



Trustees' Annual Report for the period

From

Period start date	01	Sept	2020
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 To

Period end date	31	Aug	2021
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Section A Reference and administration details

Charity name

Otley Under Fives

Other names charity is known by

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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
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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	Natasha Rallings	Vice Chair		AGM
5	Jo Regent	Co-opted member		Committee
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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.

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

- ☐ This year has been another difficult year for the setting with continued disruption caused by the effects of the COVID 19 pandemic, national restrictions and continued working from home for many of our parents. This has led to under-utilisation of the setting and a considerable drop in income and funding.
- ☐ Between the lockdowns the committee were able to run a few small fund-raising events raising around £512, which while being less than usual years is still a significant help for the setting.
- ☐ Due to reduced income and reduction in setting usage in January 2021 we had to take the very difficult decision to make a member of staff redundant.
- ☐ The setting outdoor area was given a face lift due to pressing need and it being the one part of the setting in need of updating to make it fit for purpose and comparable as a learning environment with the indoor area. It was on the list for the previous year but was postponed due to resources and practicality. However, with a view to attracting new starters coming out of lock down it was decided to push ahead with the project.
- ☐ Since the introduction of the nursery management software the invoicing and reconciliation process has been very easy to manage

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.

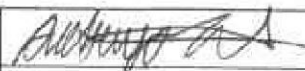
Section F Other optional information

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

16/07/2023

OTLEY UNDER FIVES

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2021

Income	31-Aug-21	31-Aug-20	Expenditure	31-Aug-21	31-Aug-20
Funding	£ 22,241.52	£ 25,811.47	Salaries	£ 42,953.81	£ 41,819.73
Fees	£ 13,455.10	£ 14,547.11	Playgroup Expenses	£ 1,129.28	£ 698.28
Sundry Income	£ -	£ 273.81	Rent/Lease	£ 819.78	£ 409.89
Interest	£ 8.61	£ 70.29	Council Taxes	£ 312.32	£ 312.32
			Insurance	£ 544.56	£ 706.70
			Electricity	£ 631.34	£ 302.57
			Training	£ 330.00	£ 447.70
			Equipment and Supplies	£ 44.00	£ 1,237.05
			Professional Fees	£ 1,851.00	£ 2,100.00
			Premises Expenses	£ 3,962.00	
			Sundry Expenses	£ 145.49	£ 112.99
			Lottery	£ -	
			Advertising	£ -	
				£ 52,723.58	£ 48,147.23
Surplus/Deficit on normal activities	-£ 17,018.35	-£ 7,444.55			
Fundraising and grants	£ 512.04	£ -			
Surplus/Deficit for the year	-£ 16,506.31	-£ 7,444.55			
Cash at bank and in hand b/fwd	£ 53,561.57	£ 61,006.12			
Cash at bank and in hand c/fwd	£ 37,055.26	£ 53,561.57			
Summary of accounts as at 31 August					
	2021	2020			
Cash on hand	£ 80.31	£ 80.31			
Current Account	£ 5,662.43	£ 11,937.35			
Deposit Account	£ 31,312.52	£ 41,543.91			
Money Owed					
	£ 37,055.26	£ 53,561.57			
Represented by					
Building Fund	£ 25,380.72	£ 41,887.03			
Closure Fund (restricted)	£ 10,000.00	£ 10,000.00			
SEN Fund (restricted)	£ 1,674.54	£ 1,674.54			
	£ 37,055.26	£ 53,561.57			



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

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 2021

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:** 21 July 2023**Name:**

Timothy Smith

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

FCCA

Address:

Jacobs Allen Ltd, 59 Abbeygate Street

Bury St Edmunds

IP33 1LB

