

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	Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011) dated 17.11.2014
How the charity is constituted	Unincorporated association
Trustee selection methods	Trustees are generally elected from the membership at the AGM, but may be co-opted onto the Committee in the period between AGMs.

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

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 the activities set out below.

A pre-school, also providing before and after school care and holiday clubs for children up to school year 7. The primary activities listed in the Constitution are:

- Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the rights 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.
- Encouraging the study of the needs of such children and their families and providing public interest in and recognition of such needs in the local areas.
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

In carrying out the activities of the Preschool and in exercising our powers and duties as trustees of the Preschool we have had regard to the guidance issued by the Charity Commission on public benefit. In particular, during the course of the accounting year the trustees have:

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)

- Continued funding external specialists who provide additional learning experiences for the children such as, Triumph Fitness, KidsLingo, and we have also provided resources to enable the children to enjoy practitioner-led yoga sessions thus encouraging the development of their physical and emotional health and well-being
- Purchased new resources for the setting to establish the 'Curiosity Approach' to learning
- Continued to invest in improving the staff facilities by refurbishing the office and purchasing new items for the SEN room.
- Purchased a variety of new and educational toys, including Small World toys to replace existing tired stock
- Purchased large garden equipment and a range of items to support our aim to establish Forest School into the daily schedule
- We have also set aside additional funds in the Fundraising account to provide a member of staff with Level 3 Forest School training when COVID-19 restrictions permit this to go ahead
- Employed a new full-time member of staff to support children with SEND
- Continued to provide the staff with mandatory and additional training opportunities to further enhance the skill set of the setting and ensure that all staff are up-to-date with changes in the sector
- During COVID-19 Lockdown we assisted the setting in establishing secure policies and procedures so that the staff could continue to remain open to support keyworker families and vulnerable children.
- Ensured that the staff were provided with the correct PPE to continue to operate and established a monthly 'fogging' schedule

with an external contractor to ensure that the building, staff and children had the highest level of protection from the virus and to prevent the spread.

- Due to our financial position, we have been able to support all our staff with continuous remuneration during the lockdown and did not have to engage the Furlough or Business Loan scheme.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Pre-school has provided term-time sessions for 66 children under statutory school age during the accounting year 2019/2020. Whilst this number is slightly down on the previous year, the actual number of sessions being used per child has continued to increase, mainly due to the number of families that are now accessing the 30hrs Extended Funding and can afford additional sessions, and also because we are the only Outstanding rated pre-school in the area.

Due to COVID-19, we did not see the usual increase in applications during the Spring and Summer terms so many of our sessions remained un-sold and this did have an impact on the income that we had forecasted to receive.

Our before and after school club, The Nest, continued to be a valuable source of affordable childcare for local families and during the year, providing assistance to over 143 families and carers prior to lockdown. This number reduced drastically during lockdown as the government restrictions placed limits on the families that we could support. Our income from Nest sessions was greatly reduced during this time as Nest sessions are not supported in the same way that the Local Authority supports pre-school sessions.

The local community continue to be very supportive and we were lucky to receive financial donations from the Potton Consolidated Charity.

For the second year running we entered and reached the final selection in a UK wide competition with Aviva, and whilst we did not win, we achieved the total £500 towards our Forrest School Project training.

In addition, we also applied for the Local Councillor Grant which enabled us to purchase the larger garden items.

Other fundraising activity this year has been some small Creche and Craftmas events and a Big Quiz held in February which was extremely well attended and successful in raising additional funds for the pre-school.

Section D

Achievements and performance

We continue to embed our setting in the local community and promote children's services at community events and this year provided face painting and tattoos at the Party in the Park event.

We have worked very closely with other Early Years settings and schools in the area throughout the academic year and have heavily supported each other through the challenging circumstances we all found ourselves in this year.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-school has in place a deposit account which enables a salary reserve to cover the cost of 2 months wages in the unlikely event that the Pre-school has to close – this is a recommendation of the Early Years Alliance.

Details of any funds materially in deficit

N/A

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.

The COVID-19 Pandemic has made for a challenging financial year with both the pre-school and Nest having to close completely for a prolonged period and then operating at a reduced capacity thereafter.

Despite the challenge, it has been possible to retain all team members on full re-numeration.

Our income comes from the following sources: Local Authority 2, 3 and 4 year-old funding for Pre-schoolers, Unfunded session fees for pre-schoolers, SEN Funding, The Nest Breakfast, After School and Holiday Club fees.

