

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2020		31	07	2021

## 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	Hannah Sowden	Treasurer		
3	Kim Turner	Secretary		
4	Gemma Wilkins			
5	Caroline Lucas			
6	Gabby Melvin			
7	Tamsin Law			
8				
9				
10				
11				
12				
13				
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

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### 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 preschool 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 has operated pre-school sessions up to 6 hours every day of the working week for a wide range 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, ad 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, 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 preschool in the form of equipment for the children, training, salaries or equipment for the staff. Various fundraising events were held during the year (where covid permitted) including a Halloween disco and a craft fair.

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.

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

Due to Covid, Fundraising was quite low this year at £3390.

We didn't have many children on our books back in September, but this is often the case at the start of an academic year, but it picked up throughout the year. We increased our opening hours to 8.45-2.45 to encourage for parents with older siblings at school to be able to use our services. This was a great success and was taken up with great response.

We only had 2 fundraising events during this period. A Halloween disco and craft fair.

Links with the local Primary School have continued to grow. Unfortunately due to covid we were unable to send the children which were due to move up to school in September for their usual settling in periods. Hope we will be able to go back to this next year, as the children really benefit from this.

## Section E

## Financial review

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

The Preschool holds reserves of £18,432 in our current account and £13480 in our savings accounts

**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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Hannah Sowden	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	10 <sup>th</sup> January 2021	

**STEEPLE BUMPSTEAD PRE-SCHOOL**

**REGISTERED CHARITY NO: 1023388**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 JULY 2021**



**STEEPLE BUMPSTEAD PRE-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2021**

<b>GENERAL FUND</b>	<b>31 July 2021</b>	<b>31 July 2020</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Fees from parents	3,855	3,651
Grants and Childcare Vouchers	23,609	33,303
Greenfields Community Fund grant	0	0
Milk for Children scheme	14	63
Fundraising events	3,390	2,377
Contributions to trips/parties	0	0
Donations	5,000	1,538
Interest income	1	23
<b>Total receipts for year</b>	<b>35,870</b>	<b>40,955</b>
<b>Payments</b>		
Care staff wages, NIC and training	28,562	29,188
Milk and refreshments for children	169	201
Supplies and equipment used	349	145
Trips, parties and gifts	0	0
Fundraising events	258	240
Hall hire	2,645	5,300
Stationery, postage and administration	57	317
Subscriptions and insurance	611	1,127
Telephone and general expenses	130	119
Fees refund	0	197
<b>Total payments for year</b>	<b>32,780</b>	<b>36,834</b>
<b>NET RECEIPTS FOR YEAR</b>	<b>3,089</b>	<b>4,121</b>
<b>Bank and cash reserves at 1 August</b>	<b>28,823</b>	<b>24,702</b>
Net receipts for year	3,089	4,121
<b>Bank and cash reserves at 31 July</b>	<b>31,912</b>	<b>28,823</b>

**STATEMENTS OF ASSETS AND LIABILITIES**

Bank current account	18,432	15,344
Bank deposit account	13,480	13,479
Petty cash	0	0
	<b>31,912</b>	<b>28,823</b>





# 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 2021

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 Acthave 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:

14/12/2021

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