

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales · Charity number 1028673

Details

Other names	BEST BUILDER DAY CARE CENTRE, LEARN & GROW NURSERY, THE BARSTABLE PRE-SCHOOL PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-11-16
Register	View on the Charity Commission register

Contact

Address	Church Road Basildon Essex SS14 1LS
Phone	01268517444
Email	michele.littlegems@gmail.com
Website	https://littlegemspreschoolbasildon.com

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS.

Activities: Little Gem's Pre-School, Basildon provides affordable childcare for children aged between 2years and 5years. We are open from 8:30am to 3pm Monday to Friday, 38 weeks of the year. Additionally, we offer affordable wraparound care in the form of a breakfast club from 8am and an after school club until 5pm. We are based in what is classed as a socially deprived area of Basildon, Essex.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** IN PRACTICE BASILDON
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£195,484	£202,196	-	-
2023-12-31	£163,354	£180,011	-	-
2022-12-31	£187,499	£162,782	-	-
2021-12-31	£140,804	£153,775	-	-
2020-12-31	£161,000	£158,000	-	-

Trustees

Name	Role	Appointed
Cassie Clowes	Chair	2026-02-23
Clare Gseir		2018-10-09
Emily Davey		2019-05-02
Kallie Templeton		2022-10-19
Megan McCreery		2017-07-10
Riley Nice		2022-10-19

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales - Charity number 1028673

Accounts

AGM

Tuesday 28th October 2025

Attendees: Michele Jolley, Clare Gseir, Kallie Jackson, Megan McCreedy, Riley Nice, Cassie Clowes, Alexandra Taylor and Molly Manser.

Agenda:

1. Welcome
2. Apologies
3. Minutes
4. Finance Report
5. Staff Report
6. Fundraising
7. Member Election
8. Policies

Clare welcomes everyone to the AGM, a new parent has joined today to gain an understanding of what is involved with the committee. Apologies were made for Velichka Shapkova. During the introduction Michele spoke about the importance of confidentiality and privacy within the setting. Michele expressed it was a shame only one new member had shown up to the setting, this could be due to being half term. There are new parents that have shown an interest in joining the committee. DBS forms will be sent out via email to confirm suitability of joining.

Minutes from the last AGM was read out by Clare – 23rd dated October 2024. From this it was discussed the new recent time changes. We spoke about children arriving after the gate opening at staggered times. This was due to parents dropping off at school and then coming to drop off at pre-school. Breakfast club is now 8:30am-9:00am. (From September 2025) Both breakfast and afterschool club have picked up. At the moment we limit 3 members of staff to cover these times due to staff increase of hours and wage. This is always the same members of staff.

Megan read out the financial report for 2025.

Kallie read out the staff report.

Over the last year fundraising has been okay. We have continued with the same ideas. E.g. raffles, Easter Bake Off. This is due to getting new members on the committee. Parents who attended the last meeting (10/03/25) had requested DBS forms, however these were not completed. Lots of ideas were spoken about at that meeting to fundraise but due to DBS's not being completed they didn't take place. Two original parents are still going through the process of DBS checks. Michele will support these committee members with their DBS

forms. We have new parents who have shown an interest in joining our committee. Forms will shortly be sent out via email to them.

Over the last year all staff have completed many training courses/webinars. This is with The National College and Education Essex. Clare has completed her Level 3 and Hayley has completed Makaton levels 1 and 2. These have been very beneficial courses as children are now using Makaton signs to communicate with staff. Staff are supporting Language Focused Play in the setting; this is to promote speech, communication and interaction.

Michele said as stated in the financial report we only have 35 children on roll due to having 14 2 year olds accessing FEEE2W, this has related to ratio levels increase each session meaning we have less children on roll. We have 5 new children ready to enrol in January. We could take more children when ratios change.

During the summer term we had a large increase in EYPP. Many resources/equipment was purchased to support children in the setting. E.g. Bikes, new shed, new children's kitchen and games to support social interaction. We changed the planting area for children to access and improved the sand pits. We had £3315.

Autumn term we have 14 children in receipt of EYPP. Key workers are speaking with parents to discuss what equipment and resources will benefit their children.