The fee increase in the previous Accounting year allowed us to build up our funds and secured our finances to see us through the lockdown period when our income was greatly reduced. At the end of the financial year 31st July 2019/2020 we did not see the increased balance as projected, but the year ended with a healthy balance nonetheless in both the main Treasurer's Account and the Fundraising account.

Our income covers the day-to-day running and staffing costs of the pre-school and Nest and we are lucky enough to have a small fundraising team to help raise extra funds to use in the setting to replace worn out toys and pay for Christmas / End of Year treats for the children.

Our surplus fee income, combined with the Pupil Premium funding, allows us to purchase additional activities from external providers such as Children's Bootcamp, Kids Lingo (Spanish for pre-schoolers) all of whom offer additional experiences to children who would not usually have such access outside of the pre-school.

All Pre-school funds are used to enrich the children's learning ensuring that we continue to offer the best Early Years' experience possible for all the children in our community and we work hard to maintain our

Outstanding rating.

Section F


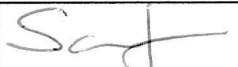
Other optional information

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)	Hannah Salmon	Sarah Jenkins
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	7 th May 2021	



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CC16a

Receipts and payments accounts

For the period from		To	
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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					
Fee Payments & Vouchers	76,207.38	-	-	76,207	136,110
CBC Funding Income	131,308.67	-	-	131,309	111,803
Fundraising Income	5,078.13	-	-	5,078	829
Bank Interest	30	-	-	30	15
Donations/Goodwill	1,000.00	-	-	1,000	-
Sub total (Gross income for AR)	213,624	-	-	213,624	248,757
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	213,624	-	-	213,624	248,757
A3 Payments					
Wages / Payroll	145,203	-	-	145,203	181,996
HMRC	20,985	-	-	20,985	25,316
Pension	7,699	-	-	7,699	8,041
Premises / Rent	6,856	-	-	6,856	2,525
Consumables	4,406	-	-	4,406	4,063
Equipment / Resources	368	-	-	368	6,972
Activities	1,507	-	-	1,507	6,793
Goodwill gift	711	-	-	711	1,187
Fundraising Costs	491	-	-	491	-
Petty Cash	-	-	-	-	200
Systems & Technology	2,270	-	-	2,270	1,382
Training	154	-	-	154	1,305
Utilities	4,253	-	-	4,253	5,798
Shopping / Food	3,770	-	-	3,770	11,386
Miscellaneous	-	-	-	-	76
Sub total	198,674	-	-	198,674	257,040
A4 Asset and investment purchases, (see table)					
General items considered	5,000	-	-	5,000	-
investment rather than consumables	-	-	-	-	-
Sub total	5,000	-	-	5,000	-
Total payments	203,674	-	-	203,674	257,040
Net of receipts/(payments)	9,950	-	-	9,950	8,282
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	105,413	-	-	105,413	113,695
Cash funds this year end	115,363	-	-	115,363	105,413

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	Lloyds Bank Treasurer Account	81,093	-	-
	Lloyds Bus Bank Extra (Reserves)	30,265	-	-
	Lloyds Bus Banking Extra (Fundraising)	3,978	-	-
	Cash in hand (Petty Cash & uniform sales)	28	-	-
	Total cash funds	115,363	-	-
	(agree balances with receipts and payments account(s))			


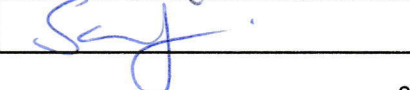
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Fees Outstanding	1,271	-	-
		-	-	-

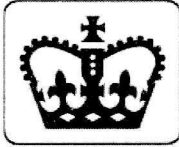
Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	IT replacement cost	Unrestricted	6,000	-
	Resourses replacement cost	Unrestricted	20,000	-
	Furniture replacement cost	Unrestricted	7,500	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Supplier Invoices	Unrestricted	260	Aug-20
	Premises Rent	Unrestricted	600	
	PAYE/NIC	Unrestricted	515	
	NEST	Unrestricted	718	
	Independent examiner fee	Unrestricted	600	

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

Signature	Print Name	Date of approval
	Hannah Salmon	7th May 2021
	Sarah Jenkins	7th May 2021



Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name POTTON PRE-SCHOOL (ST MARY'S)		
On accounts for the year ended	31 st July 2020	Charity no (if any)	1027170
Set out on pages	7 and 8 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2020.

**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.

Signed: **Date:**

Name:

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

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

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