

Snettisham Bobtails Pre-School

Annual Report

To 31st August 2022

Signed on behalf of the Trustees by:

Danielle Rodrigues, Chairperson

D Rodrigues

Date *24th June 2023*

The Committee presents this report with the financial statements of the Pre-School for the year ending 31st August 2022.

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 2021 we had 21 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 24 and rose again to 25 at Easter.

We decided to upgrade the resources in setting to include areas of learning so children can explore areas of mathematics, mark making, construction and creativity. This also included new furniture such as book cases and storage areas.

At the end of December one member of staff decided to leave after 20 plus years with us. Another employee who was on maternity leave decided not to return in the June. We had a reshuffle of staff duties and managed to employ a casual member of staff who had previously been a manager of a nursery and was now retired and living in the village.

In January our Administrator decided to leave and we tried to recruit a replacement but after a couple of try outs that did not stay our administrator decided to stay on.

The committee again was difficult to recruit so the current committee agreed to continue their roles with our continuing support from the school academy.

We now have a website for the pre-school which has been set up in house. It is useful for both new and existing parents.

Numbers for September 2022 are looking healthy for 2 year olds and we are looking forward to the year ahead. Again on behalf of the committee I would like to thank all Bobtails staff for their hard work and commitment in this challenging 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 2022 were £16,647.07 and £2,240.73

Children numbers were good again this year with 20 children starting in the September 2021 term, with 8 x 2-year-olds and 12 x 3–4-year-olds. Numbers increased in January to 24. Then at Easter numbers increased to 25.

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 Fundraising was mainly from online contributions.

| | |
|-----------------------------------|---------|
| West Norfolk Wins lotto | £217.50 |
| Amazon Smile commission | £14.50 |
| Sale of Children's Christmas card | £95.65 |

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 26th April 2021 – all trustees were re elected for another year.

Danielle Rodrigues
Louise Szewezuk-Tetther
Corri Houliston
Carrie Sharman

Chairperson
Vice Chair (resigned Nov 2021)
Secretary
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) left December 2021 |
| Emily Pooley | Practitioner (Level 5) left June 2022 |
| Lucy Payne | Practitioner (Level 3) |
| Kirsty Skoyles | Practitioner (Level 2) |
| Claire Chadwick | Bank Assistant (joined January 2022) |
| Eunice Denton | Administration |

Improvements/Business Plan for 2022/23

- 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 31st August 2022 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:

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.

Profit and loss account for the year (Sept 2021 – end of August 2022) ending 31 August 2022

Income

| | |
|---|--------------------------|
| Vouchers | 47,275.83 |
| Fees | 8,755.49 |
| Lunch club | 1,249.50 |
| Fundraising | 327.65 |
| Milk | 131.66 |
| Photos | 0 |
| Uniform | 174.00 |
| Other (refund for damaged furniture item) | 438.00 |
| <u>Total</u> | <u>£58,352.13</u> |

Expenditure

| | |
|-----------------------------|--------------------------|
| Wages | 43,887.51 |
| Rent | 5,100.00 |
| Insurance/Memberships | 572.36 |
| Photos | 0 |
| Stationary/Art | 1,092.35 |
| PAYE/Accounting fees | 220.80 |
| Books | 60.67 |
| Fundraising | 0 |
| Equipment | 1,731.76 |
| Advertising | 0 |
| Cleaning | 286.92 |
| Transfers | 2,000.00 |
| Uniform (children) | 340.41 |
| Uniform (staff) | 0 |
| Petty Cash | 760.00 |
| Training | 15.00 |
| Other (skip and DBS checks) | 399.20 |
| <u>Total</u> | <u>£56,466.98</u> |
| <u>Profit / loss</u> | <u>£1,885.15</u> |

*W Denton - Bookkeeper
11/5/23.*

D Rodrigues - Chair

Expenses September 2021- August 2022

| | Wages | Rent | Insurance /memberships | Photos | Stationary/ Art | PAYE Accounting fees | Books | Childrens Uniform | Staff Uniform | Outings | Fundraising | Training |
|-----------|-------------|------------|------------------------|--------|-----------------|----------------------|---------|-------------------|---------------|---------|-------------|----------|
| September | £ 3,745.12 | £ 945.00 | £ 5.00 | | £ 69.77 | | | | | | | |
| October | £ 3,912.33 | | £ 109.25 | | £ 145.84 | | £ 5.94 | | | | | |
| November | £ 3,717.14 | £ 945.00 | | | £ 104.35 | | | | | | | |
| December | £ 3,894.92 | £ - | | | £ 38.49 | | | | | | | |
| January | £ 3,411.98 | £ 750.00 | £ 5.00 | | £ 44.21 | | £ 22.99 | | | | | |
| February | £ 3,314.26 | £ 810.00 | £ 341.95 | | £ 78.44 | | | | | | | |
| March | £ 3,445.60 | | £ 35.00 | | £ 72.89 | £ 220.80 | | | | | | |
| April | £ 3,650.71 | £ 720.00 | | | £ 157.67 | | | | | | | |
| May | £ 3,719.98 | | £ 5.00 | | £ 174.11 | | | £ 340.41 | | | | |
| June | £ 3,389.87 | £ 930.00 | | | £ 97.07 | | £ 22.99 | | | | | |
| July | £ 4,354.06 | £ - | | | £ 87.02 | | | | | | | |
| August | £ 3,331.54 | £ - | £ 71.16 | | £ 22.49 | | £ 8.75 | | | | | £ 15.00 |
| Total | £ 43,887.51 | £ 5,100.00 | £ 572.36 | £ - | £ 1,092.35 | £ 220.80 | £ 60.67 | £ 340.41 | £ - | £ - | £ - | £ 15.00 |

