



## Trustees' Annual Report for the period

From 1<sup>st</sup> September 2019 To 31<sup>st</sup> August 2020

Charity name: Botesdale & Rickinghall Pre-School

Charity registration number: 1022795

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of the Pre-School are to enhance the development and education of children, primarily under statutory school age, by encouraging parents to understand and provide for the needs of their children, through community groups and by –</p> <ol style="list-style-type: none"><li>1) Offering preproperate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, whatever their race, culture, religion, means or ability</li><li>2) Encouraging the study of the needs of such children and their families and promoting interest in and recognition of such needs in the local areas</li><li>3) Instigating and adhering to and furthering the aims and objectives of the Pre-School Learning Alliance</li></ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We run 2 ½ hour session, 5 mornings &amp; 5 afternoons a week during term-time. We are open for 2- 5 years old (1 olds from November 2020) from the surrounding villages.</p> <p>There are a wide range of activities on offer, including an excellent outdoor play area where children will spend some time each day, as well as a Woodland Cabin for wetter occasions</p> <p>A healthy snack is provided each day (this may be impacted by COVID). We also offer a 1 hour lunch club during term-time, where children may enjoy a packed lunch together</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	A major contribution is made by volunteers, mainly the parents of children at the playgroup. The committee is staffed entirely by volunteers, some who have children at the setting. In addition, many parents help out with organised fundraising activities.
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	This year we reopened the Pre-School in July 2020 after having to close it for several months for COVID. We retained all of staff (except one who retired) and are building up our number of children.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Fundraising opportunities have been limited due to COVID.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the year, we had a loss of £20,392, however, please note – 1) There was funding received on 30 <sup>th</sup> August 2019 relating to this current year of £18,731; and 2) A total of £6,970 was paid in wages on 5 <sup>th</sup> September 2019, which related to the August 2019 pay When is taken into account we had a profit of £5,309.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We refer to the Charity Commissions Reserve Policy.  We currently have just over £40,000 in reserves. This money has been allocated as reserves for staff redundancies and for 6 months running costs, in case the Pre-School can no longer run. Whilst this is unlikely, we want to be in a position where staff will be able to receive a redundancy payment and any costs can be covered.
Amount of reserves held	Para 1.22	£40,465
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main sources of funding are government funding for children over 3 years' old and sessional fees paid by parents for children under 3.  Other sources of funding include fundraising from events such as sponsored walks, coffee afternoons, etc. although these have limited this year due to COVID.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We have no investments.
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by the Committee

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	These are given to new members who are requested to read and sign within 2 weeks to confirm their understanding
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of the Pre-School Learning Alliance and is governed by the PSLA model constitution.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Botesdale & Rickinghall Pre-School
Other name the charity uses	Botesdale & Rickinghall Playgroup
Registered charity number	1022795
Charity's principal address	Botesdale Village Hall The Street Botesdale Suffolk IP22 1BZ

**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	Jordan Fox	Chair		
2	Claire Gierth	Treasurer	Since 12 <sup>th</sup> November 2019	
3	Narelle Fox	Secretary	Since 12 <sup>th</sup> November 2019	
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	All assets belong to the Pre-School and are used to keep the Pre-School running for the benefit of the wider community. The charity doesn't have its own assets, everything belongs to the Pre-School.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Log cabin
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	NKfox	J.fox.
Full name(s)	Navelle fox	Jordan fox.
Position (eg Secretary, Chair, etc)	Secretary	chair.
Date	11-6-21	



**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Botesdale and Rickinghall Pre-school		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2020	<b>Charity no (if any)</b>	1022795
<b>Set out on pages</b>	1 and 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** J Meekings **Date:** 6-11-2020

**Name:** Josephine Meekings

**Relevant professional qualification(s) or body (if any):** Institute of Financial Accountants  
Federation of Tax Advisors

**Address:** Broland  
Garden House Lane  
Rickinghall Diss Norfolk IP22 1EA



## Receipts and payments accounts

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For the period from	Period start date 01 09 2019	To	Period end date 31 08 2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Funding	56,601	-	-	56,601	112,843
Fees	10,770	-	-	10,770	21,196
Fund Raising	715	-	-	715	1,347
Donations Received	-	-	-	-	-
Parties & Outings-Income	186	-	-	186	859
Clothing	158	-	-	158	221
Interest	135	-	-	135	75
Other Income	675	-	-	675	123
<b>Sub total (Gross income for AR)</b>	<b>69,240</b>	<b>-</b>	<b>-</b>	<b>69,240</b>	<b>136,664</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>69,240</b>	<b>-</b>	<b>-</b>	<b>69,240</b>	<b>136,664</b>
<b>A3 Payments</b>					
Staff Costs	74,220	-	-	74,220	71,674
Hall Hire	3,272	-	-	3,272	5,086
Project Expenditure	361	-	-	361	-
Equipment	3,898	-	-	3,898	3,402
Refreshments	729	-	-	729	1,234
Materials	-	-	-	-	3,941
Parties & Outgoings- Cost	484	-	-	484	837
Clothing costs	474	-	-	474	372
Insurance	1,038	-	-	1,038	-
Admin Expenses	1,310	-	-	1,310	2,079
Donations	-	-	-	-	1,149
Miscellaneous	208	-	-	208	4,326
Software Costs	1,681	-	-	1,681	-
Repairs & Maintenance	1,651	-	-	1,651	-
Bank Charges	306	-	-	306	-
<b>Sub total</b>	<b>89,632</b>	<b>-</b>	<b>-</b>	<b>89,632</b>	<b>94,099</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>89,632</b>	<b>-</b>	<b>-</b>	<b>89,632</b>	<b>94,099</b>
<b>Net of receipts/(payments)</b>	<b>- 20,392</b>	<b>-</b>	<b>-</b>	<b>- 20,392</b>	<b>42,565</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>109,067</b>	<b>-</b>	<b>-</b>	<b>109,067</b>	<b>66,502</b>
<b>Cash funds this year end</b>	<b>88,675</b>	<b>-</b>	<b>-</b>	<b>88,675</b>	<b>109,067</b>

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Deposit Account	40,465	-	-
	Current Account	62,150	-	-
	Petty Cash	22	-	-
	Assets as below B2	271	-	-
	Liabilities as below B5	14,189	-	-
	<b>Total cash funds</b>		<b>88,675</b>	<b>-</b>
<i>(agree balances with receipts and payments account(s))</i>		OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Accounts Receivable	271	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accounts Payable	406	-	
	Deferred Income	5310	-	
	Grants (CJRS)	2840	-	
	Net Wages	4815	-	
	PAYE/NIC	645	-	
	Pensions	173	-	
	<b>Total</b>		<b>14,189</b>	<b>-</b>

Signature(s)	Print Name(s)	Date(s) of approval

Signed by one or two trustees on behalf of all the trustees