Michele has announced that Kallie will be leaving us at the end of this term due to moving out this area. Staff changes will be taking place to replace Deputy role. In house and CV's are currently being looked at.

As DBS's have not come back for new parents Clare was re-elected as Chair, Megan as Treasurer and Velichka as Secretary. Once the DBS process has been cleared a new Chair and Treasurer will be elected.

New policies have been adopted.

- Responding to safeguarding or child protection concerns
- Food safety and nutrition policy

Next meeting will be arranged for the end of Autumn Term in December 2025.

Minutes agreed by.....

Signed.....

Date.....

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2024

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
131-133 Roman Road
Mounnessing
Brentwood
Essex
CM15 0UD

Bankers: Barclays Bank Plc
2 East Walk
Basildon
Essex
SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2024
Set Out On Pages 1 to 3

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.

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



David Parker
Sterlings Accountancy Solutions Ltd
131-133 Roamn Road
Mountnessing
Brentwood
Essex
CM15 0UD

Date: 22nd July 2025

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2024

	2024		2023	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		183,814		152,251
Other		1,865		1,855
Incoming resources from charitable activities				
Fees		9,805		9,248
Total incoming resources		<u>195,484</u>		<u>163,354</u>
Interest recieved		295		188
Resources expended				
Charitable activities				
Wages	157,267		136,805	
Employer's pension	2,630		2,218	
Rent	10,743		9,300	
Water rates	774		863	
Light & heat	4,549		3,593	
Security	703		732	
Repairs & renewals	745		4,237	
Equipment and materials	10,671		9,875	
Refreshments	1,144		924	
Telephone	915		1,409	
Cleaning, refuse & hygiene	4,279		3,110	
Postage & stationery	86		32	
Training	571		172	
Independent examiners fees	1,436		1,446	
Sundry	24		169	
Insurance	1,078		1,021	
Subscriptions	465		503	
IT costs	1,695			
Donations	0		600	
Bank charges	151		162	
Travel	45		60	
Licenses	476		495	
Activities	1,749		2,285	
Legal fees	0		0	
Total resources expended		<u>202,196</u>		<u>180,011</u>
Net incoming/(outgoing) resources		-6,417		-16,469
Total funds brought forward		64,914		81,383
Total funds carried forward		<u><u>58,497</u></u>		<u><u>64,914</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2024

Unrestricted funds


	2024	2023
	£	£
Current assets		
Bank account	65,903	68,838
Debtors	0	0
Cash	0	0
	<u>65,903</u>	<u>68,838</u>
Creditors falling due within one year	7,406	3,924
	<u>58,497</u>	<u>64,914</u>
Charity funds		
Unrestricted funds	<u>58,497</u>	<u>64,914</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed



 Claire Gseir
 Chairperson



 Megan McCreery
 Treasurer

Date: 22/07/2025

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2024

1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

Finance Report 2025

I would like to start with going through our income and expenditure of the year 2024.

Our total income for this year was £195'484, this was made up of 2yr funding, 3/4yr FEEE funding, 30hr funding, Fee's, fundraising, SEN payments, Early Years Pupil Premium, fees for breakfast club and after school club and voluntary snack contributions.

Our total income increased by £32'130 from the previous year. This was a combination of more 30hr funded children on roll and Spring term funding being paid into the account at the beginning of Spring Term in January rather than the end of Autumn term as the previous year.

Our expenditure increased by £22'185, this was mainly due to the government minimum wage increase, PAYE tax and rent increases.

At the start of January 2025, we had £46'885.88 in our bank account.

We currently have 8 members of staff on roll.

Minium wage increased again in April of this year, so a wage increase was given to all staff bandings, this may increase again in the year with inflation.

We currently have 35 families enrolled.

10 children - 3/4yr funded

9 children - 30 hours

8 children - FEEE2

6 children - FEEE2W (increase to 30hrs)

2 children - fee paying.

In September FEEE2W children hours increased to 30hr per week, this means that due to ratio, less children are on our registers from previous years.

