



Trustees' Annual Report for the period

| Period start date | | | | Period end date | | | |
|-------------------|---|------|------|-----------------|----|-----|------|
| From | 1 | Sept | 2019 | To | 31 | Aug | 2020 |

Section A Reference and administration details

Charity name Elstow Pre-School - The Ladybirds

Other names charity is known by

Registered charity number (if any) 1020327

Charity's principal address The Bunyan Meeting Place

High Street,

Elstow

Postcode

MK42 9XP

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) |
|----------------|------------------------|-----------------------------------|---|
| Joanna Jameson | Treasurer | | |
| Lorraine Kemp | Administrative Manager | | |
| Sonya Ford | Chair | | |
| Colin Kemp | Vice Chair | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|--------------------------------------|----------------|--|
| EYFS Business Development officer | Karen Davis | Bedford Borough Council, Cauldwell St, Bedford, MK42 9AP |
| EYFS Adviser for Teaching & Learning | Nicola Millard | Bedford Borough Council, Cauldwell St, Bedford, MK42 9AP |

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

| |
|--|
| |
|--|

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)

Committee

Trustee selection methods
(eg. appointed by, elected by)

Voluntary/Elected

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.

- The Committee adopt and review pre-school policies & procedures on a rolling adaptation basis.
New committee members are inducted via welcome packs and guides.
Chair, Treasurer and Secretary have specific induction/hand over packs.
- The pre-school has a line management flow chart within the staff handbook that details the structure and responsibilities of both staff and committee.
We also work with and are advised by Bedford Borough Council Early Years Foundation Stage officers.
- Members of the Pre-School Learning Alliance.
- Monitored by Bedford Borough Council EYFS during academic year and OfSTED inspection every three years.










Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

- To provide a protective, happy, caring and stimulating environment for young children to gain essential early skills, thereby affording peace of mind to parent/carers when entrusting us with their child's care.
- Enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children.

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)

The main activities undertaken by the pre-school are:

-  Provide accommodation and equipment.
-  Raise money to pay for pre-school activities.
-  Make such payments as shall be necessary.
-  Fix and collect the fees payable in respect of children attending sessions run by the pre-school.
-  Subject to adherence with all applicable legislation, to control the admission of children to the sessions run by the pre-school and if appropriate, require parents or guardians to withdraw them.
-  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.
-  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 pre-school. Ensure 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 duty or which was committed by the committee members in reckless disregard to whether it was a breach of trust or duty or not. 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.
-  Employ paid and unpaid staff, agents and advisors as maybe required from time to time.
-  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.

Membership of the pre-school committee is voluntary and is divided into two kinds:

(a) Family Membership

-  Parents or guardians of all children who attend any group run by the pre-school wishing to support the aims of the pre-school.
-  Each family holding Family Membership will count as one member of the pre-school and will be entitled to one vote at any general meetings of members of the pre-school.

(b) Affiliated Membership

-  Affiliated Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the pre-school, but who may not have a child attending the pre-school.
-  An Affiliated Member will be entitled to one vote at any meetings of the pre-school.

Summary of the main achievements of the charity during the year

- The pre-school continues to keep the number of children at suitable levels to ensure the continuing employment of staff.
- New play equipment has been purchased and we replace equipment and toys that are more popular as and when required.
- The committee has continued with a good level of membership with some turnover of members as children join and leave the pre-school.
- Key roles in the committee have been stable for several years.
- Stable financial processes enable us to monitor and predict future spending and saving.
- Provided one-to-one care for specific children, funded by government.

Section E Financial review

Brief statement of the charity's policy on reserves

- Ladybirds is run so as to keep an available cash balance in reserve, at a level sufficient to meet our statutory obligations under employment law, should we be unable to continue operating.

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.

- Ladybird's principal source of income is from Government funding of the pre-school places for children. This is available for all after their third birthday, though Ladybirds is also an approved setting for those children who are entitled to receive funding from 2 years old.
- Additional income is derived from private fees charged for children before they are entitled to the government funding, and for sessions not covered by the funding for older children. We do our best to supplement this income with fundraising as far as possible.
- All Ladybirds expenditure is for the benefit of the children - employing caring competent staff, and providing stimulating and fun activities and play equipment, in a safe supportive environment.

Section F Other optional information

During the financial year to August 2020, the Covid-19 pandemic has affected Ladybirds as follows:

- Increased cost & staff effort in maintaining new cleaning routines, and "bubble" procedures, etc
- Increased levels of staff sickness / absence, cover staff requirements due to self isolation requirements.
- Reduced levels of Private fee income, as many children were kept at home with parents off work / working from home.
- Government funding was maintained, to ensure settings remained open and available for key worker childcare.

Overall Ladybirds sustained a small loss this year due to the above factors, but was helped significantly by the continued funding.

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) | Sonya Ford | Joanna Jameson |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |
| Date | 23/2/22 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Elstow Pre-School - The Ladybirds

No (if any)
1020327

CC16a

Receipts and payments accounts

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/09/2019 | To | Period end date 31/08/2020 |
|------------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Government funding | 113,596 | - | - | 113,596 | 102,921 |
| Session and other fees | 7,847 | - | - | 7,847 | 17,639 |
| Sales | 63 | - | - | 63 | 208 |
| Other income | 588 | - | - | 588 | 980 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 122,094 | - | - | 122,094 | 121,748 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 122,094 | - | - | 122,094 | 121,748 |
| A3 Payments | | | | | |
| Staff costs | 98,032 | - | - | 98,032 | 93,426 |
| Payroll taxes | 2,253 | - | - | 2,253 | 1,797 |
| Overheads | 10,181 | - | - | 10,181 | 12,804 |
| Other miscellaneous costs | 12,503 | - | - | 12,503 | 10,662 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 122,969 | - | - | 122,969 | 118,689 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 122,969 | - | - | 122,969 | 118,689 |
| Net of receipts/(payments) | - 875 | - | - | - 875 | 3,059 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 28,871 | - | - | 28,871 | 25,812 |
| Cash funds this year end | 27,996 | - | - | 27,996 | 28,871 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank current account | 27,106 | - | - |
| | Petty cash | 890 | - | - |
| | | - | - | - |
| | Total cash funds | 27,996 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | | Joanna Jameson | 23/02/2022 | |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Elstow Pre-School – The Ladybirds

On accounts for the year
ended

31 August 2020

Charity no
(if any)

1020327

Set out on pages

1 and 2

(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 August 2020**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below *~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: *R Nicol*

Date: 23/2/22

Name: Roy Nicol

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

FCCA

Address:

Wildwood, Bowers Lane

Riseley

Bedfordshire MK44 1DL

Only complete if the examiner needs to highlight 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.