



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	TO	Day	Month	Year
	01	01	2020		31	12	2020

Section A Reference and administration details

Charity name Little Gems Pre-School, Luton

Other names charity is known by Raynham Way Pre-School (Previous Name, changed 2020)

Registered charity number (if any) 802447

Charity's principal address Little Gems Pre-School, Luton

C/O Wigmore Primary School

Twyford Drive, Luton

Postcode LU2 9TB

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	CAROL BOWLER	CHAIR		COMMITTEE
2	SAMANTHA DEVANE	TREASURER		COMMITTEE
3	JENNIFER ROLLS	SECRETARY		COMMITTEE
4				
5				
6				
7				
8				

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

Name	Dates acted if not for whole year
JULIE BRIARS (CUSTODIAN TRUSTEE)	
ERIKA HURST (CUSTODIAN TRUSTEE)	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
INDEPENDENT EXAMINER	NEIL GRIFFITHS	LIGHTHOUSE ACCOUNTANCY LTD, THE OLD PUMP HOUSE, 44A NORTH ROAD, GREAT ABINGTON, CAMBRIDGE, CB21 6AS.

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

CAROL BOWLER – CHAIR, GEMMA BOWKETT – MANAGER, AMANDA CARNELL - ADMINISTRATOR

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)

MANAGEMENT COMMITTEE WITH THREE TRUSTEES AND GENERAL COMMITTEE MEMBERS. 2 CUSTODIAN TRUSTEES.

Trustee selection methods
(eg. appointed by, elected by)

ELECTED AT 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.

LITTLE GEMS PRE-SCHOOL WORKS CLOSELY WITH THE EARLY YEARS ALLIANCE FOR TRUSTEE GUIDANCE AND TRAINING.

Section C Objectives and activities

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

To advance the education of children below school age by:

- Providing a safe, friendly environment for children to enjoy and progress.
- Encouraging other charitable activities through which parents may help the children.
- Furthering the aims of the pre-school.

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)

We run additional groups within pre-school. These can include phonics sessions, musical and PE sessions as well as groups tailored for children's specific needs, such as English as a second language.

Little Gems Pre-School is dedicated to healthy eating and we have our own kitchen co-ordinator who plans healthy snacks with the children to help promote independence. All staff speak to the children about healthy choices and this is encouraged throughout the setting. We hope that this, in time, will reduce the obesity level in our children and the general 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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Little Gems Pre-School have continued to provide a safe and nurturing environment for young children in the community.

Our education statistics, provided and commended by the local council, are above average for our location. We are extremely proud of this.

Our SENDCO team work hard to bring on the development of special needs children and also those children that are performing slightly lower than their age appropriate level. We have nurture groups to help improve skills in all areas identified as needing support.

We have had a difficult financial year due to COVID-19 and have had to spend large sums on additional cleaning items and procedures to keep our staff and the children safe and healthy. Although this has been a worrying time, financially, we hope we will recover well when things return to normal.

Our donations and fundraising have been hugely reduced this year due to COVID-19 and we have had to cancel our main fundraising event of the year, our Halloween party, which always raised large amounts for the pre-school. We also had to cancel our sports day, leavers party and Christmas concerts, which was exceptionally sad for the children, parents and staff. Although things are different, and more challenging, we feel we are still providing an amazing service to the public and learning new ways to overcome COVID related issues.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have a contingency account which covers three months running costs and redundancy pay. This account stands at £75,000 as of 31/12/2020. Once things return to normal and we are not so restricted, due to COVID, we hope to be able to increase this contingency with a view to replacing our portacabin building as they only have an estimated lifespan of 5-10 years, as ours is a refurb. A new one will cost in excess of £100,000.

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 majority of the money we receive comes from the local authority for funded children. We also get funds from additional sessions, fundraising activities (Christmas and Halloween parties) and donations in cash or via our Amazon wish list.

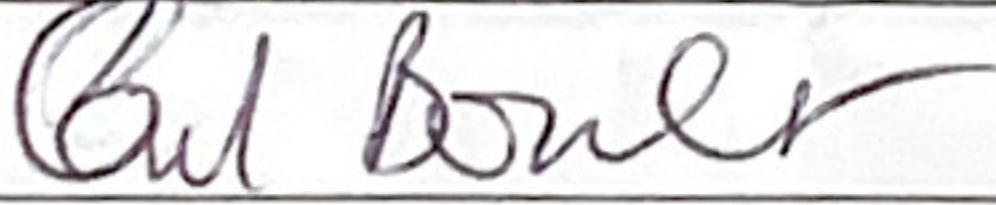
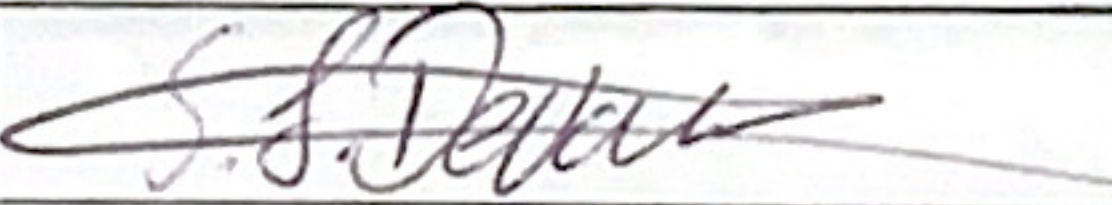
Section F Other optional information

Lighthouse Accountancy independently examine our accounts and the Early Years Alliance process our payroll. This means that we have a stable routine in place so that a new committee do not have to worry about this side of our charity. This keeps things simple for everyone.