At the moment we have 5 new starters for January 2026, and our 30hr funded children will increase slightly.

We current offer a breakfast and after school club at £6 per hour.

This has picked up a little more from last year. We continue to ask parent/carers to give us a contribution for snack of 20p each session.

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales - Charity number 1028673

Accounts

AGM

Wednesday 23rd October 2024

Attendees: Michele Jolley, Kallie Templeton, Clare Gseir, Megan
McCreeedy, Riley Nice and Velichka Shapkova

Minutes of the previous meeting (17.07.2024) and previous AGM (10.10.2023) were read and agreed. Points raised from previous meetings:

- **Dog Visits**

Ralph no longer visits the setting due to personal circumstances however, Raya (also owned and trained by Hayley) continues to have regular visits roughly once per half term. The children love the opportunity to interact with her and she helps to teach vital lessons.

- **Open Days**

The Open Days for parents/carers of new starters continue to be successful. There were Open Days for the new January intake in December 2023, for the new September intake in August 2024. Open Days are to be arranged for the new January 2025 starters.

Agenda:

1. Welcome
2. Finance Report
3. Staff Training
4. Government Funding
5. Fundraising
6. Maintenance
7. New Intake and Hours
8. Ofsted

New Matters:

- 1. Welcome**

Clare and Michele welcomed members to the meeting. All members were reminded that meetings are completely confidential and all matters discussed should remain private. Michele expressed that although there had been a new intake of children in September 2024, no new parents/carers had come forward to be a member of the committee. Staff members will continue to liaise with their key children's families to encourage them to attend future meetings.

- 2. Financial Report (See attached)**

Michele read the prepared Finance Report to all members. A copy has been attached. No matters arose other than the report presented.

3. Staff Training

Michele explained due to new guidance and legislation from the government all members of staff have completed at least Level 3 Pediatric First Aid training in the past year. Clare also started her Level 3 in Childcare in October 2023 and is continuing to work towards completing it. Kallie explained all staff have been given access to National College which is an online training programme. Staff can use it to complete courses, watch tutorials and access supportive resources to help improve their practice and knowledge. The feedback from staff about the training programme has been mainly positive.

4. Government Funding

Michele informed members Early Years Pupil Premium over the last year had been used not only towards resources but for large scale events all children could access and engage with. Some of the funding was used to purchase heavily discounted tickets for children and one of their parents/carers to attend the Panto at the local theatre in December 2023. The uptake for the tickets was good and many children were able to attend. Unfortunately, the show was a little long and some children became agitated during the performance with a number of families deciding to leave during the interval. EYPP funding has also been used to pay for Tiny Mites, a music company who come in and sing with the children, on a monthly basis since November 2023. These sessions are loved by the children and they always engage and enjoy the sessions. The government provided food vouchers for all families for Christmas and again over the Summer.

5. Fundraising

Fundraising over the past year has been extremely positive. There was Christmas fundraising, Easter Bake Off Sale and Raffle as well as two sessions of Little Urchin photographs throughout the year. Little Urchin also photographed group photos of the children who transitioned to Reception in September 2024 which parents were able to purchase for £7 each. The uptake for these was good, as it has been in the past.

6. Maintenance

Michele informed members during the Summer Holidays there had been a lot of maintenance carried out in the outside areas. The ramps into the building were both replaced and made safe. The walkway from the entrance gate to the building was fixed and the bark alongside replaced. A number of children like to bring scooters or bikes to the setting with them so an area was built for these to be stored safely. The bin shed was rebuilt. Michele was very happy to inform members after a long time of waiting, a new sign with the correct contact details had been fitted to the front gate.

7. New Intake and Hours

Michele was happy to inform members all new children have settled into Little Gem's really well. As discussed in a previous meeting (17.07.2024), the changes to setting times have gone ahead. There is a breakfast club available from 8am to 8:30am. Morning session is 8:30am to 11:30am. Lunchtime is from 11:30am to 12noon. Afternoon session is 12noon to 3pm. A child who stays all day begins at 8:30am and is collected at 2:30pm. An after school club is then available from 3pm to 5pm. Currently, there has not been

very much interest in the breakfast or after school club however, Michele is hopeful they will be more popular in January.

