

Littlestones Pre School & Out of School Club

Trustees Report 2020-2021

Introduction

Cashless setting rolled out fully in 2019 with the majority of parents adhering to this with only a few insisting on paying cash. Since the pandemic this has resolved the issue all fees are being paid electronically.

We continue to offer 30 funded hours places for all entitled Parents and carers and 2 Year funded.

We closed during the initial lock down from 25th March 2020 and reopened 1st June 2020 with our Covid-19 safeguarding and “bubbles” in place. We separated Pre School and ASC staff and therefore required additional members of staff to be able to achieve this. We closed the setting early for February half term (10/02/2021 three days early) due to staff testing positive for Covid.

Movers & Shakers

12 in September 2020 new term.

1 New starter between September and December 2020

4 Joined us between January and March 2021

Staff

Staff	Start/End Date	Qualification
Manager	03/10/2011	NVQ Level 3
Deputy Promoted 01/01/19 -	02/03/2015	NVQ Level 3
Key Person -	01/09/2018	NVQ Level 3
Key Person -	01/09/18 - 28/10/2020	NVQ Level 3
Key Person -	30/11/2021	NVQ Level 3
Care Assistant -	30/11/21 - 28/01/2021	NVQ Level 3
Deputy ACS Prom 01/1/21 -	23/04/2001	NVQ Level 3

Lease

Our Lease was due for renewal in August 2019 with Northants CC and we plan to request to sign for another five year lease. We have paid for the lease for 2021. However, with the current global Pandemic still in play we have not renewed a long term lease at present.

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Fundraising & Marketing 2020-2021

Fundraising has been a challenge for 2020 and 2021 due to Covid-19 and nothing raised.

Grants

Due to the closure of ASC we were able to take advantage of Furlough.

Trustee Body

It has been a challenge to encourage new members to join the committee. Our committee should consist of three officers and a minimum of two elected members and therefore we are in urgent need to rectify. Since September 2020 the Chair has been in talks with TWO potential candidates to become officers and they have agreed to do so. DSB checks have been requested followed up by EYS2 forms however we have not received approval as yet.

Summary

Like the previous financial year 2020-2021 experienced additional financial cost due to government led incentives which led to a cost increase in wages.

We have not been able to run our Out of School Club to its full potential, which has had a negative impact on our finances. The funds from Out of School club are what we use to maintain our low fees for our community. In addition we needed to employ additional part time staff to maintain bubbles and their integrity. Furthermore our Deputy contracted Covid in February 2021 causing her to be hospitalised and unable to work for several months and then only able to return to part time hours, at ASC.

Fundraising has been more than a challenge and we are currently looking at ways where we can continue in a "virtual" capacity.

What we have found is that all our community has supported us throughout and we have no significant arrears or late payers. The credit control systems we put in place last year and incentives of reduced fees if paid early, has had a very positive affect. In addition we have a healthy reserve fund and confident that we will be able to continue to weather any storms that are blown our way. We are all very proud to be a part of the Littlestones family.

RECEIPTS & PAYMENTS

LITTLESTONES PRESCHOOL & OUT OF SCHOOL CLUB
1ST APRIL 2020 TO 31ST MARCH 2021

RECEIPTS			PAYMENTS		
OPENING BALANCE					
CASH IN HAND	£ 2,117.00		GROCERIES/CLEANING	£	1,026.91
BANK BALANCE 31/03/2020	£ 32,184.79	£ 34,301.79	RATES & RENT	£	200.00
PAID FEES/VOUCHERS	£ 16,701.79		INSURANCE & REG FEES	£	2,429.56
NCC FUNDING	£ 50,181.14		COMMUNICATION	£	1,348.73
GRANTS	£ 15,356.73		UTILITIES	£	3,845.83
DONATIONS	£ -		PPS	£	51.22
FUNDRAISING	£ -		SALARIES & WAGES	£	75,684.31
INTEREST ON INVESTMENTS	£ -		STAFF TRAINING	£	-
PUCHASE REFUNDS	£ -		EQUIPMENT	£	3,621.85
OTHER (TRIPS/UNIFORM)	£ -		TRIPS	£	-
			BUILDING MAINTENENACE	£	243.00
			PARENT FEE REFUNDED	£	755.00
			SUNDRIES/OTHER	£	46.75
			CLOSING BALANCE		
			CASH	£ 2,117.00	
			BANK	£ 25,171.29	£ 27,288.29
TOTALS		£ 116,541.45			£ 116,541.45

Accounts Checked & Signed

Treasurer Sandra Stevens

Chair Gemma Sim

Manager Kirsty Savage

Secretary Tracy Savage Groves

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