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)	CAROL BOWLER	SAMANTHA DEVANE
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/05/2021	

Little Gems Pre-School

Financial Activities

January - December 2020

	TOTAL	
	JAN - DEC 2020	JAN - DEC 2019 (PY)
Income		
Bank Interest	66.94	190.95
Commission		289.37
Donations and legacies	325.60	35.40
Funding	108,273.71	157,002.38
Fundraising	154.06	1,039.00
Grant	500.00	
School Meals	423.00	679.55
Service/Fee Income	8,797.69	12,322.50
Total Income	£118,541.00	£171,559.15
Cost of Sales		
Cost of sales	1,830.70	3,141.18
Total Cost of Sales	£1,830.70	£3,141.18
TOTAL	£116,710.30	£168,417.97
Expenditures		
Accountancy	465.00	600.00
Activities		362.18
Advertising/Promotional	1,281.72	879.00
Bank charges	58.50	25.17
Bookkeeping	428.40	386.40
Children's Entertainer		460.00
Children's Play Equipment	2,486.71	10,440.93
Clothing		24.00
Computer Costs	1,339.92	1,172.20
DBS Checks	171.40	
Employers NI	8,584.80	7,868.00
First Aid Supplies	29.95	
Furniture Expenditure	69.99	1,277.60
General Expenses	286.58	1,082.36
Gifts	175.00	33.88
Gross Pay	130,093.01	146,265.80
Hygiene Supplies	2,254.83	1,178.36
Insurances	1,453.25	1,435.99
Internet, Web & Email Costs	937.10	1,262.36
Kitchen Equipment	420.88	254.62
Office/General Administrative Expenditures	675.73	677.12
PAYE/NI	1,539.34	
Payroll Services	51.00	
Pension Contributions	1,887.29	2,147.81
Phone Costs	887.47	663.99
Printing, Postage and Stationery	977.31	949.72
Professional Fees and Services	2,380.00	5,350.88
Purchases		474.42
Rent or Lease of Buildings	2,340.00	2,691.60

	TOTAL	
	JAN - DEC 2020	JAN - DEC 2019 (PY)
Repair, maintenance, servicing and security	1,720.82	10,614.56
Software Updates and Subscriptions	531.46	384.97
Staff Meals & Entertainment	109.17	267.09
Staff Training	738.10	1,220.60
Storage Sheds	612.94	
Travel, Accommodation and Parking	23.01	154.00
Trips		249.00
Uncategorised Expenditure	-139.40	139.40
Uniform, Book Bags and Clothing	107.81	551.19
Total Expenditures	£164,979.09	£201,545.20
NET OPERATING INCOME	£ -48,268.79	£ -33,127.23
NET INCOME/(EXPENDITURE)	£ -48,268.79	£ -33,127.23

Little Gems Pre-School

Balance Sheet

As of December 31, 2020

	TOTAL	
	AS OF DEC 31, 2020	AS OF DEC 31, 2019 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Little Gems Current Acc (2681)	5,519.98	40,182.50
Little Gems Savings (2746)	70,370.33	75,303.39
Total Cash at bank and in hand	£75,890.31	£115,485.89
Debtors		
Debtors	3,395.72	1,165.25
Total Debtors	£3,395.72	£1,165.25
NET CURRENT ASSETS	£79,286.03	£116,651.14
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	576.73	726.73
Total Trade Creditors	£576.73	£726.73
Current Liabilities		
Accruals	465.00	600.00
Deposits	837.00	837.00
Tax and National Insurance	14,188.68	3,000.00
Total Current Liabilities	£15,490.68	£4,437.00
Total Creditors: amounts falling due within one year	£16,067.41	£5,163.73
NET CURRENT ASSETS (LIABILITIES)	£63,218.62	£111,487.41
TOTAL ASSETS LESS CURRENT LIABILITIES	£63,218.62	£111,487.41
TOTAL NET ASSETS (LIABILITIES)	£63,218.62	£111,487.41
Charity funds		
Opening Balance Equity	103,156.89	103,156.89
Retained Earnings	8,330.52	41,457.75
Surplus/(Deficit)	-48,268.79	-33,127.23
Total Charity funds	£63,218.62	£111,487.41



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees/
members of

Charity Name
LITTLE GEMS PRE SCHOOL

On accounts for the year
ended

31 DECEMBER 2020

Charity no
(if any)

802447

Set out on pages

ONE AND TWO AND THREE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 12 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:

Date:

20 MAY 2021

Name:

NEIL JOHN GRIFFITHS

Relevant professional
qualification(s) or body (if
any):

FMAAT, IFA

Lighthouse Accountancy
The Old Pump House

Address:

44A North Road
Great Abington
Cambridge
CB21 6AS
TEL: 01462 454578

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.