8. Ofsted

Michele and Kallie were delighted to confirm Ofsted had finally visited. There was a one day inspection, with one inspector, on Wednesday 25th September 2024. The inspector was extremely impressed with the setting and the outcome of the inspection was Good. Members all agreed this is fantastic news and very well deserved for the hard work and dedication staff show.

9. Member Elections

As no new members attended the meeting Clare was re-elected as Chair, Megan as Treasurer and Velichka as Secretary. Clare has agreed to remain as Chair until a new one can be appointed, hopefully in January when the new intake of children begin.

10. Next Meeting

It has been agreed the next meeting will be held at some time at the end of January/beginning of February 2025. The exact date and time will be agreed closer to the time.

Minutes Agreed by

Signed

Date

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
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SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2023
Set Out On Pages 1 to 3

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.

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



David Parker
Sterlings Accountancy Solutions Ltd
131-133 Roamn Road
Mountnessing
Brentwood
Essex
CM15 0UD

Date: 19 June 2024

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2023

	2023		2022	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		152,251		172,206
Other		1,855		2,071
Incoming resources from charitable activities				
Fees		9,248		13,222
Total incoming resources		<u>163,354</u>		<u>187,499</u>
Interest recieved		188		23
Resources expended				
Charitable activities				
Wages	136,805		121,444	
Employer's pension	2,218		1,992	
Rent	9,300		8,819	
Water rates	863		181	
Light & heat	3,593		6,490	
Security	732		879	
Repairs & renewals	4,237		7,187	
Equipment and materials	9,875		4,556	
Refreshments	924		1,239	
Telephone	1,409		1,022	
Cleaning, refuse & hygiene	3,110		1,025	
Postage & stationery	32		471	
Training	172		1,147	
Independent examiners fees	1,446		1,151	
Sundry	169		1,518	
Insurance	1,021		581	
Subscriptions	503		329	
DBS	0		290	
Donations	600		0	
Bank charges	162		187	
Travel	60		80	
Licenses	495		394	
Activities	2,285		60	
Legal fees	0		1,740	
Total resources expended		<u>180,011</u>		<u>162,782</u>
Net incoming/(outgoing) resources		-16,469		24,740
Total funds brought forward		81,383		56,643
Total funds carried forward		<u><u>64,914</u></u>		<u><u>81,383</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2023

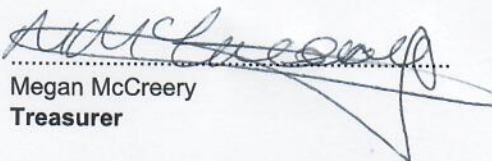
Unrestricted funds

	2023	2022
	£	£
Current assets		
Bank account	68,838	82,831
Debtors	0	1,879
Cash	0	0
	<u>68,838</u>	<u>84,710</u>
Creditors falling due within one year	3,924	3,327
	<u>64,914</u>	<u>81,383</u>
Charity funds		
Unrestricted funds	<u>64,914</u>	<u>81,383</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed


.....
Claire Gseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 19.06.2024

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2023

1 Basis of accounting

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2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

Finance Report 2024

I would like to start with going through our income and expenditure of the year 2023.

Our total income for this year was £163'354, this was made up of 2yr funding, 3/4yr FEEE funding, 30 hour funding, Fee's, fundraising, SEN payments, Early Years Pupil Premium and voluntary snack contributions. Our total income decreased by £24'145 from the previous year. This was a combination of a few less funded children on roll and funding not being paid into the account until the beginning of Spring Term rather than the end of Autumn term as the previous year.

Our expenditure increased by £17'229, this was mainly due to the government minimum wage increase which was an £15'361 more than the previous year.

At the start of January 2024, we had £50'024.25 in our bank account.

We currently have 8 members of staff on roll.

Minimum wage increased again in April of this year, taking the minimum wage up to £11.44ph, and then we increased this again slightly in October to £11.84ph which will contributed considerably to our monthly wage outgoings.

We currently have 43 families enrolled.

