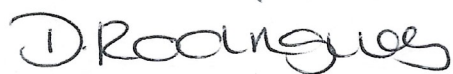


# Snettisham Bobtails Pre-School

## Annual Report

To 31<sup>st</sup> August 2021

Signed on behalf of the Trustees by:



Danielle Rodrigues, Chairperson

Date 14-06-22

The Committee presents this report with the financial statements of the Pre-School for the year ending 31<sup>st</sup> August 2021.

### **Incorporation and Constitution**

Snettisham Bobtails Pre-School is a registered charity (No 1029400). The Pre-school's current constitution was formally adopted from the Pre-school learning Alliance module 2011 and is dated 24/09/2014.

### **Principle Activity and object of the Charity**

The Principle activity and object of the charity, in the period under review, was to advance the education of the children below the compulsory school age. Sessions run for 3 hours in the morning and the afternoons, totalling 29 hours a week, term time, where qualified and friendly staff provide stimulating and creative play, which takes place in a fun and secure environment. We look upon the pre-school as the first stepping-stone to school and school life.

### **Benefits to the Community**

Snettisham Bobtails Pre-School has been education and benefitting the community of Snettisham for the last 40 years and registered with Ofsted in 1992 – receiving a GOOD rating again in our latest inspection – December 2019. We welcome children in the local community from every background.

Our work with children from 2 years to school age means we help children learn and develop important social skills such as turn taking, staying safe, communication and language development, teamwork and conflict resolution. All these skills enable our children to be a responsible member of their local community.

Our work means we work closely with the village primary school, Hunstanton Peer Support Group. This work is of benefit to our children to prepare them for starting school by visiting the reception class within the Snettisham Primary School.

The work we do with the children in our care is of great benefit to the wider community as our staff are a source of information and expert knowledge on many aspects of childcare and we impart this knowledge to our families.

### **Chairpersons report – Danielle Rodrigues**

At the beginning of September 2020 and still during the pandemic, we had 20 children with us even though we were unable to invite new parents into setting to look around. Numbers on the register rose in January to 23 and rose again to 25 at Easter.

This year again has been dominated by the Covid-19 Pandemic with vulnerable staff not being able to work in setting and in January 2021 the country was in lockdown until early March. Bobtails was open for keyworker children with only 2 members of staff being able to work. Parents began to send their children back in March.

D. Rodrigues

At Easter we revamped the outside space, creating a construction area and mud kitchen area. In July and August 2021 we revamped the indoor area, upgrading furniture and areas to coincide with the new EYFS which was being implemented into setting from September 2021.

The committee again was difficult to recruit and hold onto so it was decided to approach the WNAT/School for assistance. Talks took place in the hope that the Trust would take over the management of Bobtails but after discussions it was decided that it was not viable for the Trust but they would set up a Service Agreement with us to help with management issues and would continue to support us. The current committee agreed to continue their roles with this support.

Numbers for September 2021 are looking healthy and we are looking forward to a year with less interruption and restrictions. Again on behalf of the committee I would like to thank all Bobtails staff for their hard work and commitment in this difficult year.

#### **Treasurer's Report – Eunice Denton**

The treasurer's role is undertaken as part of the administrative work and presented to committee at each meeting for approval. The yearly accounts are attached to this AR.

The bank account balances at end of August 2021 were £14,761.92 and £240.37

Children numbers were good again this year with 20 children starting in the September 2020 term, with an even split of 2-year-olds and 3–4-year-olds. Numbers increased in January to 23. Then at Easter numbers increased to 25. Even though we were open with less children, NCC continued to pay funding so that we did not have to furlough all staff in this time. Fee paying children that did not attend did not pay. Monies were transferred (agreed by committee) from the deposit account for all the new equipment which was purchased to coincide with the new EYFS Framework that commenced in September 2021.

The first time we have had to take a parent to small claims court for unpaid fees. This resulted in not only the unpaid fees but also court cost of £50 but unfortunately we were unable to recover the unpaid fees.

#### **Fundraising Report**

Our pre-school is run by a management committee made up of parent volunteers. This is another way in which we benefit the community as we provide our parents with the opportunity to contribute to the development and running of our pre-school through this voluntary work. An important aspect of the committee's work is in fundraising for the pre-school but again due to COVID restrictions we had been unable to fundraise through the whole year. Fundraising was restricted mainly to online contributions.

