				4,075.94			
				250.00			
	441.60			441.60			
				2,707.45			
	255.81			255.81			
<b>4,272.00</b>	<b>1,820.49</b>	<b>327.00</b>	<b>4,500.00</b>	<b>46,442.39</b>			









<u>Cash book Reconciliation</u>			
			<u>£</u>
Bal b/fwd 01/09/19			26.70
Add cashbook income			173.00
less cashbook expenditure			- 200.06
Bal c/fwd 31/08/20			- 0.36
Balance as per cashbook at 31/8/20			14.02
Less calculation errors			
<i>Addition errors bfwd</i>		- 14.48	
<i>Small difference</i>		0.10	
			- 14.38
Balance c/fwd			- 0.36

		Cash book expenditure						
		Bal b/fwd for year		26.7				
date	total	Cleaning material	toys/book n	early years subscption	kids xmas/ bday/ easter pressies & party	Ink	fundraising	
9/8/19	4.34							
9/16/19	10.50							
9/18/19	5.30							
9/23/19	4.35							
10/31/19	2.99		2.99					
10/2/19	5.15							
10/3/19	1.40							
10/5/19	3.23							
10/14/19	1.50					1.50		
10/14/19	5.25							
10/14/19	3.63							
10/21/19	1.00							
10/28/19	1.88							
10/28/19	5.69							
10/30/19	13.50							
11/4/19	3.99							
11/12/19	7.14							
11/12/19	8.00							
11/17/19	4.44							
11/18/19	1.15							
11/21/19	1.79							
11/1/19	2.97							
11/15/19	4.13							
11/23/19	2.75							
11/21/19	1.79							
12/1/19	3.70							
1/10/20	5.73							
1/10/20	6.04	6.04						
1/20/20	4.09							
1/19/20	4.65							
1/27/20	2.02							
2/3/20	0.50	0.50						
2/2/20	4.24							
2/3/20	2.48							
2/3/20	1.61							
2/9/20	2.99							
2/24/20	2.38							
3/5/20	22.50					22.50		
3/13/20	5.47							
3/13/20	21.00						21.00	
7/15/20	2.80							

	200.06	6.54	2.99	-	24.00	21.00	-
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-	-	-	3.99	13.50	-	-	1.61
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Snacks/ fruits	
4.34	
10.50	
5.30	
4.35	
5.15	
1.40	
3.23	
5.25	
3.63	
1.00	
1.88	
5.69	
7.14	
8.00	
4.44	
1.15	
1.79	
2.97	
4.13	
2.75	
1.79	
3.70	
5.73	
4.09	
4.65	
2.02	
4.24	
2.48	
2.99	
2.38	
5.47	
2.80	

126.43

<b>Receipts</b>									
		deposit/ REGISTRATIO N AND MISC FEES							
	date	espo	Lunch- fees	fundraising	sweatshirts	float	Comments		
	10/2/19					15.00			
	11/17/19					8.00			
	1/8/20		10.00						
	1/8/20		10.00						
	1/8/20		10.00						
	1/10/20						100.00	<i>To reimburse from bank VTT</i>	
	2/9/20		10.00					<i>(in leavers presents - bank exp)</i>	
	6/15/20		10.00						
<b>Total</b>	<b>173.00</b>	<b>-</b>	<b>50.00</b>	<b>-</b>	<b>-</b>	<b>23.00</b>	<b>100.00</b>		
								<i>To Misc (corresponding payment in CB)</i>	

<u>Debtors &amp; Prepayments 18/19</u>		Total	v hall hire	fees	<u>Details per paying in book/details gleaned from bank statement</u>								
None													
Total		0.00	0.00	0.00									
<u>Debtors &amp; Prepayments 19/20</u>		Total	v hall hire	fees									
None													
Total		0.00	0.00	0.00									

<u>18/19 Creditors</u>					
Bank charges 13th July- 14th Aug £3				3.00	
AD Associate charges Jun-Aug				66.65	
Bank deposit to be reimbursed				39.95	<i>(now reim</i>
AH Accountancy fee for 2019 acs				175.00	
<b>Total</b>				<b>284.60</b>	
<u>19/20 Creditors</u>					
Bank charges 13th July- 14th Aug £3				3.00	
AH Accountancy fee for 2020				175.00	
AH Accountancy fee for 2019 acs				175.00	
<b>Total</b>				<b>353.00</b>	

Barclays Business Premium Account No 70827290 (Sort code 205021)						£	
Balance brought forward per account 01/09/19						23,540.01	
less monies tfrd to main bank account						-4,500.00	
Monies transferred from main bank account						3,000.00	
Add bank interest						35.54	
Balance as at 31/08/20 per statement						<u>22,075.55</u>	
						-1,464.46	<i>More</i>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Sudbrooke Pre-School Group

**On accounts for the year  
ended**

31<sup>st</sup> August 2020

**Charity no  
(if any)**

**Set out on pages**

1 to 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:** 21/10/2020

**Name:**

David Nicholson

**Relevant professional  
qualification(s) or body  
(if any):**

FCA  
Institute of Chartered Accountants in England and Wales

**Address:**

34 Mitchell Drive

Lincoln

LN1 1WD

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