20 children - 3/4yr funded

8 children - 30 hours

9 children - FEEE2

2 children - FEEE2W

4 children - fee paying.

We have started to offer a breakfast and after school club at £6 per hour. We have only had a couple of children interested as of yet, but we are hoping this will take off in the new year.

At the moment we have 6 new starters for January 2025, and our 30hr funded children will increase from 8 to 15.

We continue to ask parent/carers to give us a contribution for snack of 20p each session, we will increase this to 30p per session in January 2025

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales - Charity number 1028673

Accounts

AGM

Tuesday 10th October 2023 9:15am

Little Gem's Preschool

Attendess: Michele Jolley, Megan McCreedy, Clare Gseir, Emily Davey,
Riley Nice, Kallie Templeton and Velichka Shapkova

Absent: Dinah Sharp, Rachel Long, Louise Barnett

Matters from Previous Meetings

Minutes of the last AGM and last committee meeting dated (19.10.2022 and 11.07.2023 respectively) were read and agreed. No new matters arose from the minutes that differed from the agenda already presented.

Agenda

1. Welcome and absentees
2. Finance Report (Michele)
3. Staff Report (Kallie)
4. Fundraising
5. General Maintenance
6. Resources
7. Policies and Constitution
8. Member Elections
9. Next Meeting

1. Welcome and Absentees

Clare and Michele welcomed those who had attended the meeting. Attendees were reminded the content of all meetings is private and confidential. Velichka and Riley updated members on the status of their paperwork in order to join the committee. Velichka had received her DBS certificate and signed up for the update service. A copy of her certificate was taken to keep on file and she planned to post it to Ofsted following the meeting in order to complete her EY2 application. Due to personal circumstances, Riley had been unable to complete her EY2 application within three months of relieving her DBS certificate and had not signed up to the update service. She had already begun the process again and is awaiting her certificate in the post to be able to complete her EY2 application. The members who were absent from the meeting have all decided to step down from their role on the committee. For Louise and Rachel, their children have now transitioned from Little Gem's

and therefore they feel their involvement with the committee is not necessary. Dinah has started a new employment which means she will be unable to attend meetings during session times.

2. Finance Report (See Attached)

Michele read the Finance Report to members. She emphasised the fact 36 children will be transitioning to Reception at the end of the academic year with only 12 remaining. This is a much lower number of children remaining than in previous years. In January 2024 the intake will include more children who were born before September 2020 in order to have more children remaining in September. Michele also emphasised the accounts are in good shape. She also informed members the government are increasing the funding levels again this year.

3. Staff Report (See Attached)

Kallie read the Staff Report to members. Members had nothing further to add and moved on to discuss fundraising ideas.

4. Fundraising

Michele outlined the fundraising which had taken place in the last year. Fundraising that had taken place last year was discussed during the Staff Report. Members made suggestions for fundraising which could be tried in the upcoming year. Ideas included a Christmas Raffle with local companies asked to make donations of prizes, a 50:50 Raffle which worked well at a previous Summer Fete, St Luke's Christmas Fun Run, Colour Run and Lottery Bonus Ball Syndicate. The St Luke's Christmas Fun Run and Colour Run, while good ideas were decided due to logistics of needing the space to complete them would be very tricky to complete. Clare is going to look into spaces/ideas for a sponsored walk in the Spring or Summer Term. Members suggested one of the reasons for a low uptake in fundraising lately is a combination of the cost of living crisis as well as a more cashless society following the COVID 19 pandemic. Michele confirmed there are some fundraising events coming up. Little Urchins are due in November to take photographs. There will be a Halloween Party where tickets will be £5 each, every child will receive a snack and there will be small prizes for party games. Michele was reluctant to do a Christmas Raffle as the past year there had been very little take up from parents/carers. Members suggested asking local companies and businesses for donations of prizes. Clare suggested a present buy event for the children, where each child could give a small donation (£2) for a small present (box of chocolates, biscuits or similar) wrapped up for their parent on Christmas morning especially as there are some single parents who may not get a present like this otherwise. Michele liked the idea of presents for the parents but felt it was unfair to use it as a fundraising event.

