



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 Sept 2019	To	31 Aug 2020

## Section A

## Reference and administration details

**Charity name**

Otley Under Fives

**Other names charity is known by**

**Registered charity number (if any)** 1013937

**Charity's principal address**

Otley Under Fives

C/O Otley Primary School

Chapel Lane, Otley, Suffolk

**Postcode**

IP6 9NT

### 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	Anthony Field	Chair		AGM
2	Jonathan King	Treasurer		AGM
3	Karen Viney	Secretary		AGM
4	Daniel Offord	Vice Chair		AGM
5	Steph Hughes	Committee Member		AGM
6	Clare Shepherd	Co-opted Member		Committee
7	Jo Regent	Co-opted Member		Committee
8				
9				
10				
11				
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16				
17				
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
Mr John Parish	
Mrs Mary Hunt	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Early Years Team		C/O Suffolk County Council
Accountant	Jacobs Allen Limited	59 Abbeygate Street, Bury St Edmunds, Suffolk, IP33 1LB

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

Jo Regent

## 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)	Non-profit charity
Trustee selection methods (eg appointed by, elected by)	Elected and appointed by our parent committee

**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.

We run a parent led committee that relies on the advice passed on by previous committee members and from members of staff; there is no official training for trustees/committee members.

We seek regular help from the Early Years Team at Suffolk County Council; our staff also attend the compulsory training sessions held by the County Council ensuring we keep up to date with any developments etc.

Our aim is for our preschool to continue to maintain a healthy, safe and secure learning environment for the children we care for; ensuring the staff develop professionally as desired/required.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document****Aims:**

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved

in the activities of such groups, ensuring that such groups offer

**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)**

opportunities for all children whatever their race, culture, religion, means or ability;  
 (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;  
 (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

To further its aims the Pre-school has the following powers:  
 (a) to provide accommodation and equipment;  
 (b) to raise money to pay for the Pre-school's activities;  
 (c) to make such payments as shall be necessary;  
 (d) to fix and collect the fees payable in respect of children attending groups run by the Preschool;  
 (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;  
 (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;  
 (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;  
 (h) to hire or acquire assets of any kind;  
 (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;  
 (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;  
 (k) to set aside funds for special purposes or as reserves against future expenditure;  
 (l) to maintain and pay for membership of the Pre-school Learning Alliance;  
 (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;  
 (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Preschool provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;  
 (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;  
 (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

**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**

- ☐ For obvious reasons relating to the COVID-19 pandemic it was a particularly hard year financially. After the first national lockdown the centre was only providing childcare for children with parents in front line occupations and this greatly reduced the income for the year though the costs of running the centre were unchanged. Further we were not able to do the usual spring/summer fundraising activities.
- ☐ Introduction of new accounting and nursery management software to the setting to improve invoicing and book-keeping activities has proved to be very beneficial for our processes and drastically cut down billing and reconciliation issues. Additional operational improvements and changes to how we purchase supplies has also streamlined our processes.
- ☐ We have continued to provide quality childcare in a local rural village, where possible and within the restrictions of the COVID pandemic. The first lockdown on 23 March 2020 meant that after this date the centre closed to the majority of children however it continued to operate and provide care for children with parents in front line occupations.
- ☐ Members and volunteers normally have the chance to carry out some fund-raising activities throughout the year, however due to COVID-19 all of our usual events (Ryan Gooding, Christmas fete, open day, etc) were cancelled, with the effect of having no fund raising income within the year.
- ☐ Through cooperation with the Council and the school we have now installed a new video intercom to control access more easily without taking staff out of the setting to let people into the grounds.

**Section E****Financial review**

**Brief statement of the charity's policy on reserves**

Any reserves in addition to our closure fund are primarily for new equipment and the improvement of the outdoor garden area.

**Details of any funds materially in deficit**

None

**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.

All our funds come from fees for children attending the setting, government funding and fundraising.

We hold fundraising events where and when possible to help supplement core costs and resources.

By doing additional fundraising events it helps us to purchase equipment and resources to continue to provide a safe and stimulating learning environment.

**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)**

Anthony Field

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

9/06/2021

**OTLEY UNDER FIVES****INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

Income	31/08/2020	31/08/2019	Expenditure	31/08/2020	31/08/2019
	£	£		£	£
Funding	25,811.47	43,232.78	Salaries	41,819.73	44,146.88
Fees	14,547.11	20,921.65	Playgroup expenses	698.28	555.58
Government grants	273.81	0.00	Rent/Lease	409.89	1,961.69
Interest	70.29	87.89	Council tax	312.32	302.44
			Insurance	706.70	724.77
			Electricity	302.57	594.25
			Training	447.70	291.00
			Equipment & Supplies	1,237.05	1,306.18
			Professional fees	2,100.00	0.00
			Sundry Expenses	112.99	35.00
			Advertising	0.00	132.89
	40,702.68	64,242.32		48,147.23	50,050.68
Surplus / Deficit on normal activities	-7,444.55	14,191.64			
Fundraising and grants		24.75			
	-7,444.55	14,216.39			
Cash at bank and in hand b/fwd	61,006.12	46,789.73			
Cash at bank and in hand c/fwd	53,561.57	61,006.12			
Summary of accounts as at 31 August					
	2020	2019			
Cash In Hand	80.31	80.31			
Current Account	11,937.35	17,352.19			
Deposit Account	41,543.91	43,573.62			
	53,561.57	61,006.12			
Represented by					
Building Fund	41,887.03	49,331.58			
Closure Fund	10,000.00	10,000.00			
SEN Fund	1,674.54	1,674.54			
	53,561.57	61,006.12			



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Otley Under Fives

**On accounts for the year  
ended**

Year ended 31 August 2020

Charity no  
(If any) 1013937

**Set out on pages**

1 – 7

**Respective  
responsibilities of  
trustees and examiner**

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.

**Basis of Independent  
examiner's statement**

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.

**Independent  
examiner's statement**

- 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.

**Signed:**

**Date:** 30 June 2021

**Name:**

Timothy Smith

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

FCCA

**Address:** Jacobs Allen Ltd, 59 Abbeygate Street



Bury St Edmunds
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IP33 1LB
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