



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	07	2020		30	06	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Our Space	
Manor Road	
Barton-le-Clay, Bedfordshire	
Postcode	MK45 4NS

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	Janine Hemmings	Chairperson		
2	Helen Hall	Treasurer		
3	Nicola Poynter	Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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
(eg. trust deed, constitution)

How the charity is constituted
(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

Elected by parents

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.

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Section C Objectives and activities

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

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
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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)

Provide accommodation and equipment

Raise money to pay for Pre-School activities

To make payments as necessary

To fix and collect fee's in respect of attendance

Adhere to applicable legislation

Employ staff

Additional details of objectives and activities (Optional information)

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

A year of successfully providing high quality care resulting in happy children and parents.

Working to have a standalone lease.

Working to become a CIO run charity

Continuous fundraising

Brief statement of the charity's policy on reserves**Aims**

Retain funds to cover redundancy and contracts, any other termed commitments we may have in the future.

Manage out funds responsibly

Provide a budget to enable us to predict fluctuations in our revenues and expenditures quickly to enable quick resolutions

In the event that funds are used to recover from unexpected incidences, we will aim to rebuild our reserves primarily to meet redundancy obligations, and continue to rebuild our funds to cover a business disaster.

Procedures

As per recommendations, we operate 3 bank accounts

We use a business current account for our business transactions

We have a reserves/investment savings account and a fundraising account

Each year after our AGM we review our reserves. We base the calculation on the cost of redundancy for the full pre-school team, essential costs such as contracts. The fund must cover at least these costs at a minimum.

We aim to cover the cost of notice to staff.

Our redundancy fund grows each year and will continue to do so as we employ the changes of the living wage. Also if we take on a new member of staff, we cover the notice period in the redundancy calculation.

There may be other costs that will be taken into consideration, this will be reviewed by the committee and if agreed, will be reflected in our policy.

We will make suitable risk assessments before using reserves.

The money in reserves are for the described reasons. Should we encounter a situation that does not reach this criteria, the committee will meet to discuss alternative options. If the only solution is to use our reserves, then this will be done by a committee vote.

Our reserves will be grown using good business practice techniques. We will aim to ensure our income is greater than expenditure.

We will actively seek opportunities to fund the pre-school activities by fundraising, parent/carer inclusion and donations.

If using our reserves results in a balance of £20,000 or less, we will look at alternative options to funding the activity.

Our reserves policy will be reviewed periodically.

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.

Principal sources of funding:-

- Council funding
- Fee's for unfunded sessions
- Fundraising within the community

Section F**Other optional information**

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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)		
Position (eg Secretary, Chair, etc)		
Date		



Barton-le-Clay Pre-School 1023883

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Receipts and payments accounts

For the period from	01.07.20	To	30.06.21
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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 £
A1 Receipts					
Council Funding	152,110	-	-	152,110	143,785
Session Fees	16,097	-	-	16,097	14,355
Other Income	6,095	-	-	6,095	14,356
Fundraising Incomer	1,955	-	-	1,955	5,948
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	176,257	-	-	176,257	178,444
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	176,257	-	-	176,257	178,444
A3 Payments					
Rent	631	-	-	631	1,290
Insurance & Bank Charges	119	-	-	119	143
Payroll	145,377	-	-	145,377	139,605
Activities & Refreshments	15,380	-	-	15,380	8,791
Other Admin Cost	1,643	-	-	1,643	1,679
Equipment & Repairs	7,300	-	-	7,300	5,072
Professional Fees	4,742	-	-	4,742	5,417

Other Costs	141	-	-	141	113
Fundraising Cost	40	-	-	40	-
Sub total	175,373	-	-	175,373	162,110
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total		-	-	-	-
Total payments	175,373	-	-	175,373	162,110
Net of receipts/(payments)	884	-	-	884	16,334
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	884	-	-	884	16,334

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 £
B1 Cash funds	Cash At Bank in Hand	144,486		-
		-	-	-
		-	-	-
	Total cash funds	144,486	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Barton-le-Clay Pre-School

**On accounts for the year
ended**

30th June 2021

**Charity no
(if any)**

1023883

Set out on pages

1 & 2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act
 have 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.

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

Signed:

[Signature box]

Date:

17.06.2022

Name:

Suzanne Spicer

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

FCA

Address:	Spicer & Co, Staple House, 5 Eleanors Cross, Dunstable, LU6 1SU

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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

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