



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	07	2021		30	06	2022

## 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	
<b>Postcode</b>	<b>MK45 4NS</b>

### 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	Secretary		
3	Marilyn Gillard	Treasurer		
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

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		



Harton-le-Clay Pre-School		1023883
<b>Receipts and payments accounts</b>		
For the period from	01.07.21	To 30.06.22

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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>					
Council Funding	121,855	-	-	121,855	152,110
Session Fees	27,570	-	-	27,570	16,097
Other Income	3,087	-	-	3,087	6,095
Fundraising Income	6,494	-	-	6,494	1,955
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>159,006</b>	<b>-</b>	<b>-</b>	<b>159,006</b>	<b>176,257</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>159,006</b>	<b>-</b>	<b>-</b>	<b>159,006</b>	<b>176,257</b>
<b>A3 Payments</b>					
Rent	4,469	-	-	4,469	631
Insurance & Bank Charges	153	-	-	153	119
Payroll	134,545	-	-	134,545	145,377
Activities & Refreshments	21,000	-	-	21,000	15,380
Other Admin Cost	-	-	-	-	1,643
Equipment & Repairs	7,387	-	-	7,387	7,300
Professional Fees	2,834	-	-	2,834	4,742
Other Costs	1,618	-	-	1,618	141
Fundraising Cost	-	-	-	-	40
<b>Sub total</b>	<b>172,006</b>	<b>-</b>	<b>-</b>	<b>172,006</b>	<b>175,373</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>172,006</b>	<b>-</b>	<b>-</b>	<b>172,006</b>	<b>175,373</b>
<b>Net of receipts/(payments)</b>	<b>- 13,000</b>	<b>-</b>	<b>-</b>	<b>- 13,000</b>	<b>884</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 13,000</b>	<b>-</b>	<b>-</b>	<b>- 13,000</b>	<b>884</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Cash At Bank in Hand	147,335		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>147,335</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement	OK	OK
		Error		
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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 to the Trustees of the Barton-le-Clay Pre-School

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 June 2022.

### **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 2011 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**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



**Suzanne Spicer FCA**

27th April 2023

*Staple House  
5 Eleanor's Cross  
Dunstable LU6 1SU*