



Registered Charity Number: 1027104

AGM: Monday 10th December 2021 at 15:30

At Acorn Preschool

Committee / Trustee Report

2020-21 has been another challenging but successful year at Acorn Preschool. This report highlights some of the key areas and any changes that have happened over the course of the year.

Committee Members:

- Chair - Bekkie Loades
- Treasurer - Gemma Jarvis
- Secretary - Sarah Harrison

Staff:

Manager - Zoe Cramer – Level 6
Deputy Manager - Bev Newstead – Level 3
Level 2 - Tracy Haydon, Janine Myhill (will be Level 3 in Jan 2022)
Level 3 - Emma Francis, Tracey Abbs
Unqualified Apprentice: Natalie Webster
Bank Staff: Sophie Gray – Level 6
Book Keeping Contractor - Sarah Bird

Sarah Bird left full-time employment as Admin/Finance for Acorn and is now a contractor who comes in to assist Zoe with more complex book keeping tasks.

Sarah Cooper also left the setting in August 2021. However, Natalie came on as an Apprentice and Sophie has also started in September 2021 for additional support.

A pay review was undertaken in March / April 2021 in line with minimum wage increases but the decision was made at the time not to increase the fees that parents pay at this time.

The setting was only able to claim funding for children who were accessing the setting in January 2021. Previous to this, the County Council were still paying the setting to all children who were in receipt of funded places.

However, as the setting was in a secure position, staff were advised that they would still receive their full wages with no need to make cuts or to furlough them at this point. Staff were still in receipt of full sick pay if they were off with Covid-19.

Marketing:

The setting is still in partnership with Sainsburys via a banner that is on the school fence and also on the railings at the Sainsbury's traffic lights.

Covid:

The preschool remained open throughout the various lockdowns / tiering from August 2020-July 2021 providing care to key-worker children. Zoe and Sarah worked hard to ensure that all government guidelines were followed, and policies and procedures were updated and amended as government guidelines changed.

When the setting was opened, social distancing measures were put in place and the feedback from parents was positive.

Once again, the committee would like to thank all the staff at Acorn Preschool for all their support and flexibility during this pandemic.

Fund-raising 2020/2021:

Due to Covid-19 we have been very restricted in terms of fundraising. We have been fortunate enough to raise £209.19 in total of which £178.17 was from our Scavenger Hunt and £31.02 was through EasyFundraising. We are looking forward to being able to do more fundraising in the future and working closer with parents.

We have also achieved a sum of £406.50 by asking for donations from parents via their termly invoices. We have been able to use this money to cover our Christmas present books for children £201.00, donate £100.00 to Dean Allsop Funeral Fund and purchase our leavers books to the value of £122.74 totaling £423.74. This is an overspend against this cost centre of £17.24 but as of yet we haven't allocated any spend against the fundraising cost centre so overall we are still £191.95 in credit.

We hope to begin fundraising events again such as our Easter Egg Hunt and cake sales in addition to our current Christmas Raffle event which will be drawn on 15th December. Funds raised for this currently stand at **£180.00** so far, hopefully, with a little more still to come.

Financial Report and Update:

