



# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	TO	Day	Month	Year
	01	01	2023		31	12	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

### 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	SUZANNE GFRARER	CHAIR	01/01/2023 – 12/12/2023	COMMITTEE
2	SARAH GANNON	CHAIR	12/12/2023 – 31/12/2023	COMMITTEE
3	SAMANTHA DEVANE	TREASURER		COMMITTEE
4	SARAH GANNON	SECRETARY	01/01/2023 – 12/12/2023	COMMITTEE
5	KATHRYN BILEY	SECRETARY	12/12/2023 – 31/12/2023	COMMITTEE
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)	01/01/2023 – 24/03/2023
ERIKA HURST (CUSTODIAN TRUSTEE)	
GEMMA BOWKETT (CUSTODIAN TRUSTEE)	24/03/2023 – 31/12/2023

### 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)

SARAH GANNON – 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 supporting and ECO friendly environment. We teach our children to recycle, understand the importance of this and use as many eco friendly resources as possible. This has included bamboo toothbrushes, our home made compost and eco friendly glitter.

### 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 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 remained full throughout the year which has allowed us to recruit a number of new qualified practitioners.

## 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 £79171.39 as of 31/12/2023. 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)	SARAH GANNON	SAMANTHA DEVANE
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date



Report to the trustees/  
members of

Charity Name  
LITTLE GEMS PRE-SCHOOL LUTON

On accounts for the year  
ended

31st DECEMBER 2023 Charity no  
(if any) 802447

Set out on pages

ONE TO THREE. (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 DD / MM / YYYY.

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: 12 OCTOBER 2024

Name: NEIL JOHN GRIFFITHS

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

FFA, ATT

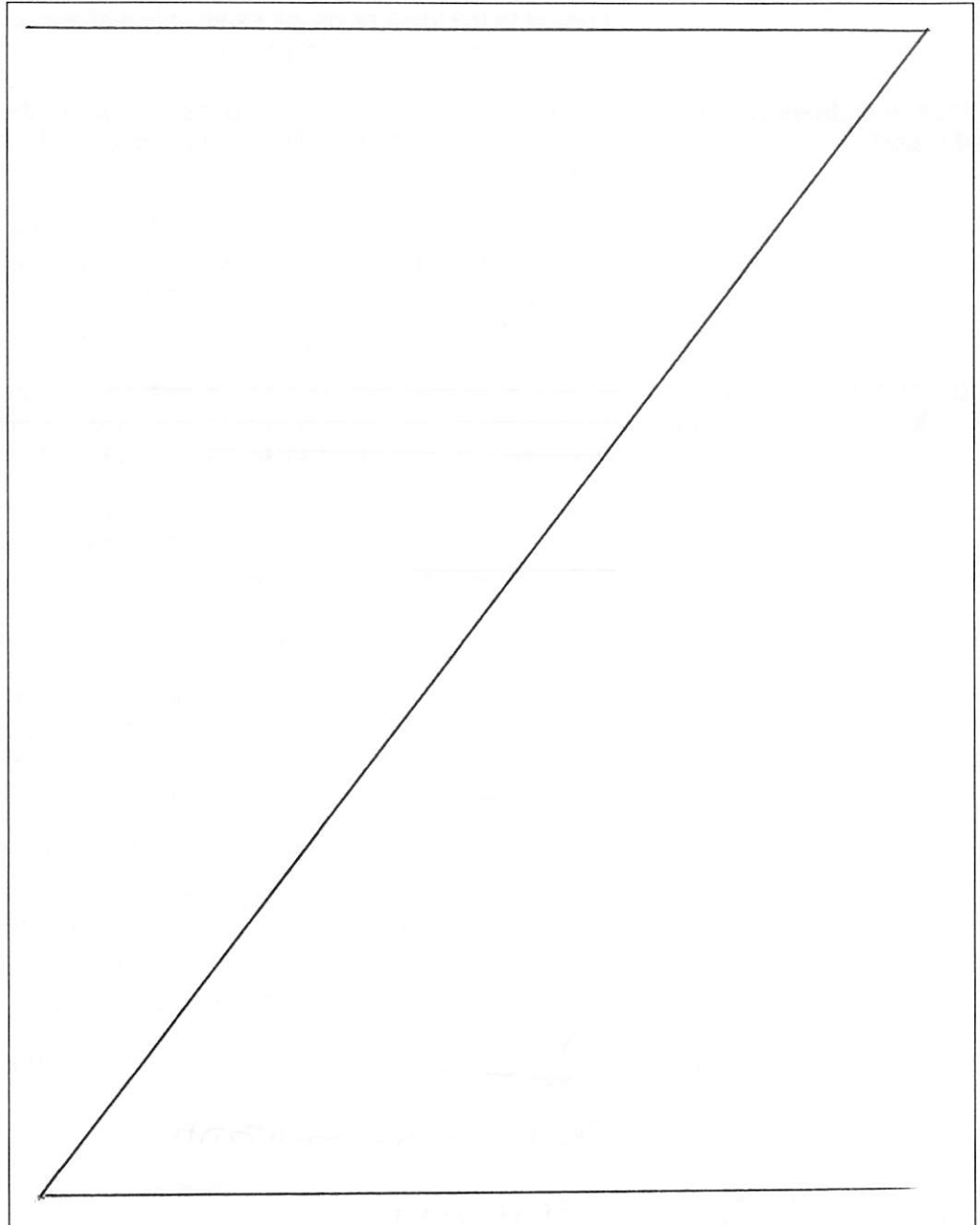
Lighthouse Accountancy  
The Old Pump House  
44A North Road  
Great Abington