5. General Maintenance

Clare asked if there were any maintenance issues or repairs which should be raised. Michele explained over the Summer Holiday some of the playground area had been renovated with astroturf. The guttering had also been repaired and where needed it was replaced. Next Summer there are plans to improve the outside ramps and to revamp the garden area on the walkway to the entrance area. Mitie have completed some maintenance work to the inside of the building including repairs to the doors. During the Summer Holiday there were also foxes back underneath the building. Michele explained she contacted the pest control company that had been dealing with the issue in the past. The fencing around

the perimeter was repaired. They also installed a one way cat flap into the fencing which meant once the foxes had left they would no longer be able to get back in. So far, this has worked well.

6. Resources

Michele explained there had been many new resources purchased over the Summer Holidays in preparation for the new academic year. The main ones were a new wooden collapsible climbing frame which can be folded and put away and changed to make it new and different each time to replace the old plastic slide and climbing frame which had been removed. There had also been some gardening equipment purchased including a new greenhouse and storage cupboard.

7. Policies and Constitution

The following policies were read and agreed by all members; Making a complaint, Sharing information, Children's records, Admissions, Privacy notice, Provider records, Confidentiality and client access to records, Parental involvement, Role of the key person and settling in, No smoking, Fire safety and emergency evacuation and Health and safety general standards. The Constitution was also read, agreed and signed by the relevant members.

8. Member Elections

All current members with a role in the committee stepped down. Megan was reelected and agreed to be Treasurer. Clare was elected and agreed as Chairperson. Velichka was elected and agreed to be Secretary. Members discussed the need to encourage more new members to join the committee. It was suggested many parents work while their child is attending sessions which may be why there is a generally low uptake of new parents. All new parents are given information about what the committee is when they attend their Open Day and settling in sessions. All parents are informed of meetings using the Little Gem's Facebook Page. There is a hope new parents may join in the new January intake.

9. Next Meeting

It was agreed by all members that meetings would be held three times a year, roughly once a term. The next meeting is scheduled and agreed for Monday 15th January 2024 at 9:15am. Michele explained that due to using one of the setting rooms for the meeting, the meeting may need to be rearranged depending on the weather. She explained if the weather was particularly poor, the children would need to use the inside space.

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
131-133 Roman Road
Mountnessing
Brentwood
Essex
CM15 0UD

Bankers: Barclays Bank Plc
2 East Walk
Basildon
Essex
SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2022
Set Out On Pages 1 to 3

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.

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



David Parker
Sterlings Accountancy Solutions Ltd
131-133 Roamn Road
Mountnessing
Brentwood
Essex
CM15 0UD

Date: 13 June 2023

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2022

	2022		2021	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		172,206		132,070
Other		2,071		1,504
Incoming resources from charitable activities				
Fees		13,222		7,230
Total incoming resources		<u>187,499</u>		<u>140,804</u>
Interest recieved		23		28
Resources expended				
Charitable activities				
Wages	121,444		124,454	
Employer's pension	1,992		2,110	
Rent	8,819		9,185	
Water rates	181		203	
Light & heat	6,490		2,709	
Security	879		1,043	
Repairs & renewals	7,187		3,255	
Equipment and materials	4,556		1,476	
Refreshments	1,239		834	
Telephone	1,022		1,026	
Cleaning, refuse & hygiene	1,025		1,667	
Postage & stationery	471		1,680	
Training	1,147		0	
Independent examiners fees	1,151		1,151	
Sundry	1,518		532	
Insurance	581		775	
Subscriptions	329		252	
DBS	290		330	
Food vouchers	0		0	
Bank charges	187		169	
Travel	80		45	
Licenses	394		329	
Activities	60		550	
Legal fees	1,740		0	
Total resources expended		<u>162,782</u>		<u>153,775</u>
Net incoming/(outgoing) resources		24,740		-12,943
Total funds brought forward		56,643		69,586
Total funds carried forward		<u><u>81,383</u></u>		<u><u>56,643</u></u>

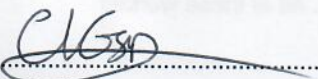
Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2022

