



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	09	2019		31	08	2020

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

22 Manor Close	
Welbourn	
Lincoln	
<b>Postcode</b>	<b>LN5 0NA</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Danielle Marina Francis	Chairman	02/10/17 to Date	
2	Emma Berridge	Treasurer	Oct 2018 to Date	
3	Bryony Ledger	Secretary	Oct 2018 to Date	
4	Lindsay Gration		Oct 2018 to Date	
5	Katherine Davidson		02/10/17 to Date	
6	Harriet Thornalley	Manager	30/04/18 to July 2020	
7	Yvonne Poole	Manager - Maternity Cover	Oct 2019 to Date	
8				
9				
10				
11				
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17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Th Preschool has adopted the Pre-School Alliance Constitution and is run in accordance with this.
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by the membership at the AGM. The committee has the power to co-opt up to three further committee members during the year. All trustees must seek re-election at each AGM.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The aims of the Preschool are to enhance the development and education of children, primarily under statutory school age, by encouraging parents to understand and provide the needs of their children through community groups by:

- (A) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (B) Encouraging the study of the needs of such children and their families and promotion public interest in and recognition of such needs in the local areas;
- (C) Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance

Welbourn Wonderbugs Pre-School aims to:

- Provide high quality care and education for children primarily below statutory school age;
- Work in partnership with parents to help children to learn and develop;
- Add to the life and well-being of its local community; and
- Offer children and their parents a service which promotes equality and values diversity.

We aim to ensure that each child:

- Is in a safe and stimulating environment
- Is given generous care and attention, enabled by our high ration of qualified staff to children and as well as volunteer parent helpers;
- Has the chance to join with other children and adults to live, play, work, learn and have fun together;
- Is encouraged to take forward his/her learning and development be being helped to build on what he/she already knows and can do;
- Has a personal key person who makes sure each child makes satisfying progress and who offers support to the family as a whole;
- Is in a setting which sees parents as partners in helping your child to learn and develop; and
- Is in a setting in which parents help to shape the service it offers.

The pre-School offers 3 hours sessions per week for a maximum of 16 children per session. There are 5 morning sessions from 9am – 12 noon and 5 afternoon sessions from 12 noon until 3pm. Children attending both morning and afternoon sessions will attend from 9am – 3pm. Additionally, a further 15 minutes is offered for these children from 3pm – 3.15pm in order to coincide with the end of the primary school day.

The sessions are open to children of age 2-5. Funded places are available for 2 and 3 and 4 year olds. Funding for 2-year olds is subject to eligibility. The Preschool offers 30 hours funded places to 3 and 4 year olds whose parents are eligible.

A learning journal is maintained for each child by their key person and parents are encouraged to contribute to this too.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Sessions are organised so that the children choose from, and work at, a range of activities and in doing so, build up their ability to select and work through a task to completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as encouraging them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their understanding of the world around them. The children have the opportunity, and are encouraged to take part in outdoor, child-chosen and adult-led activities, as well as those provided in the indoor playroom.

The trustees consider that these activities provide a public benefit to children below statutory school age in the village and surrounding area by offering them a safe environment in which they can learn and develop.

**Additional details of objectives and activities (Optional information)**

N/A

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Fundraising –Wreath Making, Christmas Market, Raffles and Mother’s Day planters  
Closed due to Coronavirus meaning reduction in fees and unable to fundraise, no Preschool Trip in the Summer Term.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity holds significant reserves for a charity of its size. These have been built up over several years and are held for the following reasons.

Firstly, the trustees recognise that the number of children attending the setting can fluctuate and therefore some money is held in reserve to ensure the continued running of the group should there be a period of low numbers.

Secondly, the previous setting in the primary school was initially intended to be temporary and so money was kept in reserve for such a time that new premises was to be sort, in July-Aug 2018 we moved to our new setting at Manor Close with some of the funds being put to good use to ensure the new setting was to the standard required.

Finally, it is necessary to hold amounts in reserve to provide for redundancy costs should the Pre-School no longer be able to continue.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The overall loss for the year was £6372.61. This brings the reserves at year end to £16887.56. This is largely due to maternity pay being paid in this tax year which we were unable to start a claim back on until April.

Income for the year was £31987.45, a decrease of £5242.91 on the prior year. Fee income, including vouchers and funded places, reduced by £3486.24 this year, some of this is due to a smaller number of Children this year and being closed due to Coronavirus and not receiving fees for those Children who were not funded. No donations were made in the current year.

Expenditure was up by £4660.16 on the prior year to £38360.06, this was mainly due to the Preschool Manager being on Maternity leave meaning wages cost were up to cover maternity pay and maternity cover, we have sent a claim to HMRC and hope to receive this in the new financial year.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		

## Welbourn Wonderbugs PreSchool

### Receipts and Payments Accounts For the year ended 31 August 2020

	2020	2019	Notes
	£	£	
Receipts			
Vouchers	92.75	1144.00	
Fees	4781.15	5466.50	
NEF	26266.51	29061.40	
Fundraising	729.72	1479.47	A
Donations	0.00	350.00	B
Other receipts	0.00	-361.50	C
Interest from deposit account	117.32	90.49	
<b>Total Receipts</b>	<b>31987.45</b>	<b>37230.36</b>	
Payments			
Wages and salaries	-33991.48	-27013.09	
Consumables	-148.29	-768.29	
Rent, utilities etc	-3316.36	-2526.46	D
Catering	0.00	0.00	
Equipment	-193.87	-258.90	E
Advertising	0.00	0.00	
Courses	-20.00	-20.00	
Other payments	-690.06	-3113.16	F
<b>Total Payments</b>	<b>-38360.06</b>	<b>-33699.90</b>	
<b>Net of Receipts/(Payments)</b>	<b>-6372.61</b>	<b>3530.46</b>	
Cash funds last year end	23260.17	19729.71	
Cash funds this year end	16887.56	23260.17	

### Statement of Assets and Liabilities As at 31 August 2020

	2020	2019
	£	£
Cash Funds		
Deposit Account	14883.16	20265.84
Current Account	1986.36	2859.94
PayPal	18.04	134.39
	16887.56	23260.17
Liabilities		
Wages due	-1674.87	-2850.55
Welbourn shop	0.00	0.00
	-1674.87	-2850.55



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

WELBOURN WONDERBUGS PRE-SCHOOL

On accounts for the year ended

1/9/2019 TO 31/8/2020

Charity no (if any)

1044232

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

J Dwane

Date:

21/5/21

Name:

JACKIE DWANE

Relevant professional qualification(s) or body

SENIOR ADMINISTRATOR AT WELBOURN COF E PRIMARY SCHOOL

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.