



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

Section A Reference and administration details

Charity name

Steeple Bumpstead Pre School

Other names charity is known by

Registered charity number (if any)

1023388

Charity's principal address

Steeple Bumpstead Village Hall

Finchingfield Road, Steeple Bumpstead

Haverhill

Postcode

CB9 7EA

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	Nicola Emery	Chair		
2	Caroline Lucas	Secretary		
3	Gemma Wilkins	Treasurer		
4	Claire Cann			
5				
6				
7				
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14				
15				
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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees

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.

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Section C Objectives and activities

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

To enhance the development and education of pre-school aged children in Steeple Bumpstead and the surrounding areas, through appropriate play. To provide care for these children during term time and to encourage their families to become involved in the activities.

To provide the same opportunities for all pre-school aged children in Steeple Bumpstead and the surrounding areas, irrespective of race, culture, religion, means or ability.

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 Steeple Bumpstead Pre-School Playgroup has operated pre-school sessions lasting 3 hours each for a wide number of children from Steeple Bumpstead and the surrounding areas.

During the sessions, the children engage in many different activities, from creative play (using paint, play dough and making things), to physical activity both indoors and outdoors.

Different themes are covered during the term, and the children have the opportunity to learn about their world and the people, animals and structures within it, in a way that is inclusive, non-discriminatory and within the framework of the Early Years Foundation Scheme.

We have also operated an hourly lunch club on 4 days, and a weekly Parent and Toddler group, that is attended regularly by about 15 different families.

Funds raised are (subject to our policy on reserves) all reinvested into the pre-school in the form of equipment for the children, training, salaries or equipment for the staff. Various fundraising events were held during the year, including a Halloween party, a craft fair, a pub quiz, raffles, a 10k run and 3k fun run, a pre-school Toddle Waddle and Bags to Schools collection.

The Trustees have reviewed and considered the guidance issued by the Charity Commission on public benefit.

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.

Summary of the main achievements of the charity during the year

Obviously due to Covid 19 the preschool was considerably affected for the majority of this year.

We didn't have very many children on our books in September, but this is often the case at the start of an academic year, and this usually picks up during the course of the 3 terms. We didn't open the smaller room, this year as we had made a decision in the previous year that the smaller room would only be opened when sufficient children were in the pre-school on any given day (24) to make it financially viable to have 2 rooms open. We also didn't have any apprentices this year, which meant regular staff costs were lower.

We had two extremely successful fundraising events in the first term of the year: a Halloween disco that made £600 and a craft fair that made just over £800. Due to Covid, the rest of our fundraisers were cancelled including our very successful 3k and 10k race which normally brings in about £3000.

Fingers crossed we will be able to fundraise better next year

Section E Financial review

Brief statement of the charity's policy on reserves

The Pre-School holds reserves of £20,000 and in our main account,
And reserves of £13000.

It is our policy to hold reserves as a contingency against unforeseen circumstances. The level is set to cover one month's staff salaries and other financial commitments in the event we had to close

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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.

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)

Position (eg Secretary, Chair, etc)

Gemma Wilkins	
Treasurer	

Date 14th October 2020

STEEPLE BUMPSTEAD PRE-SCHOOL

REGISTERED CHARITY NO: 1023388

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2020



STEEPLE BUMPSTEAD PRE-SCHOOL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

GENERAL FUND	31 July 2020	31 July 2019
	£	£
Receipts		
Fees from parents	3,651	6,324
Grants and Childcare Vouchers	33,303	24,544
Greenfields Community Fund grant	0	0
Milk for Children scheme	63	0
Fundraising events	2,377	8,897
Contributions to trips/parties	0	0
Donations	1,538	0
Interest income	23	23
Total receipts for year	40,955	39,788
Payments		
Care staff wages, NIC and training	29,188	32,803
Milk and refreshments for children	201	393
Supplies and equipment used	145	89
Trips, parties and gifts	0	60
Fundraising events	240	1,688
Hall hire	5,300	3,970
Stationery, postage and administration	317	1,214
Subscriptions and insurance	1,127	642
Telephone and general expenses	119	119
Fees refund	197	0
Total payments for year	36,834	40,979
NET RECEIPTS FOR YEAR	4,121	-1,191
Bank and cash reserves at 1 August	24,702	25,893
Net receipts for year	4,121	-1,191
Bank and cash reserves at 31 July	28,823	24,702

STATEMENTS OF ASSETS AND LIABILITIES

Bank current account	15,344	11,246
Bank deposit account	13,479	13,456
Petty cash	0	0
	28,823	24,702



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Steeple Bumpstead Pre-School

**On accounts for the year
ended**

31 July 2020

**Charity no
(if any)**

1023388

Set out on pages

Attached

**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 (other than that disclosed below *)

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Name:

Drew Hazell

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

MAAT

Address:

The Hay Barn, 6 Freezes Barns

Steeple Bumpstead

Suffolk CB9 7DJ

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None