



# Trustees' Annual Report for the period

Period start date			Period end date		
From	1	Sept	2020	To	31
					Aug
					2021

## 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)

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## 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 2021, the Covid-19 pandemic continued to affect 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 during lockdown periods.
- Government funding was maintained, to ensure settings remained open and available for key worker childcare.

Overall Ladybirds managed to maintain a breakeven position for this year.

## 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	29/6/22	



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 01/09/2020	To	Period end date 31/08/2021
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### 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 £
<b>A1 Receipts</b>					
Government funding	117,783	-	-	117,783	113,596
Session and other fees	16,475	-	-	16,475	7,847
Sales	436	-	-	436	63
Other income	996	-	-	996	588
Overpayment received in error	2,422	-	-	2,422	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>138,112</b>	<b>-</b>	<b>-</b>	<b>138,112</b>	<b>122,094</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>138,112</b>	<b>-</b>	<b>-</b>	<b>138,112</b>	<b>122,094</b>
<b>A3 Payments</b>					
Staff costs	108,581	-	-	108,581	98,032
Payroll taxes	2,173	-	-	2,173	2,253
Overheads	15,760	-	-	15,760	10,181
Other miscellaneous costs	9,121	-	-	9,121	12,503
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>135,634</b>	<b>-</b>	<b>-</b>	<b>135,634</b>	<b>122,969</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>135,634</b>	<b>-</b>	<b>-</b>	<b>135,634</b>	<b>122,969</b>
<b>Net of receipts/(payments)</b>	<b>2,477</b>	<b>-</b>	<b>-</b>	<b>2,477</b>	<b>- 875</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>27,996</b>	<b>-</b>	<b>-</b>	<b>27,996</b>	<b>28,871</b>
<b>Cash funds this year end</b>	<b>30,473</b>	<b>-</b>	<b>-</b>	<b>30,473</b>	<b>27,996</b>

## 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 £
<b>B1 Cash funds</b>	Bank current account	30,423	-	-
	Petty cash	50	-	-
		-	-	-
	<b>Total cash funds</b>	<b>30,473</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Overpayment to be returned	Unrestricted	2,422	Within 1 year
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Joanna Jameson	29/06/2022	





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

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

Report to the trustees/  
members of

Charity Name  
Elstow Pre-School – The Ladybirds

On accounts for the year  
ended

31 August 2021

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:

Date:

30/6/22

Name:

Roy Nicol