



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|----|------|-----------|-----------------|----|------|
| From | Period start date | | | To | Period end date | | |
| | 01 | 01 | 2020 | | 31 | 12 | 2020 |

Section A Reference and administration details

Charity name

Caddington Pre-School

Other names charity is known by

Registered charity number (if any)

1049662

Charity's principal address

Caddington Pre-School, The Bungalow
 Caddington Village School
 Five Oaks Caddington Bedfordshire
Postcode LU1 4JD

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 | Tessa Price | Chairperson | | |
| 2 | Philippa Rogers | Treasurer | | |
| 3 | Ellen Rita Tims | | | |
| 4 | Nichola Summers | Manager | | |
| 5 | Kim Carney | Deputy Manager | | |
| 6 | Ilona Bishop | | | |
| 7 | Faye Rogan | | | |
| 8 | | | | |
| 9 | | | | |
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| 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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| |
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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Unincorporated Trust |
| Trustee selection methods (eg. appointed by, elected by) | Appointed and reappointed annually at AGM |

Additional governance issues (Optional information)

| | |
|--|--|
| <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. | <p>Caddington Pre-School have policies and procedures in place from the Pre-School Learning Alliance which include a Safeguarding Children and Child Protection Policy, Employment Policy, Induction of Employees and Volunteers Policy, all backed by the legal framework and further guidance. The policies are updated annually or when a change occurs such as change of staff member, updated guidance, change in law whichever occurs sooner. Covid-19 policies and procedures were introduced during 2020.</p> <p>Online training is provided by Central Bedfordshire Council on The Academy website for professionals. An induction is carried out for all staff, volunteers and trustees.</p> <p>Disclosure and Barring Services are carried out prior to commencement of employment or trusteeship. Staff and volunteers sign up to the DBS update service and complete a Staff Disqualification Disclosure.</p> |
|--|--|

Section C Objectives and activities

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

Caddington Pre-School offer Nursery Education for children from the age of two until children are required to start school the year after they turn four years old.

Our object is to encourage the learning and development of children to meet their learning outcomes in preparation for school and life time goals.

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)

As an Ofsted registered setting Caddington Pre-School must meet the regulations stated in the 'Statutory Framework for The Early Years Foundation Stage' to ensure a well-balanced and nurturing learning environment for young children.

Since Caddington Pre-School has been sited on the grounds of Caddington Village School we support the families of children attending Caddington Village School Nursery with their needs for extended Nursery Education. Caddington Pe-School collect children from morning nursery at Caddington Village School, offering a lunch and afternoon session for these children requiring all day provision.

Caddington Pre-School has been adaptable in their provision to fit around the staggered start and finish times of Caddington Village School.

We have continued to remain open during Covid-19 lockdowns providing essential places for Key Workers in our community.

Additional details of objectives and activities (Optional information)

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

Caddington Pre-School have continued to offer places to Key Worker parents and their children this year. After lockdown and the return to education for all children we have met our registered capacity for the morning and lunch sessions. The numbers for afternoon sessions have increased than previous years.

Staff have been given the opportunity to widen their training during lockdown periods using 'The Academy' and the online training facility. Face to face training has not been available this year although some Zoom training has taken place to enhance staff development.

Section E

Financial review

Brief statement of the charity's policy on reserves

Five thousand pounds (£5,000) is held in a designated account as a reserve against possible future liabilities.

Details of any funds materially in deficit

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.

Caddington Pre-School's principal source of funds come from Nursery Education Funding for three- and four-year olds, Two Year Funding and fees.
Nursery Educational Funding (Universal) – All three-and-four-year olds are entitled to fifteen hours funding per week for thirty-eight weeks of the year.
Nursery Educational Funding (Extended) – Parents who meet the criteria can apply for an additional fifteen hours funding known as 'Extended' or '30 Hours' funding. Parents must renew their codes every three months to continue their eligibility.
Two Year Funding – Some families are entitled to funding for their two-year olds if they meet the criteria. This entitlement is for the whole year irrespective of any changes in their circumstances.
Fees are paid by parents of two year olds not entitled to funding or by parents of three-and-four-year olds who require hours over their entitlement.
Due to lockdowns throughout this year the income of fees has been considerably lower than previous years.

