

**Trustees' Annual Report for the period**

Period start date	1 August 2020	To	31 July 2021
Period end date			

**Reference and administration details**

Charity name: **POTTON PRE-SCHOOL (ST. MARY'S)**

Other names charity is known by: **POTTON PRE-SCHOOL**

Registered charity number (if any): **1027170**

Charity's principal address: **Everton Road**

**Potton**

**Sandy**

Postcode: **SG19 2PB**

**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 Hannah Salmon	Chair		
2 Barry Davies	Treasurer	Resigned 30.04.2021	
3 Sarah Jenkins	Secretary		
4 Christine Dunne			
5 Lesley-Ann Northrop			
6 Michelle Major		Resigned 21.01.2021	
7 Charlotte Clare		26.11.2020 - 29.11.2021	
8 Dannielle Watson		Resigned 07.09.2020	
10 Charlotte West		Resigned 26.11.2020	
11 Nerys Wright		Resigned 26.11.2020	
12 Fran Austin	Treasurer	17.05.2021 - 29.11.2021	
13 Lyne Cliff		Appointed 17.05.2021	
14 Ru Joglea-Patel		Appointed 17.05.2021	
15 Keighley Northfield	Treasurer	Appointed 29.11.2021	
16 Hannah Mayhew-Mead		Appointed 29.11.2021	

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.

**Additional governance issues (Optional information)**

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

**Description of the charity's trusts**

**Section B Structure, governance and management**

Holly Gabbitas, Preschool Manager
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**Name of chief executive or names of senior staff members (Optional information)**

Name	Address	Type of adviser

**Names and addresses of advisers (Optional information)**

Name	Dates acted if not for whole year

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

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

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)

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:

- Purchased cooking and baking resources to provide all the children opportunities to cook/bake
- Continued to invest in improving our SEN facilities by refurbishing the SEN office and purchasing new items for the SEN room.
- Purchased a variety of new and educational toys, including multi-cultural dolls and resources, threading and weaving resources to replace existing tired stock
- Purchased large garden equipment such as a climbing wall and water play table
- Revived our Maths stations and purchased new resources for these.
- Employed a new part-time member of staff to support with key children
- 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, particularly with regards to the EYFS Reform changes.
- 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.
- Refurbished our garden area, creating vegetable patches and herb gardens thus purchasing resources for these.

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 73 children under statutory school age during the accounting year 2020/2021.

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 100 families. This number was less than in previous years as parents have been working from home following government guidance during the COVID-19 pandemic.

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

Our fundraising activities have been limited this year because of COVID-19, as we have been unable to run our usual face-to-face events. We have, however, raised £76,30 through our membership of the easyfundraising website, and £23,41 through our membership of Amazon Smile, which commenced during the financial period.

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.

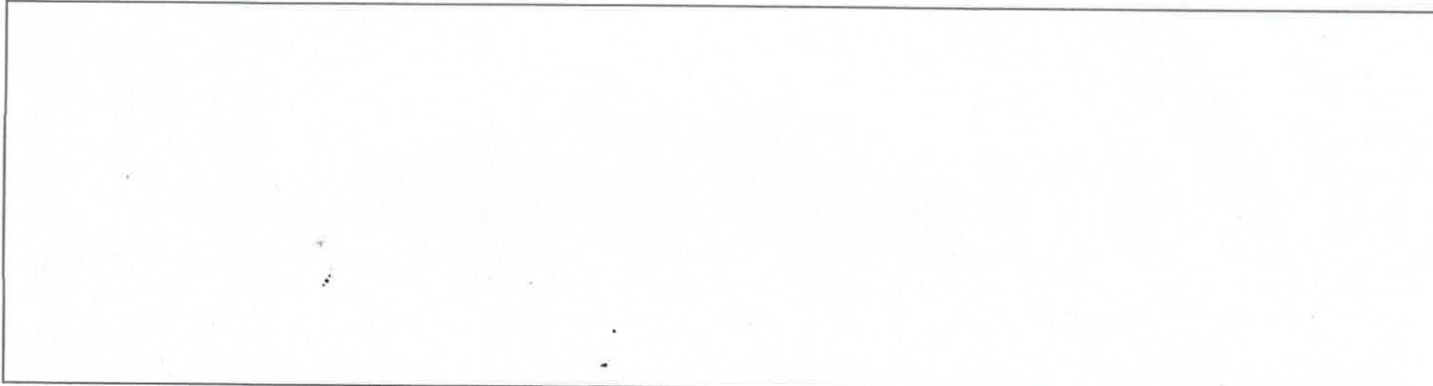
Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

<p>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.</p>	<p>N/A</p>
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**Section F Other optional information**

The COVID-19 Pandemic has once again made for a challenging financial year. Preschool was open during the year, but with significantly reduced numbers compared to usual years from January to July 2021. The Nest was closed to all but keyworker and vulnerable children for the first half term of 2021, and operated with significantly fewer numbers for the remainder of the financial year.