| Equipment | Advertising | Cleaning/P PE | Quality Funding Grant | deposit account transfers | other | Petty cash | Totals | | | | |
|------------|-------------|------------------|-----------------------------|---------------------------------|----------|------------|-------------|--|--|--|--|
| £ 81.20 | | | | | | £ 160.00 | £ 5,006.09 | | | | |
| £ 363.06 | | £ 52.26 | | | £ 250.00 | £ 100.00 | £ 4,273.36 | | | | |
| £ 438.00 | | | | | £ 47.80 | £ 80.00 | £ 4,499.21 | | | | |
| | | £ 85.44 | | | £ 7.80 | £ 200.00 | £ 4,527.42 | | | | |
| | | £ 35.73 | | | £ 47.80 | | £ 4,628.18 | | | | |
| £ 10.00 | | £ 63.00 | | | £ 45.80 | £ 120.00 | £ 4,767.18 | | | | |
| £ 25.47 | | £ 21.62 | | £ 1,000.00 | | | £ 5,286.59 | | | | |
| £ 477.01 | | | | | | £ 100.00 | £ 5,016.94 | | | | |
| 337.02 | | £ 28.87 | | £ 1,000.00 | | £ - | £ 5,806.97 | | | | |
| £ 1,731.76 | £ - | £ 286.92 | £ - | £ 2,000.00 | £ 399.20 | £ 760.00 | £ 56,466.98 | | | | |

completed xx

Signed *D. Radingus*
Chair of Committee

signed *E. Denton*
bookkeeper *15/23*
E. Denton

Income September 2021 - August 2022

| | Vouchers | EYPP | Fees | lunches | Fundraising | Milk | Photos | Uniform | Other | Quality Grant | Totals | fund events |
|-----------|-------------|------------|------------|------------|-------------|----------|--------|----------|----------|---------------|-------------|-----------------------------|
| September | £ 3,447.00 | £ 315.00 | £ 495.70 | £ 73.50 | £ 30.00 | | £ . | | | | £ 4,361.20 | |
| October | £ 3,447.00 | | £ 801.30 | £ 91.00 | £ 24.00 | | | £ 48.00 | | | £ 4,411.30 | |
| November | £ 3,398.00 | | £ 179.40 | £ 110.25 | £ 55.00 | £ 21.30 | | £ 55.00 | | | £ 3,818.95 | |
| December | £ 3,916.65 | £ 201.75 | £ 1,411.00 | £ 180.60 | £ 54.15 | | | | | | £ 5,764.15 | |
| January | £ 4,304.00 | £ 425.00 | £ 651.70 | £ 85.75 | £ 41.00 | £ 22.40 | | £ 25.00 | | | £ 5,554.85 | |
| February | £ 5,013.00 | | £ 1,136.20 | £ 164.50 | £ 22.46 | | | | | | £ 6,336.16 | |
| March | £ 4,751.72 | £ 105.80 | £ 1,155.24 | £ 169.75 | £ 12.00 | £ 28.55 | | £ 32.00 | | | £ 6,255.06 | |
| April | £ 3,813.18 | £ 665.00 | £ 394.80 | £ 61.25 | £ 14.00 | £ 15.75 | | | £ 438.00 | | £ 5,401.98 | refund on damaged furniture |
| May | £ 3,670.00 | | £ 1,121.55 | £ 117.25 | £ 23.04 | | £ . | | | | £ 4,931.84 | |
| June | £ 6,357.00 | | £ 19.20 | £ 36.75 | £ 20.00 | | | | | | £ 6,432.95 | |
| July | £ . | | £ 1,389.40 | £ 158.90 | £ 16.00 | £ 43.66 | | £ 14.00 | | | £ 1,621.96 | |
| August | £ 3,453.13 | -£ 7.40 | £ . | £ . | £ 16.00 | £ . | £ . | £ . | £ . | | £ 3,461.73 | |
| Total | £ 45,570.68 | £ 1,705.15 | £ 8,755.49 | £ 1,249.50 | £ 327.65 | £ 131.66 | £ . | £ 174.00 | £ 438.00 | £ . | £ 58,352.13 | |

completed

signed

Chair of Committee

D. Dringus

signed

bookkeeper

E. Denton

E. Denton 1/5/23