Address:

Cambridge
CB21 6AS
TEL: <del>01462 454578</del> 07769 776277

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.



# Little Gems Pre-School

## Financial Activities

January - December 2023

	TOTAL
<b>Income</b>	
Bank Interest	725.48
Commission	231.22
Discounts/Refunds Given	1.74
Donations and legacies	21.50
Funding	193,472.34
Fundraising	248.33
School Meals	-157.00
Service/Fee Income	28,726.41
Uniform	593.00
<b>Total Income</b>	<b>£223,863.02</b>
<b>TOTAL</b>	<b>£223,863.02</b>
<b>Expenditures</b>	
Accountancy	470.00
Activies	698.67
Advertising/Promotional	9.99
Agency Staff	309.68
ASDA Gift Card	700.00
Bank charges	102.00
Bank charges Suspense	0.00
Bookkeeping	487.20
Children's Craft	1,086.77
Children's Play Equipment	83.00
Children's Toys	3,385.21
Clothing	8.99
Computer Costs	271.90
DBS Checks	555.69
Discounts given	-3.90
Drink	184.06
Employers NI	5,353.71
First Aid Supplies	42.67
Food	1,105.33
Furniture Expenditure	234.35
Gifts	2,769.90
Gross Pay	179,765.17
Hygiene Supplies	3,428.13
Insurances	1,532.42
Internet, Web & Email Costs	290.78
Kitchen Equipment	1,197.84
Office/General Administrative Expenditures	1,142.15
Payroll Services	1,020.66
Pension Contributions	2,703.01
Phone Costs	1,596.42
Postage Costs	78.28
Printing Costs	4,030.84
Professional Fees and Services	1,343.59

	TOTAL
Raising funds	110.86
Recruitment Costs	426.00
Rent or Lease of Buildings	2,160.00
Repair, maintenance, servicing and security	5,223.30
Restricted Expense	72.00
Software Updates and Subscriptions	1,095.51
Staff Meals & Entertainment	104.55
Staff Training	628.15
Stationary	359.76
Travel, Accommodation and Parking	351.50
Trips	282.00
Uncategorised Expenditure	-351.95
Uniform, Book Bags and Clothing	1,491.37
<b>Total Expenditures</b>	<b>£227,937.56</b>
<b>NET OPERATING INCOME</b>	<b>£ -4,074.54</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -4,074.54</b>

# Little Gems Pre-School

## Balance Sheet

As of December 31, 2023

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Little Gems Current Acc (2681)	34,425.04
Little Gems Savings (2746)	79,171.39
<b>Total Cash at bank and in hand</b>	<b>£113,596.43</b>
Debtors	
Debtors	1,048.90
<b>Total Debtors</b>	<b>£1,048.90</b>
<b>NET CURRENT ASSETS</b>	<b>£114,645.33</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	-164.40
<b>Total Trade Creditors</b>	<b>£ -164.40</b>
Current Liabilities	
Accruals	470.00
<b>Total Current Liabilities</b>	<b>£470.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£305.60</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£114,339.73</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£114,339.73</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£114,339.73</b>
Charity funds	
Opening Balance Equity	103,156.89
Retained Earnings	15,257.38
Surplus/(Deficit)	-4,074.54
<b>Total Charity funds</b>	<b>£114,339.73</b>



