



# Trustees' Annual Report for the period

Period start date			Period end date				
<b>From</b>	<b>Day</b> 01	<b>Month</b> 01	<b>Year</b> 2021	<b>TO</b>	<b>Day</b> 31	<b>Month</b> 12	<b>Year</b> 2021

## Section A Reference and administration details

**Charity name** Little Gems Pre-School, Luton

**Other names charity is known by**

**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 £70,000 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	CAROL BOWLER	SAMANTHA DEVANE
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	TREASURER
<b>Date</b>		

# Little Gems Pre-School

## Financial Activities

January - December 2021

	TOTAL
Income	
Bank Interest	7.12
Commission	184.63
Discounts/Refunds Given	100.00
Donations and legacies	83.35
Funding	180,421.12
Fundraising	76.00
School Meals	757.50
Service/Fee Income	18,225.65
Uniform	998.50
<b>Total Income</b>	<b>£200,853.87</b>
Cost of Sales	
Cost of sales	365.50
<b>Total Cost of Sales</b>	<b>£365.50</b>
<b>TOTAL</b>	<b>£200,488.37</b>
Expenditures	
Accountancy	480.00
Activies	44.91
Advertising/Promotional	372.00
Agency Staff	108.00
Bank charges	84.60
Bookkeeping	432.00
Children's Craft	396.81
Children's Play Equipment	181.55
Children's Toys	3,033.61
Computer Costs	14.98
DBS Checks	425.40
Drink	188.55
Employers NI	-14,891.94
Family Support	171.09
First Aid Supplies	36.03
Food	766.83
Furniture Expenditure	1,600.20
General Expenses	0.40
Gifts	316.10
Gross Pay	138,676.95
Hygiene Supplies	2,817.04
Insurances	1,454.50
Internet, Web & Email Costs	443.31
Kitchen Equipment	158.71
Office/General Administrative Expenditures	-114.20
Payroll Services	825.00
Pension Contributions	2,046.55
Phone Costs	1,065.31
Postage Costs	22.69
Printing Costs	838.61

	TOTAL
Professional Fees and Services	124.01
Refund	-0.20
Rent or Lease of Buildings	1,530.00
Repair, maintenance, servicing and security	2,400.84
Software Updates and Subscriptions	545.41
Staff Meals & Entertainment	102.60
Staff Training	777.37
Travel, Accommodation and Parking	20.00
Uniform, Book Bags and Clothing	2,859.50
<b>Total Expenditures</b>	<b>£150,355.12</b>
NET OPERATING INCOME	<b>£50,133.25</b>
NET INCOME/(EXPENDITURE)	<b>£50,133.25</b>

**CHARITY COMMISSION FOR ENGLAND AND WALES** Independent examiner's report on the accounts

Report to the trustees/ members of: **LITTLE GEMS PRESCHOOL**

On accounts for the year ended: **31 December 2021** Charity no (if any): **802447**

Set out on pages: **ONE TO FIVE**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 Dec 2021.

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)(c) of the Act.

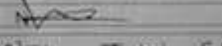
[The charity's gross income exceeded £250,000 and I am entitled to undertake the examination by being a qualified member of (insert name of applicable body) (if none) (if not applicable)]

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than those stated 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 2006 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: **31 March 2022**

Name: **Neil Justin Griffiths**

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

IER 1 Oct 2018