See accounts spreadsheet attached

Profit and Loss

Acorn Preschool For the month ended 31 August 2021

	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	YTD
Income													
2 Year Old Funding	257	-	513	256	256	177	-	948	230	974	974	974	5,558
3 & 4 Year Old Funding	7,415	-	14,928	7,415	7,415	7,979	-	8,775	6,481	5,716	5,715	5,715	77,554
3 hour session	-	481	-	-	6,630	169	1,971	2,739	65	203	286	6,332	18,876
Lunch Club	-	102	-	-	5,154	32	665	1,873	25	32	109	3,462	11,451
Total Income	7,671	583	15,441	7,671	19,455	8,356	2,636	14,335	6,801	6,925	7,084	16,482	113,438
Gross Profit	7,671	583	15,441	7,671	19,455	8,356	2,636	14,335	6,801	6,925	7,084	16,482	113,438
Plus Other Income													
DEPN Funding	18	-	-	-	-	4	-	-	19	-	-	-	41
Donations	-	90	(123)	-	(65)	-	1	122	-	(96)	44	10	(17)
EYPP	128	-	-	-	399	71	-	175	153	-	-	65	991
Fundraising	-	-	-	-	-	-	-	-	-	209	-	-	209
Late Collection Charge	-	-	-	-	-	-	-	-	15	5	-	-	20
SEN Funding	-	-	1,082	-	-	509	-	-	-	1,382	-	-	2,972
Total Other Income	146	90	960	-	334	584	1	297	187	1,500	44	75	4,217
Less Operating Expenses													
Advertising & Marketing	-	-	-	-	-	995	-	-	-	-	95	-	1,090
Arts and Crafts Materials	36	241	61	168	91	138	176	6	99	156	97	175	1,444
Audit & Accountancy fees	-	45	33	33	33	33	33	33	33	33	33	33	375
Consumables for the Setting	-	189	138	113	178	136	162	82	140	306	10	203	1,657
Employers National Insurance	467	434	317	306	278	-	-	-	-	-	-	-	1,802
Equipment for the business	-	28	292	615	-	86	28	-	248	53	-	-	1,350
General Expenses	-	-	-	-	-	33	-	-	22	34	10	-	99
Insurance	-	-	-	-	-	926	-	-	-	-	-	-	926
IT Software and Consumables	-	10	-	-	-	-	-	-	-	-	-	-	10
Memberships & Subscriptions	91	7	7	7	183	7	132	7	163	131	61	37	830
PAYE Payable	(283)	(278)	412	343	138	74	98	162	125	118	1,144	(58)	1,997
Pensions Costs	153	144	114	111	103	93	79	79	95	88	92	86	1,236
Pensions Payable	-	302	266	258	240	401	-	184	222	205	402	-	2,481
Postage, Freight & Courier	-	-	7	-	-	16	-	-	-	4	-	-	26
Printing & Stationery	-	192	-	8	160	34	6	6	-	134	92	40	672
Professional Services	6,016	23	26	-	26	26	-	26	-	26	-	-	6,169
Rent	-	-	-	-	1,338	1,338	-	-	-	1,338	-	-	4,014
Salaries	9,256	8,956	7,954	7,851	7,594	7,269	6,770	6,763	7,291	7,079	7,200	7,018	91,001
Staff Consumables	-	17	-	12	4	22	34	27	8	3	2	2	129
Staff Training	-	-	-	-	-	200	-	-	80	-	-	-	280
Staff Uniform	-	236	-	-	-	-	-	-	-	163	-	-	399
Telephone & Internet	-	-	10	18	78	78	18	18	18	78	18	18	355
Toys, Books, Equipment, Electrical items for the room	-	295	78	67	82	290	9	5	5	64	66	27	987
Total Operating Expenses	15,736	10,840	9,714	9,911	10,525	12,195	7,544	7,397	8,550	10,014	9,323	7,579	119,328
Net Profit	(7,918)	(10,168)	6,687	(2,240)	9,264	(3,255)	(4,908)	7,234	(1,562)	(1,590)	(2,195)	8,978	(1,673)

Total Income: £117,654.97

Total Expenditure: £119,328.09

Loss of (£1,673.12) this is due to our funding being low during the Spring Term of 2021 due to Covid restrictions. Up until this point, we were able to claim for all children on role irrespective of whether or not they attended. In January 2021 County Council changed the legislation and we were only allowed to claim for children that were physically present in setting. To mitigate the risk of closure due to Covid-19 we took the decision with committee consent to split our workforce in half and operate a 2-week rota system. This was a more appropriate adult to child ratio and reduced staff contact with children by half. Ideally there would have been a saving attributed to this to offset the loss of funding but again, a decision was taken to keep staff on their full wage to ensure financial consistency for them during such uncertain times.

Profit 2020/21

Current Account November 2021: £35,308.59
Reserve Account November 2021: £27,028.09

Our staff costs this year total £96,715.09 including salaries, PAYE and pension costs.

Overall, we remain in a strong financial position as even considering the loss in income at the start of this year we have only sustained a small loss overall. Our bank account balance remains healthy.

However, committee do need to look to ensure that the reserve account now meets the requirements of our policy as we have not transferred any money across in this financial year.

