

Snettisham Bobtails Pre-School

Annual Report

To 31st August 2023

Signed on behalf of the Trustees by:

D. Rodrigues

Danielle Rodrigues, Chairperson

Date 3-06-24

The Committee presents this report with the financial statements of the Pre-School for the year ending 31st August 2023.

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 educating 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 2022, we had 15 children start with us. Numbers on the register rose through October to 18 and in January to 23 and rose again to 26 at Easter.

We upgraded the outdoor garden equipment with a new wooden play castle which is great for the children's physical development as well as with their imagination. This was an expensive item which was paid for from funds in the deposit account. The committee agreed that fundraising at the fete in July would recoup the money.

The three permanent EY practitioners continued to cover sessions with the help of the casual member of staff and the administrator when needed. At this time, it was decided that a new full-time member of staff was not needed.

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 did manage to get 2 new members in November and meetings were continuing online and via group chat.

New parents looking for child places are using the website, and this continues to be a good information point for contact to Bobtails.

Numbers for September 2023 are looking healthy, 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 another year at Bobtails.

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 2023 were £16,491.35 and £2,251.79

Children numbers were slightly low this year with 15 children starting in the September 2022 term, with 8 x 2-year-olds and 7 x 3–4-year-olds. It had been agreed with committee the previous term that fees per hour would increase to £4.50 an hour for those that paid. This was still low compared to funded children and to other providers in the area. Numbers increased in October and again in January to 23. Then at Easter numbers increased to 26.

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	£279.50
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Amazon Smile commission	£46.20
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Snettisham Fete stall	£149.00
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Total	474.70
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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 2022/2023 were:

All trustees became effective following the AGM dated November 2022– all trustees were re-elected for another year.

Danielle Rodrigues
Rebecca Chilvers
Cori Houlston

Chairperson
Secretary
Treasurer (supported by EDenton, Admin)

Committee Members

Hannah Bateson
Kirsty Stokes
Cheryl Rumens
New members – Nina Finnegan and Imogen Reynolds - joined in Nov 22.

Staff

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

Lucy Payne	Supervisor, Practitioner (level 3)
Andrea Bolderstone	Practitioner (Level 3)
Kirsty Skoyles	Practitioner (Level 3)
Claire Chadwick	Bank Staff EY Practitioner
Eunice Denton	Administrator

Improvements/Business Plan for 2023/24

- Ensure financial stability for the Pre-School
- 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 2023 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 2022 – end of August 2023) ending 31 August 2023

Income

Vouchers	38,721.70
Fees	14,326.85
Lunch club	558.00
Fundraising	474.70
Milk	143.45
Photos	0
Uniform	236.00
Other (refund for damaged furniture item/ First Aid Course)	161.00
<u>Total</u>	<u>£54,621.70</u>

Expenditure

Wages	43,887.34
Rent	5,085.00
Insurance/Memberships	683.68
Photos	0
Stationary/Art	1,005.80
PAYE/Accounting fees	486.00
Books	49.26
Fundraising	0
Equipment	1,946.34
Advertising	0
Cleaning	270.48
Transfers	0
Uniform (children)	226.02
Uniform (staff)	0
Petty Cash	740.00
Training	397.50
Other ()	0
<u>Total</u>	<u>£54,777.42</u>