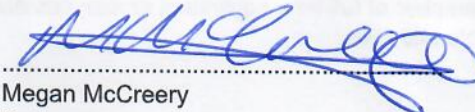
Unrestricted funds

	2022 £	2021 £
Current assets		
Bank account	82,831	62,796
Debtors	1,879	0
Cash	0	2
	<u>84,710</u>	<u>62,798</u>
Creditors falling due within one year	3,327	6,155
	<u>81,383</u>	<u>56,643</u>
Charity funds		
Unrestricted funds	<u>81,383</u>	<u>56,643</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed


.....
Claire Gseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 02.06.2023

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2022

1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

Finance Report 2023

I would like to start with going through our income and expenditure of the year 2022.

Our total income for this year was £187'499.00, this was made up of 2yr funding, 3/4yr FEEE funding, 30 hour funding, Fee's, fundraising, SEN payments, EYPP and voluntary snack contributions.

Our total income increased by £46'695.00 from the previous year, this was due to an increase of hours for children on roll and fee-paying parents, also the government raised the price of funded children and we increased the hourly childcare rate to £5 per hour.

Our expenditure was £9'007.00 more an the previous year due to the heightening costs of electric and gas, repairs and renewals (patio in garden) staff training and legal fee's (lease renew).

At the start of January 2023, we had £64'378.18 in our bank account.

We currently have 9 members of staff on roll.

Minimum wage increased again in April of this year, taking the minimum wage up to £10.42ph, which will again contributed considerably to our monthly wage outgoings.

We are currently up from last year and now have 46 families enrolled.

25 children are – 3/4yr funded (4 of those pay extra for more hours)

9 children are 30 hours

7 children are – 2yr funded

5 children are fee paying.

The majority of children that are on our registers at present will be leaving for school in July 2024 so January's intake will be made up of children who were born after 1st September 2020.

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales - Charity number 1028673

Accounts

AGM

Wednesday 19th October 2022 at 12:45pm in Blossom Room

Attendees: Michele Jolley, Kallie Templeton, Clare Gseir, Megan McCreedy, Emily Davey, Louise Barnett, Riley Nice and Dinah Sharp

Apologies: Rachel Long

Previous Business

➤ **Super Star Sports and Kudos**

Kudos came into the setting on a couple of occasions but appear to have gone out of business.

➤ **Open Days**

The open days for the parents/carers of new starters are continuing to be a success. Open days had taken place again for new starters in August 2022 over two days in the school holiday with a very high turn out. Michele plans to hold an open session for those starting in January 2023 during an afternoon session in the second autumn half term, this will allow parents to see the setting with other children there to see how it works. An open day like this has not been attempted before.

➤ **Banking**

There are currently two people on the banking; Megan McCreedy in her role as Treasurer and Hayley Barber. Michele has considered adding an additional person but all members are happy with the current situation.

New Business

1. Welcome

Clare and Michele welcomed the new parent members Riley and Dinah who have agreed to join the Committee. Members also welcomed Kallie who is joining the Committee on behalf of the staff. Clare explained that all new members would need to complete a volunteer DBS and an EY2 form, she will send the details for these by email before 31st October 2022 and will make herself available should anyone require assistance. Clare read the minutes from the previous AGM held on Wednesday 20th October 2021, these were agreed by members. All members were reminded the contents of meetings are private and confidential.

2. Financial Report (See attached)

Michele read the prepared Finance Report to all members. Michele further explained that there are currently less children on role due to there having been less three and four year olds on the waiting list for the new September 2022 intake as other preschools in the local area had offered an additional intake in April 2022. Therefore, more two year olds were offered places for September 2022 affecting the staff ratios. However, a majority of the two year olds turn three during the autumn term meaning more two and three year olds can begin in January 2023. At present there are seven children due to be in January 2023.

3. Staff Report (See attached)

Michele read the prepared staff report to all members. Michele added there had been an increase in training over the year for all staff. All staff had undertaken Planning in the Moment training. Kerry has completed Enco training, first aid and best practice rooms. Kallie has completed first aid and safeguarding training. Sarah's apprenticeship is coming to an end, she is also in the process of her first aid training. Hayley has completed her Level 3 training and has also completed best practice rooms training. Clare G is in the process of completing a knowledge based Level 3 in childcare and education.