Profit and Loss Acorn Preschool Report for Financial year 2020 - 2021

Description	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	YTD
Income													
2 Year Old Funding	£256.60	£0.00	£513.00	£256.00	£256.00	£176.64	£0.00	£948.00	£230.16	£974.00	£974.00	£974.00	£5,558.40
3 & 4 Year Old Funding	£7,414.88	£0.00	£14,928.00	£7,415.00	£7,415.00	£7,978.59	£0.00	£8,775.00	£6,481.16	£5,716.00	£5,715.00	£5,715.00	£77,553.63
3 hour session	£0.00	£481.00	£0.00	£0.00	£6,630.00	£169.00	£1,971.00	£2,739.00	£65.00	£203.00	£286.00	£6,331.62	£18,875.62
Lunch Club	£0.00	£101.50	£0.00	£0.00	£5,154.11	£31.50	£665.00	£1,872.50	£24.50	£31.50	£108.50	£3,461.50	£11,450.61
Total Income	£7,671.48	£582.50	£15,441.00	£7,671.00	£19,455.11	£8,355.73	£2,636.00	£14,334.50	£6,800.82	£6,924.50	£7,083.50	£16,482.12	£113,438.26
Plus Other Income													
DEPN Funding	£18.45	£0.00	£0.00	£0.00	£0.00	£4.05	£0.00	£0.00	£18.90	£0.00	£0.00	£0.00	£41.40
Donations	£0.00	£90.00	-£122.74	£0.00	-£65.00	£0.00	£0.50	£122.00	£0.00	-£96.00	£44.00	£10.00	-£17.24
EYPP	£127.82	£0.00	£0.00	£0.00	£399.00	£71.45	£0.00	£175.00	£152.83	£0.00	£0.00	£65.00	£991.10
Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£209.19	£0.00	£0.00	£209.19
Late Collection Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.00	£5.00	£0.00	£0.00	£20.00
SEN Funding	£0.00	£0.00	£1,082.25	£0.00	£0.00	£508.50	£0.00	£0.00	£0.00	£1,381.51	£0.00	£0.00	£2,972.26
Total Other Income	£146.27	£90.00	£959.51	£0.00	£334.00	£584.00	£0.50	£297.00	£186.73	£1,499.70	£44.00	£75.00	£4,216.71
Less Operating Expenses													
Advertising & Marketing	£0.00	£0.00	£0.00	£0.00	£0.00	£995.00	£0.00	£0.00	£0.00	£0.00	£95.00	£0.00	£1,090.00
Arts and Crafts Materials	£35.58	£241.30	£60.94	£168.39	£91.26	£137.83	£176.02	£6.30	£98.95	£155.80	£97.12	£174.89	£1,444.38
Audit & Accountancy fees	£0.00	£44.65	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£374.65
Consumables for the Setting	£0.00	£188.55	£138.37	£113.30	£177.93	£135.53	£162.15	£81.97	£139.85	£306.49	£10.31	£202.51	£1,656.96
Employers National Insurance	£467.24	£434.41	£317.07	£305.96	£277.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,802.30
Equipment for the business	£0.00	£27.90	£291.66	£614.85	£0.00	£86.29	£27.98	£0.00	£248.01	£52.99	£0.00	£0.00	£1,349.68
General Expenses	£0.00	£0.20	£0.00	£0.00	£0.00	£33.32	£0.00	£0.00	£21.90	£34.19	£9.56	£0.00	£99.17
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£926.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£926.28
IT Software and Consumables	£0.00	£9.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.99
Memberships & Subscriptions	£90.99	£6.66	£6.66	£6.66	£182.95	£6.66	£131.65	£6.66	£162.62	£130.84	£61.29	£36.66	£830.30
Pensions Costs	£152.91	£143.93	£113.86	£110.76	£103.03	£93.30	£78.68	£78.86	£95.20	£88.09	£91.60	£85.78	£1,236.00
Postage, Freight & Courier	£0.00	£0.00	£6.50	£0.00	£0.00	£15.50	£0.00	£0.00	£0.00	£4.00	£0.00	£0.00	£26.00
Printing & Stationery	£0.00	£192.00	£0.00	£8.32	£160.00	£33.97	£5.95	£5.50	£0.00	£134.14	£91.79	£39.95	£671.62
Professional Services	£6,016.00	£22.50	£26.00	£0.00	£26.00	£26.00	£0.00	£26.00	£0.00	£26.00	£0.00	£0.00	£6,168.50
Rent	£0.00	£0.00	£0.00	£0.00	£1,337.87	£1,337.87	£0.00	£0.00	£0.00	£1,337.87	£0.00	£0.00	£4,013.61
Salaries	£9,256.08	£8,956.39	£7,954.13	£7,850.74	£7,593.57	£7,268.79	£6,769.78	£6,762.50	£7,291.46	£7,078.62	£7,200.47	£7,018.06	£91,000.59
Staff Consumables	£0.00	£16.68	£0.00	£11.90	£4.17	£21.74	£33.55	£26.70	£7.90	£3.00	£1.89	£1.58	£129.11
Staff Training	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00	£80.00	£0.00	£0.00	£0.00	£280.00
Staff Uniform	£0.00	£236.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.97	£0.00	£0.00	£398.97
Telephone & Internet	£0.00	£0.00	£9.99	£18.32	£78.32	£78.32	£18.32	£18.32	£18.32	£78.32	£18.32	£18.32	£354.87
Toys, Books, Equipment, Electri	£0.00	£294.64	£77.76	£67.48	£81.53	£289.68	£8.66	£5.00	£4.99	£63.87	£66.34	£26.66	£986.61
VAT	£1,209.80	£216.58	£238.34	£285.27	£136.94	£406.62	£106.75	£87.74	£130.74	£206.38	£293.74	£43.26	£3,362.16
Total Operating Expenses	£17,228.60	£11,032.38	£9,274.28	£9,594.95	£10,284.19	£12,125.70	£7,552.49	£7,138.55	£8,332.94	£9,896.57	£8,070.43	£7,680.67	£118,211.75
Net Profit	£9,410.85	£10,359.88	-£7,126.23	£1,923.95	-£9,504.92	£3,185.97	£4,915.99	-£7,492.95	£1,345.39	£1,472.37	£942.93	-£8,876.45	£556.78
Net Profit (loss)	-£9,410.85	-£10,359.88	£7,126.23	-£1,923.95	£9,504.92	-£3,185.97	-£4,915.99	£7,492.95	-£1,345.39	-£1,472.37	-£942.93	£8,876.45	-£556.78

