



Trustees' Annual Report for the period

Period start date Period end date
 Day Month Year Day Month Year
 From 01 01 2024 TO 31 12 2024

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	SARAH GANNON	CHAIR		COMMITTEE
2	SAMANTHA DEVANE	TREASURER		COMMITTEE
3	KATHRYN BILEY	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
GEMMA BOWKETT (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)

SARAH GANON – CHAIR, GEMMA BOWKETT – MANAGER, AMANDA CARNELL – ADMINISTRATOR

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

CONSTITUTION

How the charity is constituted

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

Trustee selection methods

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:

- a) Providing a safe, friendly environment for children to enjoy and progress.
- b) Encouraging other charitable activities through which parents may help the children.
- c) 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 PSED 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

We were able to extend our setting with the addition of our new outdoor classroom known as the lodge. This allows the children more space in general and gives us an area for more targeted groups.

The lodge has been extremely beneficial for both staff and children. We also had our first summer fete in our garden area. This was a great community event, very successful and great fun.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have a contingency account which we hope to be able to increase 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 and Easyfundraising.


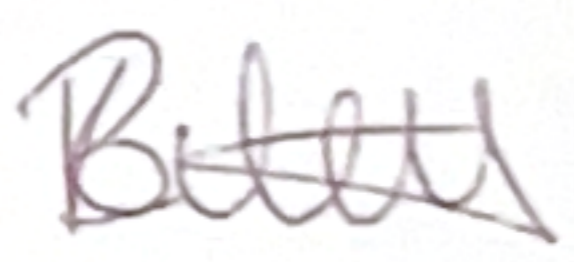
Section F Other optional information

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	KATHRYN BILEY
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	24/9/2025	

Statement of Activity Comparison

Little Gems Pre-School

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - DEC 31 2024	JAN 1 - DEC 31 2023 (PY)
Income		
Bank Interest	1,144.50	725.48
Commission	232.57	231.22
Discounts/Refunds Given	1.40	1.74
Donations and legacies	165.95	21.50
Funding	234,457.17	193,472.34
Fundraising	2,924.00	248.33
School Meals	2,630.00	-157.00
Service/Fee Income	19,048.95	28,726.41
Uniform	559.00	593.00
Total for Income	£261,163.54	£223,863.02
Cost of Sales		
Cost of sales	1,876.50	
Total for Cost of Sales	£1,876.50	
Gross Profit	£259,287.04	£223,863.02
Expenses		
Accountancy	460.00	470.00
Activies	1,060.79	698.67
Advertising/Promotional	300.00	9.99
Agency Staff	1,109.59	309.68
ASDA Gift Card	1,685.35	700.00
Bank charges	126.00	102.00
Bookkeeping	542.40	487.20
Children's Craft	582.11	1,086.77
Children's Play Equipment	42.90	83.00
Children's Toys	3,073.60	3,385.21
Clothing	129.00	8.99
DBS Checks	623.41	555.69
Drink	132.48	184.06
Employers NI	8,057.92	5,353.71
First Aid Supplies	32.28	42.67
Food	225.58	1,105.33
Gifts	2,197.16	2,769.90
Gross Pay	199,462.46	179,765.17
Hygiene Supplies	3,129.31	3,428.13
Insurances	1,607.12	1,532.42
Internet, Web & Email Costs	390.60	290.78
Kitchen Equipment	339.52	1,197.84
Office/General Administrative Expenditures	824.56	1,142.15
Payroll Services	1,106.49	1,020.66
Pension Contributions	3,317.98	2,703.01
Phone Costs	872.04	1,596.42
Postage Costs	94.15	78.28

Statement of Activity Comparison

Little Gems Pre-School

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - DEC 31 2024	JAN 1 - DEC 31 2023 (PY)
Printing Costs	126.56	4,030.84
Professional Fees and Services	136.32	1,343.59
Raising funds	142.48	110.86
Recruitment Costs	288.00	426.00
Refund	-50.00	
Rent or Lease of Buildings	3,060.00	2,160.00
Repair, maintenance, servicing and security	26,292.50	5,223.30
Software Updates and Subscriptions	760.70	1,095.51
Staff Meals & Entertainment	116.99	104.55
Staff Training	1,829.03	628.15
Stationary	18.91	359.76
Travel, Accommodation and Parking	485.10	351.50
Trips	210.00	282.00
Uniform, Book Bags and Clothing	574.21	1,491.37
Bank charges Suspense		0.00
Computer Costs		271.90
Discounts given		-3.90
Furniture Expenditure		234.35
Restricted Expense		72.00
Uncategorised Expenditure		-351.95
Total for Expenses	£265,515.60	£227,937.56
Net Operating Income	-£6,228.56	-£4,074.54
Other Income		
Other Expenses		
Net Other Income		
Net Income	-£6,228.56	-£4,074.54



Report to the trustees/ members of

Charity Name
LITTLE GEMS PRE-SCHOOL, LUTON

On accounts for the year ended

31st DECEMBER 2024

Charity no (if any)

302447

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 31/12/2024

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. *see below.*

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:

[Signature]

Date:

9 OCTOBER 2025

Name:

NEIL JOHN CRISTMAS

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

FFA, ATT.
231481, 163591

Address:

LHA NORTH ROAD
CHURCH ABINGTON CAMBRIDGE
CB21 6AS.



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.