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

| | | |
|--|-----------------|--|
| Signature(s) | | |
| Full name(s) | Nichola Summers | |
| Position (eg Secretary, Chair, etc) | Manager | |
| Date | 04/08/2021 | |

Caddington Pre School 2020 Accounts Summary

| | Income | Expenditure | Balance |
|---|-------------|-------------|-------------------|
| Bank Balance 1.1.20 | | | £39,343.79 |
| January | £11,443.69 | £9,345.29 | £2,098.40 |
| February | £9,633.78 | £6,892.27 | £2,741.51 |
| March | £7,347.03 | £10,774.52 | -£3,427.49 |
| April | £9,935.48 | £6,651.46 | £3,284.02 |
| May | £8,201.24 | £10,168.69 | -£1,967.45 |
| June | £8,202.59 | £11,488.24 | -£3,285.65 |
| July | £9,047.14 | £2,964.15 | £6,082.99 |
| August | £11,624.93 | £6,926.98 | £4,697.95 |
| September | £6,850.40 | £15,280.22 | -£8,429.82 |
| October | £6,316.70 | £12,025.66 | -£5,708.96 |
| November | £19,176.11 | £8,708.90 | £10,467.21 |
| December | £8,690.64 | £10,606.82 | -£1,916.18 |
| | £116,469.73 | £111,833.20 | £4,636.53 |
| Closing Balance 31st December 2020 | | | £43,980.32 |

| | |
|----------------------------------|-------------------|
| Community A/C | £38,077.58 |
| Expenses A/C | £873.85 |
| Saver Account - Restricted Funds | £5,028.89 |
| Total Balance | £43,980.32 |

Income & Expenditure Account

| | |
|-----------------------------|--------------------|
| Fees | £17,717.39 |
| Council 2/3 Yr Olds Funding | £93,484.93 |
| Grants | £2,563.06 |
| Donations | |
| Fundraising | |
| T Shirts/ Sweat Shirts | £72.00 |
| Misc | |
| Bank Interest | £3.94 |
| Total Income | £113,841.32 |

| | |
|---|--------------------|
| Salaries and Pensions | £93,306.66 |
| Expenses Claims | £1,745.77 |
| Expense Account (not grant expenditure) | £5,614.10 |
| Insurance | |
| Rent | £5,150.00 |
| Professional Fees | £1,604.07 |
| Refunded Fees | |
| Training/ DBS Checks | £530.00 |
| Grant Money Spent | £349.39 |
| Misc | £904.80 |
| Total Expenditure | £109,204.79 |

| | |
|-------------------------|-------------------|
| Net Surplus/Deficit | £4,636.53 |
| Bank Balance B/F | £39,343.79 |
| Bank Balance C/F | £43,980.32 |

£0.00

Accounts prepared by

Miss P Rogers
Treasurer
Caddington Pre School

CADDINGTON PRE-SCHOOL

Charity Commission no. 1049662

FINANCIAL STATEMENTS

FOR THE

YEAR ENDED 31st DECEMBER
2020

CADDINGTON PRE-SCHOOL

Charity Commission no. 1049662

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CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

CHARITY INFORMATION

PERIOD ENDED 31st DECEMBER

2020

**Trustees in the year,
including those who held
office:**

Tessa Lorraine Price (appointed September 2018)
Ellen Rita Tims (appointed April 2016)
Nichola Ann Summers (appointed July 2016)
Faye Elizabeth Rogan (appointed October 2019)
Philippa Jane Rogers (September 2019)

Treasurer:

Caddington Pre-School

Contact address:

Caddington Village School
Five Oaks
Caddington
Luton
LU1 4JD

Independent Examiner:

Spicer & Co UK Limited
Staple House
5 Eleanor's Cross
Dunstable
Bedfordshire
LU6 1SU

Principal bankers:

Barclays Bank UK PLC
1 Churchill Place, London E14

CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

TRUSTEES' REPORT

The trustees set out the financial statements for the year ended 31st December 2020.

The Pre-School is governed by a Constitution that was adopted in November 2014. The overall management and control of the Pre-School rests with the individual members of the Pre-School's Management Committee. Members are elected or re-elected at the Annual General Meeting in May each year.

The trustees have complied with their duty to have given due regard to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities.

The aims of the Pre-School are to enhance the development and education of children under statutory school age. In this period, during the 38 weeks of school term time, the Pre-School has provided morning and afternoon sessions every week day, and all of the sessions are well attended.

The Pre-School provides places for children from two years old up to five years old, and offers appropriate play, education and care facilities. In particular, the Pre-School instigates, adheres to and furthers the aims and objects of the Pre-School Learning Alliance. In addition to providing places for funded children from when they are three years old, the Pre-School is able to take funded two year olds.

The Pre-School had a busy year: in addition to the normal day-to-day activities of the Pre-School, the children have participated in numerous special occasions and activities, including Sports Day and a Nativity Play.