I can confirm that I have independently verified these accounts. Whilst I have not seen the individual transaction details or payslips I have seen copies of the bank statements and all looks in order.

P Langan

28/03/2022
Peadar Langan
CGMA

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07733136963

Profit and Loss Acorn Preschool Report for Financial year 2020 - 2021

Description	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	YTD
Income													
2 Year Old Funding	£256.60	£0.00	£513.00	£256.00	£256.00	£176.64	£0.00	£948.00	£230.16	£974.00	£974.00	£974.00	£5,558.40
3 & 4 Year Old Funding	£7,414.88	£0.00	£14,928.00	£7,415.00	£7,415.00	£7,978.59	£0.00	£8,775.00	£6,481.16	£5,716.00	£5,715.00	£5,715.00	£77,553.63
3 hour session	£0.00	£481.00	£0.00	£0.00	£6,630.00	£169.00	£1,971.00	£2,739.00	£65.00	£203.00	£286.00	£6,331.62	£18,875.62
Lunch Club	£0.00	£101.50	£0.00	£0.00	£5,154.11	£31.50	£665.00	£1,872.50	£24.50	£31.50	£108.50	£3,461.50	£11,450.61
Total Income	£7,671.48	£582.50	£15,441.00	£7,671.00	£19,455.11	£8,355.73	£2,636.00	£14,334.50	£6,800.82	£6,924.50	£7,083.50	£16,482.12	£113,438.26
Plus Other Income													
DEPN Funding	£18.45	£0.00	£0.00	£0.00	£0.00	£4.05	£0.00	£0.00	£18.90	£0.00	£0.00	£0.00	£41.40
Donations	£0.00	£90.00	-£122.74	£0.00	-£65.00	£0.00	£0.50	£122.00	£0.00	-£96.00	£44.00	£10.00	-£17.24
EYPP	£127.82	£0.00	£0.00	£0.00	£399.00	£71.45	£0.00	£175.00	£152.83	£0.00	£0.00	£65.00	£991.10
Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£209.19	£0.00	£0.00	£209.19
Late Collection Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.00	£5.00	£0.00	£0.00	£20.00
SEN Funding	£0.00	£0.00	£1,082.25	£0.00	£0.00	£508.50	£0.00	£0.00	£0.00	£1,381.51	£0.00	£0.00	£2,972.26
Total Other Income	£146.27	£90.00	£959.51	£0.00	£334.00	£584.00	£0.50	£297.00	£186.73	£1,499.70	£44.00	£75.00	£4,216.71
Less Operating Expenses													
Advertising & Marketing	£0.00	£0.00	£0.00	£0.00	£0.00	£995.00	£0.00	£0.00	£0.00	£0.00	£95.00	£0.00	£1,090.00
Arts and Crafts Materials	£35.58	£241.30	£60.94	£168.39	£91.26	£137.83	£176.02	£6.30	£98.95	£155.80	£97.12	£174.89	£1,444.38
Audit & Accountancy fees	£0.00	£44.65	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£33.00	£374.65
Consumables for the Setting	£0.00	£188.55	£138.37	£113.30	£177.93	£135.53	£162.15	£81.97	£139.85	£306.49	£10.31	£202.51	£1,656.96
Employers National Insurance	£467.24	£434.41	£317.07	£305.96	£277.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,802.30
Equipment for the business	£0.00	£27.90	£291.66	£614.85	£0.00	£86.29	£27.98	£0.00	£248.01	£52.99	£0.00	£0.00	£1,349.68
