

Lymington Little Dolphins Pre-School – AGM 6th December 2021
Managers Report
2020 – 2021

For the school year 20/21, we had a total of 29 children, 27 of which moved onto school at end of the year. This total was less than normal, we believe this is due to the higher uptake of the 30 hour funding. This then impacted on the amount of younger children we could invite into the preschool, giving us only 2 children who would be staying with us for 2 years.

COVID-19 update:

- Bubble system had been in place at the start of year due to COVID, and we were unable to mix with children infant school.
- The school site was subject to a one way system and to reduce cross over, we reduced our session times to allow for drop off and pickup times to coincide with the schools plan. We used a different gate to enter and exit the preschool.
- Meetings were held in the garden, no visitors were allowed within the setting. This included the settling in sessions for the 21/22 children. On a positive note, we noticed that the children settled much quicker and managed well.
- Extra PPE was needed in 20/21 – Face masks, visors, aprons, sterilising equipment for toys on a daily basis. Strict illness policies, and temperatures taken daily.
- Staff complete Lateral Flow Tests twice a week.
- 2nd Lockdown in Jan/Feb - We opted for Key worker children only. Staff were able to reduce their hours so they could look after their own children.
- We kept in touch with children not in the setting by doing Zoom story times and sending home a weekly email with activities for the children to do.

Staff changes during the year:

Rebecca and Alison left in July 2020, to continue working in the infants school.

In Feb 2021 Jane left due to family reasons.

In April 2021 Belinda left to pursue her fitness business.

Amy did not return after maternity leave due to family circumstances.

Jill stepped down from her role as manager at the end of the school year 20/21, reducing her hours from 28 to 8 hours per week. She took on a supportive role give support to the new manager.

Anne-Marie becomes the new manager of the preschool from September 2021.

Training:

All staff completed lots of training, including; Safeguarding, Prevent Duty, EYFS training, Provider Briefings and SENCO meetings. All staff were aware and up to date on government guidelines due to COVID and with guidelines from Services for Young Children. All these meetings were virtual so we missed out on networking with staff from other settings.

Improvements:

Over the summer holidays the pre-school whole underwent a whole room refurbishment. We spent a total of £6000 spent on new tables and chairs, book

corner, book cases, sofa, bean bags, role play corner – kitchen, puppet theatre and dressing up area as well as storage trays and a new fridge.

Lastly I would like to say a big thank you to all committee members for their hard work during this unprecedented year.

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021

MAIN ACCOUNT

INCOME

GRANTS/FUNDING	£95,454.35
FEES	£8,388.31
Transfers In	£6,946.77
OTHER (inc training)	£2,026

TOTAL INCOME **£112,814.95**

TOTAL INCOME INCLUDING TRANSFERS **£112,814.95**

Main A/C opening bank bal	£22,128.40	
Income 2020/21	£112,814.95	
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	£134,943.35	
Expenditure 2020/21	£127,902.60	
Main A/C closing bank bal	<hr/>	
	£7,040.75	RECONCILED

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021

FUNDRAISING ACCOUNT

INCOME

FUNDRAISING	£269.80
CHILDREN'S UNIFORM	£305.50
DONATIONS	£530.00
OTHER - (Payments from parents for AW Trip)	
SPONSORED BOUNCE	

TOTAL INCOME **£1,105.30**

TOTAL INCOME INCLUDING TRANSFERS **£1,105.30**

FUNDRAISING PROJECTS

SPONSORED SCOOT	
MOORE & BLATCH	
TEMPEST PHOTOGRAPHS	
XMAS FAYRE	
XMAS CARDS	
INFANT SCH SUMMER FAYRE/EXTRAVAGANZA	
CAKE SALE	
TOMBOLA/STALLS	
DONATIONS	

FUNDRAISING PROFITS

£269.80

£530.00

£799.80

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021

Reserve Account

INCOME

TOTAL INCOME	£0.00
TRANSFERS	£12,000.00
TOTAL INCOME INCLUDING TRANSFERS	£12,000.00

Reserve Account opening bank bal	£89.20
Income 2020/2021	£12,000.00
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	£12,089.20
Expenditure 2020/2021	£6,089.20
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Hot meals closing bank bal	£6,000.00
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	<i>RECONCILED</i>

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021



EXPENDITURE

	WAGES	£85,686.80
HMRC PAYE/NICS		£2,868.65
RENT		£5,915.90
PENSION		£2,895.36
PAYROLL CHARGES		£310.00
TRAINING		£0.00
INSURANCE		£622.86
PETTY CASH (Incl. snack purchase)		£353.80
OFFICE COSTS (DBS applications)		£1,383.66
STAFF UNIFORM		£235.20
ACTIVITIES(INC EYPP)		£4,446.31
EE MOBILE		£136.65
Garden/Play Area Refurbishment		£9,968
PPE Supplies		£371
Ink		£349
Clinical Disposal		£360
TOTAL EXPENDITURE		£115,902.60
TRANSFERS (REFUND FEES, LOTTERY LICENCE)		£12,000.00
TOTAL EXP INCLUDING TRANSFERS		127902.60

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021



EXPENDITURE

EQUIPMENT	£173.66
SUMMER TRIP (Alice in Wonderland entry and coach)	
RENEWABLES (HCC orders: paint, paper, glue etc)	
STAFF BONUS	
FR EXPS (Xmas cards)	£48.00
CHILDREN'S UNIFORM	£353.90
PUBLICITY	
XMAS (children's entertainment & presents)	
OFFICE EXPS	
FLOATS	
TOTAL EXPENDITURE	£575.56
TRANSFERS (TRANSFERRED TO MAIN A/C)	£917.52

TOTAL EXP INCLUDING TRANSFERS **£1,493.08**

FR A/C opening bank bal	£722.42
Income 2020/21	£1,105.30
	<u>£1,827.72</u>
Expenditure 2020/21	£1,493.08
FR A/C closing bank bal	<u>£334.64</u>
	<u>RECONCILED</u>

Lymington Little Dolphins Pre-school - End of Year Accounts - 1st September 2020 to 31st August 2021



EXPENDITURE

Transfer to Main Account - New Furniture
Hot Meals Balance to Main Ac

£6,000.00
£89

TOTAL EXPENDITURE

£6,089.20

TOTAL EXPENDITURE INCLUDING TRANSFERS

£6,089.20



REPORT

TO: Lymington Little Dolphins Pre-School
Community Room
Lymington Infants School
Avenue Road
Lymington
Hampshire
SO41 9GP

Accounts Year Ending August 31st 2021

Having completed my examination of the accounts I am happy to confirm that all receipts and purchases have been entered correctly including transfers between accounts. Everything has been recorded with detail and is supported with the correct documentation.

All receipts and purchases are being handled correctly

All entries in the bank accounts have been reconciled.

It is my opinion that the Pre-School Accounts are maintained comprehensively and to a high standard.

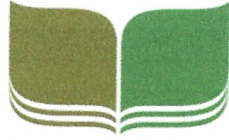


Tara Novell MICB

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**NEW FOREST
BOOKKEEPING**

Bank Reconciliation Report

Bank Accounts Year Ending August 31st 2021

Account No. 01046883

Opening Balance	22,128.40
Receipts	112,814.95
Payments	127,902.60
Closing Balance	7,040.75

Account No. 31412426

Opening Balance	722.42
Receipts	1,105.30
Payments	1,493.08
Closing Balance	334.64

Account No. 01471287

Opening Balance	89.20
Receipts	12,000.00
Payments	6,089.20
Closing Balance	6,000.00

Tara Novell MICB