Report to the trustees/ members of

Charity Name: LITTLE GEMS PRE-SCHOOL LUTON

On accounts for the year ended

31st DECEMBER 2023 Charity no (if any) 802447

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Date: 12 OCTOBER 2024

Name: NEIL JOHN GRIFFITHS

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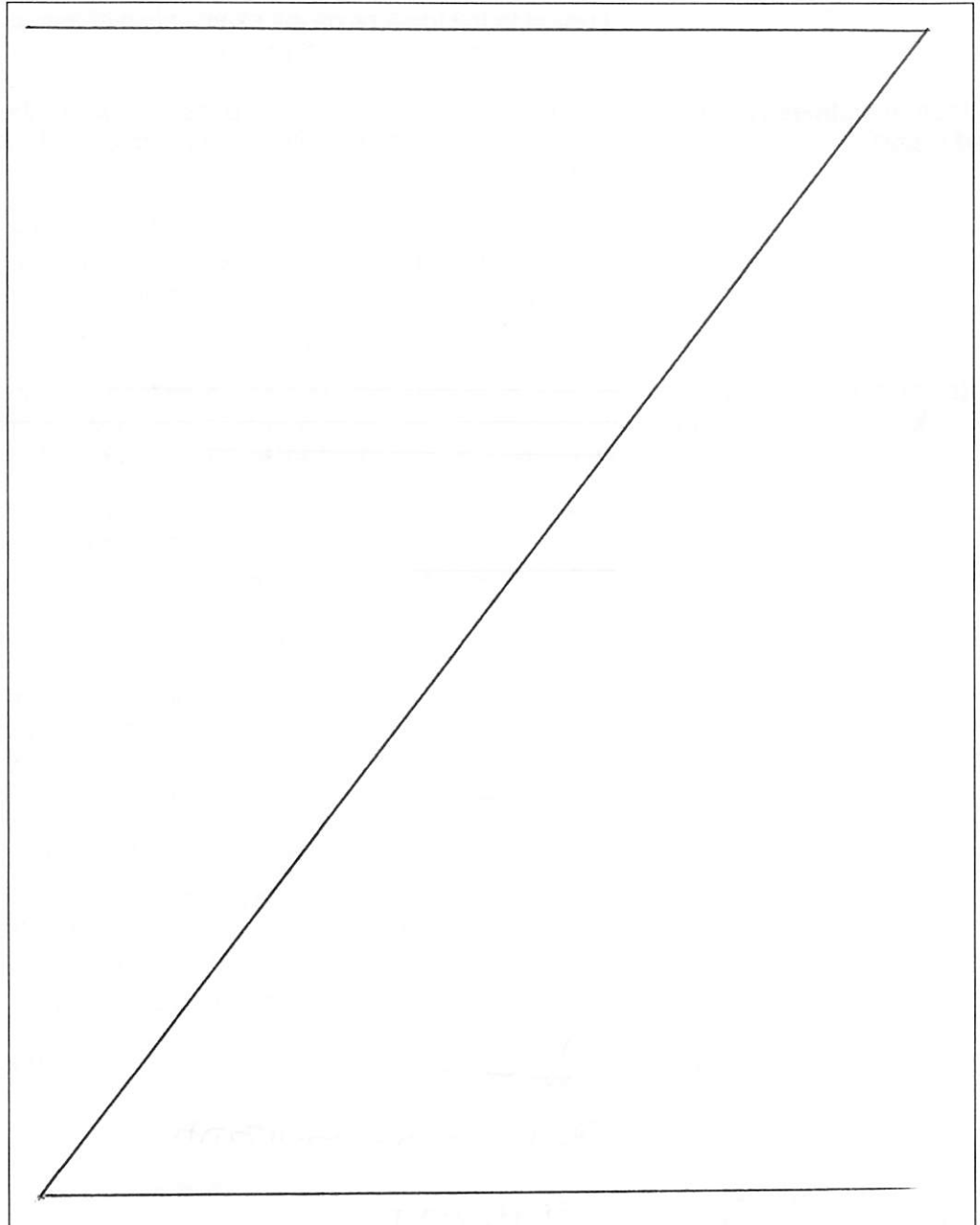
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