



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2019		31	08	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Seagarth Lane
Southampton
Hampshire
Postcode SO16 6RL

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	Catherine Dixon	Chairperson		
2	Shawn Turner	Treasurer		
3	Emma Ridley	Secretary		
4	Mary Elia			
5	Paula Morgan			
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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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Preschool Learning Alliance Model Pre-school Constitution 2011
How the charity is constituted <small>(eg. trust, association, company)</small>	Association consisting of 5 Members
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in November

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Trustees have access to all policies and procedures. These are reviewed annually or when new policies arise. All Trustees have DBS checks and are members of the update service.</p> <p>Little Berries Pre-School is a member of the early years alliance which provides helpful advice in the running of the pre-school.</p> <p>Risk assessments are carried out daily in the pre-school. A risk assessment form from the EYA insurance scheme is also completed each year.</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>Holistically educating and caring for children aged 2-4 years old, which values all children and parents, regardless of race, gender, disability, or culture.</p>
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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)

- Learning through play.
- Regular visits from local agencies offer support to the children's learning.
- Organised School trips and Fundraising events to support the pre-school.

Additional details of objectives and activities (Optional information)

We apply for grants on the recommendations of outside agencies. Parents also have direct involvement with the pre-school and local businesses will often donate raffle prizes to support our fund-raising efforts.

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

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

Summary of the main achievements of the charity during the year

Fundraising has been a struggle this year due to the coronavirus pandemic. As a committee we have managed to raise some money through our various fund-raising events. These have included:

- Raffles
- Clothes collections
- Craft Days
- Scavenger hunt
- Photograph commission

We raised in total **£1025.93** this year.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserve's policy active.

Details of any funds materially in deficit

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.


We receive government funding for children aged 2yrs old upwards and grants from the local government to support specific children's additional needs.

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)		
Full name(s)	Catherine Dixon	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	01/07/2020	

Little Berries Pre-School
Income and Expenditure Account for the year ended 31st August 2019

31st August 2020 31st August 2019

Income

Direct Fees	43,033	56,695
Council Funding	286,032	270,790
Milk Subsidy	173	
Uniforms		
Fund-Raising Income	1,026	156
Cooking Donations	6	42
Inclusion Grant		
Other Grants		
EYPP		
Miscellaneous		
School Dinners	183	443
Holiday Club	382	741
Photos		
School Trips		5
Book People		
Election Income		180
Sundry Income	442	498
Interest Received	121	180
	331,397	329,730

Expenses

Wages	180,994	186,508
St. Johns	503	
DBS Checks	507	
Pension	6,910	
Staff training	133	216
Rent of premises	6,348	3,219
other premises costs	1,328	1,154
LB 2 premises costs	838	
Office	3,035	3,989
Equipment	0	
Consumables	1,145	916
Cleaning	760	300
Music lessons	0	
Ofsted costs	70	105
PLA Membership and Insurance	3,727	98
School dinners	0	2,828
snacks	1,682	2,388
playroom consumables	4,682	5,331
Staff uniforms	888	319
Accounts	1,792	1,814
repairs and renewals	5,580	374
Training	27	626
School Trips	1,271	4,481
Fundraising Expenses	0	
Sundry	0	147
Holiday Club	100	
Bank Charges	226	225
Clothing Purchases	0	
	222,546	215,040

Surplus income over expenditure	108850	114690
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Little Berries Pre-School

Independent Examiners Report on the unaudited accounts to the Trustees of Little Berries Pre-School Charity Number 1020417

I report on the accounts of the Little Berries Pre-School for the year ended 31st August 2020

Respective responsibilities of trustees and examiner

As the charities trustees you are responsible for the preparation of the accounts: you consider that the audit requirements of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under sec 43 (7) b of the Act, whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

In connection with my examination no matters have come to my attention

- 1 which give me reasonable cause to believe that in any material respect the requirements
 - a to keep accounting records in accordance with sec 41 of the Act; and
 - b to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or

- 2 to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bowman Accountancy Services Ltd
76 Bellemoor Road
Southampton
Hampshire
SO15 7QU

Date: 27th May 2021