The Pre-School's primary source of income is funding from Buckinghamshire County Council, but fundraising is also very important. In late 2017 the government introduced 30 hours free childcare, which the Management Committee supports, and the Pre-School provides. However, it creates a 'funding gap' since the hourly fees paid by government do not reflect well our corresponding expenditure, which is primarily staff costs. This year the Pre-School successfully raised funds through volunteer-organised events and initiatives, but we expect the free childcare funding gap to continue to impact our reserves over time.

At 31 March 2020, the Pre-School holds cash at the bank and in hand of £43,980, all of which is unrestricted funds. These funds are held in order to meet the ongoing expenditure of the Pre-School, as well as to cover the cost of unexpected events.

Trustees

The trustees who held office during the year were as listed on page 1 of this report.



on behalf of the trustees

**Nichola
Ann
Summers**
Trustee

CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31st December 2020

| | Year to 31 st December 2020 £ | Year to 31 st December 2019 £ |
|---|---|---|
| Income | | |
| Nursery Grant | 93484.93 | 76111.20 |
| Fees | 17717.39 | 16531.64 |
| Fundraising + Donations | | 108.57 |
| Uniform | 72 | 544 |
| Sundry | | 94.50 |
| Bank interest received | 3.94 | 10 |
| Other Grants | 2563.06 | 3446.91 |
| Income and bank interest | 113841.32 | 96846.82 |
| Expenditure | | |
| Wages | 93306.66 | 71475.62 |
| Rent | 5150 | 6287.50 |
| Expense claims | 1745.77 | 636.92 |
| Equipment (Expense Account) | 5614.10 | 3311.61 |
| Consumables and resources | 349.39 | 749 |
| Professional Fees | 1604.07 | 180 |
| Social Events | | 0 |
| Staff Courses and DBS | 530 | 87.50 |
| Licences and subscriptions | | 0 |
| Insurance | | 778.18 |
| Fundraising costs | | |
| Advertising | | |
| Cleaning | | |
| Sundry | 904.80 | 2784.99 |
| Refunded Fees | | 16 |
| Total Expenditure | 109204.79 | 86291.32 |
| (Deficit)/Surplus for the financial year | 4636.53 | 10555.50 |
| Retained funds brought forward | 39343.79 | 28788.29 |
| Retained funds carried forward (Includes amount in Deposit Account) | 43980.32 | 39343.79 |

All trust funds are unrestricted funds.

There were no other recognised gains or losses during the financial year and no separate statement of total recognised gains or losses has therefore been presented.

CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

ASSETS, LIABILITIES & FUNDS REPORT

YEAR ENDED 31st December 2020

| | 31 st December 2020 £ | 31 st December 2019 £ |
|--------------------------------|--|--|
| Current assets | | |
| Bank and cash | 43980.32 | 39343.79 |
| | <hr/> | <hr/> |
| Net current assets | 43980.32 | 39343.79 |
| | <hr/> | <hr/> |
| Net assets | 43980.32 | 39343.79 |
| | <hr/> | <hr/> |
| Unrestricted funds | | |
| Balance brought forward | 39343.79 | 28788.29 |
| (Deficit)/Surplus for the year | <u>4636.53</u> | <u>10555.50</u> |
| | 43980.32 | 39343.79 |
| | <hr/> | <hr/> |

The financial statement was approved by the trustees on 10th August 2021 and
were signed on its behalf by:



N Summers
Trustee

CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

ASSETS, LIABILITIES & FUNDS REPORT
YEAR ENDED 31st December 2020

NOTES ON THE FINANCIAL STATEMENTS

1. Accounting policies

The following accounting policy has been used consistently in dealing with items which are considered material in relation to the trust's financial statements:

Basis of accounting

The financial statements have been prepared on a receipts and payments basis.

2. Grants income and expenditure

The Pre-School received grants in the year to spend on costs related to specific benefits for the Pre-School, its children and staff.

| | year ended 31 st December 2020 £ | year ended 31 st December 2019 £ |
|-----------------------------------|--|--|
| Net grant balance brought forward | 3252.48 | 554.57 |
| Grant income received | 2563.06 | 3446.91 |
| Spend against grants | 349.39 | 749 |
| | | <hr/> |
| Net grant balance carried forward | 6164.93 | 3252.48 |
| | <hr/> | <hr/> |

3. Trustees' remuneration

Trustees received no emoluments during the year.

CADDINGTON PRE-SCHOOL
(Charity Commission no. 1049662)

YEAR ENDED 31st December 2020

INDEPENDENT EXAMINERS REPORT

Report to the trustees of CADDINGTON PRE-SCHOOL

(Charity Commission no. 1049662) on the accounts for the year ended 31st December 2020 set out on pages 3 to 5.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date:

Suzanne Spicer FCA
Spicer & Co UK Limited
Staple House
5 Eleanor's Cross
Dunstable
Bedfordshire
LU6 1SU