West Norfolk Wins lotto	£313.00
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Amazon Smile commission	£22.80
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D. Rodings

## Trustees

Trustees for the Charity are elected each year at the Annual General Meeting and are known as 'the Committee'. Candidates are proposed and seconded by the AGM attendees: election is by a show of hands. Trustees for the year 2020/2021 were:

All trustees became effective following the AGM dated 26<sup>th</sup> April 2021 – all trustees were re elected for another year.

Danielle Rodrigues	Chairperson
Louise Szewezuk-Tetther	Vice Chair
Corri Houliston	Secretary
Carrie Sharman	Treasurer (supported by EDenton, Admin)

Committee Members	Hannah Bateson
	Kirsty Stokes
	Cheryl Rumens
	Rebecca Chilvers

## Staff

Staff employed by the Charity during the past year are detailed below:

Andrea Bolderstone	Supervisor, Practitioner (level 3)
Angela Giles	Supervisor, Practitioner (Level 3)
Emily Pooley	Practitioner (Level 5) left Mid-March 2020, re-joined end of March 2020
Lucy Payne	Practitioner (Level 3)
Kirsty Skoyles	Practitioner (Level 2) joined mid-March 2020
Eunice Denton	Administration

## Improvements/Business Plan for 2021/22

- Ensure financial stability for the Pre-School in uncertain times due to COVID-19 Pandemic
- Continue to improve on the management committee by enrolling new active members.
- Continue the good relationship with the Snettisham School and the Academy.
- Continue to improve Pre-school resources we provide for the children, their families and the community.
- To build on relationships with parents and their involvement in their children's learning and development.

## Unaudited Financial Statements

The unaudited financial statements for the year ending 31<sup>st</sup> August 2021 form part of this report and are attached to the end of it.

The funds held by Snettisham Bobtails Pre-School fall into two accounts:

*D Rodrigues*

Unrestricted Funds: to cover staff wages, rent, supplies which the Pre-School could not operate without. Income levels vary during the year, but expenditure levels remain relatively constant throughout.

Designated Funds: This fund is set up in case offsetting improvements, redundancy, rent increases and unforeseen circumstances. Funds have been taken from the unrestricted funds if and when surplus has been available. This fund was set up on the recommendation of the Norfolk County Council.

D. Rodrigues

Income September 2020 - August 2021

	Vouchers	EYPP	Fees	lunches	Fundraising	Milk	Photos	Uniform	Other	Quality Grant	Totals	fund events
September	£ 3,101.00	£ 281.00	£ 610.50	£ 42.00	£ 32.50	£ 14.90	£ -	£ 96.00			£ 4,177.90	
October	£ 3,102.00		£ 204.90	£ 10.50	£ 26.00						£ 3,343.40	
November	£ 5,786.00		£ 583.80	£ 42.00	£ 23.00			£ 9.00			£ 6,434.80	
December	£ 3,578.52	£ 247.14	£ 604.80	£ 42.00	£ 27.50			£ 32.00			£ 4,508.96	
January	£ 3,610.00	£ 458.00	£ 1,146.00	£ 156.50	£ 24.00	£ 30.78					£ 5,457.28	
February	£ 4,062.00		£ 552.50	£ 10.50	£ 31.71						£ 4,656.71	
March	£ 3,680.86	£ 177.47	£ 519.40	£ 43.50	£ 24.00						£ 4,445.23	
April	£ 3,597.28	£ 763.00	£ 930.00	£ 102.00	£ 30.00						£ 5,422.28	
May	£ 3,532.00		£ 594.50	£ 40.50	£ 33.46	£ 36.45	£ -	£ 9.00			£ 4,245.91	
June	£ 3,615.00		£ 1,150.20	£ 172.50	£ 30.00			£ 9.00			£ 4,976.70	
July	£ 3,559.00		£ 702.60	£ 40.50	£ 24.00	£ 35.68		£ 32.00			£ 4,393.78	
August	£ 3,824.93		£ 233.10	£ 31.50	£ 29.63				£ 7,000.00	£ -	£ 11,119.16	transfer fr
Total	£ 45,048.59	#####	£ 7,832.30	£ 734.00	£ 335.80	£ 117.81	£ -	£ 187.00	£ 7,000.00	£ -	£ 63,182.11	