Profit / loss **-£155.72**

R. Denton - Administrator
24/5/24.

D. Rodrigues
3-06-24

Income September 2022 - August 2023

	Vouchers	EYPP	Fees	lunches	Fundraising	Milk	Photos	Uniform	Other	Quality Grant	Totals	fund events
September	£ 5,693.00	£ 124.00	£ 443.40	£ 47.25	£ 20.00	£ 10.90	£ -				£ 6,338.55	
October	£ -	£ -	£ 748.90	£ 63.00	£ 15.00			£ 48.00			£ 874.90	
November	£ 1,400.00		£ 1,295.30	£ 92.25	£ 25.26	£ 22.40		£ 57.00			£ 2,892.21	
December	£ 3,351.10	£ 211.10	£ 1,060.65	£ 29.25	£ 14.50			£ 18.00			£ 4,684.60	
January	£ 3,557.00	£ 282.00	£ 1,329.30	£ -	£ 37.60	£ 22.85		£ 16.00			£ 5,244.75	
February	£ 4,208.00	£ -	£ 1,117.90	£ 69.75	£ 36.50			£ 9.00			£ 5,441.15	
March	£ 3,970.81	£ 120.90	£ 2,935.90	£ 103.50	£ 26.00	£ 28.05		£ 7.00	£ 156.00		£ 7,348.16	FA Training reimbursement
April	£ 2,770.00	£ 453.00	£ 510.05	£ -	£ 29.50	£ -		£ -			£ 3,762.55	
May	£ 2,769.00		£ 1,380.80	£ 76.50	£ 44.34		£ -	£ 26.00	£ 5.00		£ 4,301.64	Argos refu
June	£ 3,765.00		£ 1,299.05	£ -	£ 27.50			£ 55.00	£ -		£ 5,146.55	
July	£ 2,865.00		£ 1,370.60	£ 76.50	£ 22.00	£ 59.25					£ 4,393.35	
August	£ 3,081.75	£ 100.04	£ 835.00	£ -	£ 176.50	£ -	£ -	£ -	£ -		£ 4,193.29	fete
Total	£ 37,430.66	£ 1,291.04	£ 14,326.85	£ 558.00	£ 474.70	£ 143.45	£ -	£ 236.00	£ 161.00	£ -	£ 54,621.70	

completed

signed *D. Rodrigues*
Chair of Committee

signed *E. Denton*
bookkeeper
24/5/24

Expenses September 2022- August 2023

	Wages	Rent	Insurance /memberships	Photos	Stationary/ Art	PAYE Accounting fees	Books	Childrens Uniform	Staff Uniform	Outings	Fundraising	Training
September	£ 3,366.89	£ 930.00	£ 5.00		£ 31.48	£ 232.80						
October	£ 3,928.09	£ -	£ 112.11		£ 151.02							
November	£ 3,479.59	£ 945.00			£ 239.55		£ 20.00					
December	£ 3,557.27	£ -			£ 25.14							£ 85.50
January	£ 3,424.70	£ 750.00	£ 5.00		£ 103.00							
February	£ 3,953.03		£ 35.00		£ 114.63			£ 226.02				£ 156.00
March	£ 3,757.10	£ 810.00	£ 425.57		£ 51.19	£ 253.20						
April	£ 3,507.33	£ -			£ 69.45							
May	£ 3,733.79	£ 720.00	£ 5.00		£ 115.31							
June	£ 3,712.17	£ 930.00			£ 22.49		£ 29.26					
July	£ 3,869.05	£ -			£ 60.05							£ 156.00
August	£ 3,598.33	£ -	£ 96.00		£ 22.49							
Total	£ 43,887.34	£ 5,085.00	£ 683.68	£ -	£ 1,005.80	£ 486.00	£ 49.26	£ 226.02	£ -	£ -	£ -	£ 397.50

Equipment	Advertising	Cleaning/P PE	Quality Funding Grant	deposit account transfers	other	Petty cash	Totals
£ 9.34		£ 18.09				£ 130.00	£ 4,723.60
£ 91.24							£ 4,282.46
£ 102.60		£ 69.16				£ 140.00	£ 4,995.90
£ 17.46							£ 3,667.91
						£ 60.00	£ 4,586.18
		£ 27.57				£ 150.00	£ 4,436.23
£ 892.50						£ 80.00	£ 6,269.56
		£ 50.53					£ 3,627.31
£ 263.26		£ 44.51				£ 80.00	£ 4,961.87
£ 437.63		£ 19.78				£ 100.00	£ 5,251.33
53.34		£ 40.84				£ -	£ 4,179.28
£ 78.97							£ 3,795.79
£ 1,946.34	£ -	£ 270.48	£ -	£ -	£ -	£ 740.00	£ 54,777.42

completed xx

Signed D. Rodrigues D. RODRIGUES
Chair of Committee 03.06.24

signed E. Denton E. DENTON
bookkeeper 24/5/24