General Expenses	£0.00	£0.20	£0.00	£0.00	£0.00	£33.32	£0.00	£0.00	£21.90	£34.19	£9.56	£0.00	£99.17
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£926.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£926.28
IT Software and Consumables	£0.00	£9.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.99
Memberships & Subscriptions	£90.99	£6.66	£6.66	£6.66	£182.95	£6.66	£131.65	£6.66	£162.62	£130.84	£61.29	£36.66	£830.30
Pensions Costs	£152.91	£143.93	£113.86	£110.76	£103.03	£93.30	£78.68	£78.86	£95.20	£88.09	£91.60	£85.78	£1,236.00
Postage, Freight & Courier	£0.00	£0.00	£6.50	£0.00	£0.00	£15.50	£0.00	£0.00	£0.00	£4.00	£0.00	£0.00	£26.00
Printing & Stationery	£0.00	£192.00	£0.00	£8.32	£160.00	£33.97	£5.95	£5.50	£0.00	£134.14	£91.79	£39.95	£671.62
Professional Services	£6,016.00	£22.50	£26.00	£0.00	£26.00	£26.00	£0.00	£26.00	£0.00	£26.00	£0.00	£0.00	£6,168.50
Rent	£0.00	£0.00	£0.00	£0.00	£1,337.87	£1,337.87	£0.00	£0.00	£0.00	£1,337.87	£0.00	£0.00	£4,013.61
Salaries	£9,256.08	£8,956.39	£7,954.13	£7,850.74	£7,593.57	£7,268.79	£6,769.78	£6,762.50	£7,291.46	£7,078.62	£7,200.47	£7,018.06	£91,000.59
Staff Consumables	£0.00	£16.68	£0.00	£11.90	£4.17	£21.74	£33.55	£26.70	£7.90	£3.00	£1.89	£1.58	£129.11
Staff Training	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00	£80.00	£0.00	£0.00	£0.00	£280.00
Staff Uniform	£0.00	£236.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.97	£0.00	£0.00	£398.97
Telephone & Internet	£0.00	£0.00	£9.99	£18.32	£78.32	£78.32	£18.32	£18.32	£18.32	£78.32	£18.32	£18.32	£354.87
Toys, Books, Equipment, Electri	£0.00	£294.64	£77.76	£67.48	£81.53	£289.68	£8.66	£5.00	£4.99	£63.87	£66.34	£26.66	£986.61
VAT	£1,209.80	£216.58	£238.34	£285.27	£136.94	£406.62	£106.75	£87.74	£130.74	£206.38	£293.74	£43.26	£3,362.16
Total Operating Expenses	£17,228.60	£11,032.38	£9,274.28	£9,594.95	£10,284.19	£12,125.70	£7,552.49	£7,138.55	£8,332.94	£9,896.57	£8,070.43	£7,680.67	£118,211.75
Net Profit	£9,410.85	£10,359.88	-£7,126.23	£1,923.95	-£9,504.92	£3,185.97	£4,915.99	-£7,492.95	£1,345.39	£1,472.37	£942.93	-£8,876.45	£556.78
Net Profit (loss)	-£9,410.85	-£10,359.88	£7,126.23	-£1,923.95	£9,504.92	-£3,185.97	-£4,915.99	£7,492.95	-£1,345.39	-£1,472.37	-£942.93	£8,876.45	-£556.78

I can confirm that I have independently verified these accounts. Whilst I have not seen the individual transaction details or payslips I have seen copies of the bank statements and all looks in order.

P Langan

28/03/2022
Peadar Langan
CGMA

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