completed

signed

Chair of Committee

D. Roalingsnes 14-06-22

signed

bookkeeper

E. Denton

25/5/22

Expenses September 2020- August 2021

	Wages	Rent	Insurance /memberships	Photos	Stationary/ Art	PAYE Accounting fees	Books	Childrens Uniform	Staff Uniform	Outings	Fundraising	Training
September	£ 4,007.49		£ 5.00		£ 7.99			£ 185.40	£ 244.08			
October	£ 4,159.76	£ 825.00			£ 99.17							
November	£ 3,975.33	£ 840.00			£ 69.23							
December	£ 4,119.27	£ -			£ 85.25							
January	£ 3,789.45	£ 540.00	£ 113.00		£ 47.46							
February	£ 3,193.87		£ 290.36									
March	£ 3,958.33	£ 570.00	£ 35.00		£ 206.25	£ 219.58						
April	£ 4,591.62	£ 915.00			£ 16.49			£ 146.20	£ 139.20			
May	£ 4,502.97		£ 5.00		£ 75.92			£ 113.40	£ 6.42			£ 85.20
June	£ 4,440.81	£ 900.00	£ 74.88		£ 29.07		£ 49.99					
July	£ 4,738.07				£ 16.49		£ 12.25					
August	£ 4,215.24				£ 335.77							
<b>Total</b>	<b>£ 49,692.21</b>	<b>£ 4,590.00</b>	<b>£ 523.24</b>	<b>£ -</b>	<b>£ 989.09</b>	<b>£ 219.58</b>	<b>£ 62.24</b>	<b>£ 445.00</b>	<b>£ 389.70</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 85.20</b>

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14-06-22

Equipment	Advertising	Cleaning/P PE	Quality Funding Grant	deposit account transfers	other	Petty cash	Totals			
£ 113.54		£ 57.07			£ 193.71	£ 190.00	£ 5,004.28	plumbiner,		
£ 108.90		£ 98.64				£ 125.00	£ 5,083.93			
		£ 109.54					£ 5,217.10			
		£ 9.50				£ 75.00	£ 4,314.06			
		£ 66.90				£ 60.00	£ 4,574.41			
		£ 87.86				£ 75.00	£ 3,611.13			
£ 13.36		£ 15.80			£ 284.81	£ 100.00	£ 6,222.48	Garden revamp		
£ 26.83		£ 43.56					£ 4,859.30			
£ 11.99					£ 14.82	£ 95.00	£ 5,616.56	garden gravel revamp		
528.52		£ 19.06			£ 240.00	£ -	£ 5,554.39	skip		
£ 5,409.52		£ 166.44			£ 50.00		£ 10,176.97	court fee		
£ 6,212.66	£ -	£ 674.37	£ -	£ -	£ 783.34	£ 720.00	£ 65,386.63			

completed xx

Signed D. Robinson 14-06-22  
Chair of Committee

signed R. Denton 26/5/22  
bookkeeper

**Profit and loss account for the year (Sept 2020 – end of August 2021) ending 31 August 2021**

**Income**

Vouchers	46,975.20
Fees	7,832.30
Lunch club	734.00
Fundraising	335.80
Milk	117.81
Photos	0
Uniform	187.00
Other (furlough, rent refund, training reimbursement, deposit account transfer)	7,000.00
<u>Total</u>	<u>£63,182.11</u>

**Expenditure**

Wages	49,692.21
Rent	4,590.00
Insurance/Memberships	523.24
Photos	0
Stationary/Art	989.09
PAYE/Accounting fees	219.58
Books	62.24
Fundraising	0
Equipment	6,212.66
Advertising	0
Cleaning	674.37
Transfers	0
Uniform (children)	445.00
Uniform (staff)	389.70
Petty Cash	720.00
Training	85.20
Other (plumber, skip, garden revamp, court fees)	783.34
<u>Total</u>	<u>£65,386.63</u>

**Profit / loss**

**£-2,204.52**

Denton 14-6-22

D. Rodrigues