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

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.

Our fee increase in the previous Accounting year, along with continued receipt of Local Authority funding and sound costs management by the Preschool management team, allowed us to see through the lockdown period when our income was greatly reduced. At the end of the financial year we did not see the increased balance as projected, but we were able to minimise our losses to a manageable amount, which was covered by the balance within the bank account. Our premises costs were higher than usual during this year as we had to pay the sinking fund invoice payable under the terms of our lease to Central Bedfordshire Council for both the 2019/20 and 2020/21 years in this financial year (owing to late invoicing of the 2019/20 year).

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. Fundraising activities have been severely impacted by the pandemic, but we have used other means such as fundraising shopping websites to raise monies during the year despite the lack of face-to-face events, and were grateful to receive a donation from Potton Consolidated Charities during the year.

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.

- 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.

**Further financial review details (Optional information)**

Date		30.03.2022	
Signature(s)	Hannah Salmon	Secretary	
Full name(s)	Sarah Jenkins	Chair	
Position (eg Secretary, Chair, etc)			

Signed on behalf of the charity's trustees

The trustees declare that they have approved the trustees' report above.

**Section G Declaration**



**Receipts and payments accounts**

For the period  
from

01-Aug-20

To

31-Jul-21

**Section A Receipts and payments**

CC16a

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 £

Fee Payments & Vouchers	39,527	-	-	-
CBC Funding Income	136,864	-	-	-
Fundraising Income	229	-	-	-
Bank Interest	4	-	-	-
Donations/Goodwill	1,000	-	-	-
<b>Sub total (Gross income for A1)</b>	<b>177,623</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>A2 Asset and investment sales, (see table).</b>	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total receipts** 177,623

Wages / Payroll	130,138	-	-	-
HMRC	13,244	-	-	-
Pension	8,231	-	-	-
Premises / Rent	10,515	-	-	-
Consumables	3,557	-	-	-
Equipment / Resources	2,509	-	-	-
Activities	198	-	-	-
Goodwill gift	840	-	-	-
Fundraising Costs	-	-	-	-
Petty Cash	28	-	-	-
Systems & Technology	3,944	-	-	-
Training	530	-	-	-
Utilities	5,552	-	-	-
Shopping / Food	3,089	-	-	-
Miscellaneous	-	-	-	-
<b>Sub total</b>	<b>182,375</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>A4 Asset and investment purchases, (see table)</b>	-	-	-	-
General items considered	-	-	-	-
Investment rather than consumables	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>182,375</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Net of receipts/(payments)</b>	<b>4,752</b>	<b>-</b>	<b>-</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	115,363	-	-	-
Cash funds this year end	110,611	-	-	-

<b>Total payments</b>	<b>182,375</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sub total</b>	<b>182,375</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>177,623</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sub total</b>	<b>177,623</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Categories	Unrestricted funds	Restricted funds	Endowment funds
Loyds Bank Treasurer Account	75,850	-	-
Loyds Bus Bank Extra (Reserves)	30,269	-	-
Loyds Bus Banking Extra (Fundraising)	4,492	-	-
Cash in hand (Petty Cash & uniform sales)	-	-	-
<b>Total cash funds</b>	<b>110,611</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-

22 Other monetary assets

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

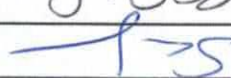
33 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
IT replacement cost	Unrestricted	6,000	-
Resources replacement cost	Unrestricted	20,000	-
Furniture replacement cost	Unrestricted	7,500	-
		-	-
		-	-
		-	-
		-	-

4 Assets retained for the charity's own use

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Supplier Invoices	Unrestricted	37	Aug-21
Premises Decorating costs	Unrestricted	3,092	Aug-21
Independent examiner fee	Unrestricted	650	
Premises fogging costs	Unrestricted	504	

5 Liabilities

Signature	Print Name:	Date of approval
	SARAH JENKINS	21.03.2022
	HANNAH SKIMON	30.03.2022

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



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<sup>st</sup> July 2021  
Charity no (if any)  
1027170

Set out on pages

7 and 8  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> July 2021.

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").

Independent  
examiner's statement

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.  
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:

Aleathia Richards  
A. Richards

Date:

11<sup>th</sup> April 2022

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

Fellow of the Institute of Chartered Accountants in England and Wales - FCA  
Fellow of the Association of Charity Independent Examiners - FCIE

Address:

14 Townsend Court, Reepham  
Norwich, Norfolk  
NR10 4LD

Disclosure

Section B

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.

A large, empty rectangular box with a thin black border, occupying the central and lower-left portion of the page. It is intended for the examinee to provide details of any items that the examiner wishes to disclose.