

**Profit and loss account for the year (Sept 2023 – end of August 2024) ending 31 August 2024**

**Income**

Vouchers	60,531.95
Fees	7,840.34
Lunch club	610.75
Fundraising	364.50
Milk	156.90
Photos	0
Uniform	164.00
Other	0

Total £69,668.44

**Expenditure**

Wages	52,062.32
Rent	5,130.00
Insurance/Memberships	1,075.12
Photos	0
Stationary/Art	743.27
PAYE/Accounting fees	275.52
Books	79.60
Fundraising	0
Equipment	2,779.52
Advertising	0
Cleaning	417.23
Transfers	2,000.00
Uniform (children)	288.80
Uniform (staff)	166.14
Petty Cash	913.78
Training	31.20
Other (fees refund)	128.30

Total £66,090.80

Profit / loss £3,577.64

Book-keeper - EUNICE DENTON E Denton 11/6/25  
 Committee Chair - DANIELLE RODRIGUES D RODRIGUES 12-6-25



Expenses September 2023 - August 2024

	Wages	Rent	Insurance /memberships	Photos	Stationary/ Art	PAYE Accounting fees	Books	Childrens Uniform	Staff Uniform	Outings	Fundraising	Training
September	£ 3,706.70		£ 79.88		£ 22.49							
October	£ 4,181.83	£ 885.00	£ 369.57		£ 82.73		£ 20.00					£ 31.20
November	£ 3,798.89	£ 1,035.00			£ 73.90							
December	£ 3,898.03	£ -			£ 22.49							
January	£ 4,388.78	£ 855.00	£ 5.00		£ 82.26							
February	£ 3,832.22		£ 485.17		£ 64.49							
March	£ 3,681.14	£ 630.00	£ 16.50		£ 61.91	£ 273.46						
April	£ 5,021.93	£ 780.00			£ 25.49			£ 72.09	£ 166.14			
May	£ 4,580.10		£ 5.00		£ 201.59							
June	£ 4,666.10	£ 945.00			£ 25.49							
July	£ 5,851.51	£ -			£ 54.94		£ 59.60					
August	£ 4,455.09	£ -	£ 114.00		£ 25.49	£ 2.06		£ 216.71				
Total	£ 52,062.32	£ 5,130.00	£ 1,075.12	£ -	£ 743.27	£ 275.52	£ 79.60	£ 288.80	£ 166.14	£ -	£ -	£ 31.20

Book keeper - Eunice DENTON

Adenton 11/6/25

Committee - DANIELLE RODRIGUES  
 Chair - D. Roaming 12-6-25

Equipment	Advertising	Cleaning/p PE	Quality Funding Grant	deposit account transfers	other	Petty cash	Totals						
£ 54.36						£ 200.00	£ 4,063.43						
£ 19.38		£ 98.04				£ 60.00	£ 5,747.75						
£ 129.95						£ 60.00	£ 5,097.74						
							£ 3,920.52						
£ 69.99		£ 48.72				£ 70.00	£ 5,519.75						
£ 24.99		£ 86.27			£ 47.25		£ 4,540.39						
£ 385.65		£ 25.74		£ 2,000.00	£ 45.80	£ 220.00	£ 7,340.20						
£ 124.74							£ 6,190.39						
£ 84.53		£ 39.24				£ 120.00	£ 5,030.46						
£ 355.97						£ 60.00	£ 6,052.56						
1429.96		£ 119.22				£ 123.78	£ 7,674.26						
£ 100.00							£ 4,913.35						
£ 2,779.52	£ -	£ 417.23	£ -	£ 2,000.00	£ 128.30	£ 913.78	£ 66,090.80						

completed xx 1/6/25

Signed Chair of Committee D. RODRIGUES DANIELE RODRIGUES

Signed bookkeeper EDENTON EUNICE DENTON

# Snettisham Bobtails Pre-School

Annual Report

To 31<sup>st</sup> August 2024

Signed on behalf of the Trustees by:

Danielle Rodrigues, Chairperson

*D Rodrigues*

Date

*12-6-25*

The Committee presents this report with the financial statements of the Pre-School for the year ending 31<sup>st</sup> August 2024.

### **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 2023, we had 20 children start with us. Numbers on the register decline through October as children moved away to 18 and in January rose to 20 and rose again to 23 at Easter.

This year we continued to upgrade the outdoor area. We purchased a story teller chair and buddy seating bench which were made from recycled plastic. So we are able to sit outside with the children at story time as well as indoors.

The three permanent EY practitioners continued to cover sessions with the help of the casual member of staff and the administrator when needed. The casual member of staff let

us know at Christmas that she would be moving to Europe at Easter, so it was decided that a new part time EY practitioner was needed. In April we appointed a new member to the team.

We had two students from the local college (CWA) attend one day a week for 6 months this year to gain voluntary hours for their college course. We hope they decide to continue with childcare in the future.

The committee again was difficult to recruit so the current committee agreed to continue their roles with our continuing support from the school academy. 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 2024 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 2024 were £20,068.99 and £4,287.57.

Children numbers were good this year with 20 children on the role in the September 2023 term, with 11 x 2-year-olds and 9 x 3–4-year-olds. Fees of £4.50 an hour for fee paying children remained in place for the year but it was decided by the committee to increase it in September 2024 to £5.50 an hour. Again this was still low compared to funded children and to other providers in the area. Numbers temporarily decreased in October with children moving away but started to rise again in January to 20. Then at Easter numbers increased to 23.

Costs for insurance have increased this year and we have another member of staff on the pension scheme. Fortunately, the funding rate increased and more children stayed over the lunchtime period which gave us extra revenue.

#### **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	£274.50
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Children Christmas card sales	£90.00
<b>Total</b>	<b>£364.50</b>

### 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 2023/2024 were:

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

Danielle Rodrigues	Chairperson
Rebecca Chilvers	Secretary
Cori Houlston	Treasurer (supported by EDenton, Admin)

Committee Members	Hannah Bateson
	Kirsty Stokes
	Cheryl Rumens
	Nina Finnegan
	Caitlin Callaghan – new member Dec 2023

### 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 - left March 2024
Sara Barker	Practitioner (Level 3) – started April 2024
Eunice Denton	Administrator

### Improvements/Business Plan for 2024/25

- 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 31<sup>st</sup> August 2024 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.