4. Fundraising

Michele explained planned fundraising for Christmas 2021 was unable to go ahead due to a high level of illness in the setting and local area. The Christmas assemblies did take place online. Little Urchins have been in twice to do photographs, although there has been a significant decrease in the number of people buying the product for instance only ten if the group graduation photographs were purchased. Clare asked if it was worth looking into other local company prices to see if there were any better options available, all members agreed. Kallie confirmed the Easter fundraising was able to take place with a raffle and bake sale. Clare and Megan had also organised and run a summer fete towards the end of the year. The money raised from fundraising had gone towards lots of new resources and the improvement of the outside area. Fundraising going ahead will be used towards continuing the improvements in the outside area, particularly a sandpit, more outside storage and more imaginative resources to stimulate the children.

5. Leavers Summer 2022

Michele confirmed the plans for the leavers of the Summer Term 2022 had gone ahead and were very well received. The two planned Leavers' Assemblies were able to go ahead. There was also an end of year party for all children with the local entertainment company Mojji; Michele explained they had been rather expensive however Kallie and Clare

stressed how much the children had enjoyed it and there had been lots of good feedback from parents/carers. Michele is going to look into funds at the end of the year with a view to book them again. There was also an end of year trip; a teddy bear picnic to a local park.

6. Ralph

Michele informed members on two occasions in the last academic year, Hayley Barber's dog Ralph had come into setting for a visit. Kallie explained parents/carers are given ample warning of planned visits on the Little Gem's Facebook page as well as verbally when dropping off and collecting their child before the day of the visit. Ralph's visits have been a very popular and well loved addition to the setting and they shall continue throughout the year on different days to allow all children to engage. All members agreed these visits would be beneficial to the children.

7. Policies

All members read and agreed on the following revised policies:

- ❖ Nappy changing
- ❖ Food hygiene
- ❖ Food and drink
- ❖ Recording and reporting of accidents and incidents
- ❖ First aid
- ❖ Managing children who are sick, infectious or with allergies
- ❖ Administering medicines

Megan and Clare signed the revised policies on behalf of all members.

8. Member Elections

All members stood down from their current roles. No new members wished to step forwards for a role. Clare was re-elected as Chair, Megan as Treasurer and Emily as Secretary. We read through the constitution, agreed all parts and signed.

9. Next Meeting

Michele explained new guidance on Committees meant meetings now only have to be held twice a year although previously members of the Little Gem's Committee had been meeting once every half term. Clare suggested meeting once per term, meaning three meetings each year, all members agreed. The next meeting is scheduled for Tuesday 24th January 2023 at 9:15am. All members stressed the need for new parents to join the Committee; Michele explained all new starters are given information about the Committee when their child begins however not many show interest. Clare offered to look into writing a new document for the parents/carers of new starters in the hope some of the January 2023 may join the next meeting.

Minutes Agreed

by

Signed

Date

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
Unti 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Bankers: Barclays Bank Plc
2 East Walk
Basildon
Essex
SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2021
Set Out On Pages 1 to 3


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.

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



David Parker
Sterlings Accountancy Solutions Ltd
Unit 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Date: 26 April 2022

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2021

	2021		2020	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		132,070		155,839
Other		1,504		566
Incoming resources from charitable activities				
Fees		7,230		4,643
Total incoming resources		<u>140,804</u>		<u>161,048</u>
Interest recieved		28		86
Resources expended				
Charitable activities				
Wages	124,454		128,020	
Employer's pension	2,110		2,027	
Rent	9,185		8,727	
Water rates	203		124	
Light & heat	2,709		1,636	
Security	1,043		0	
Repairs & renewals	3,255		5,446	
Equipment and materials	1,476		1,511	
Refreshments	834		990	
Telephone	1,026		722	
Cleaning, refuse & hygiene	1,667		2,571	
Postage & stationery	1,680		360	
Training	0		601	
Independent examiners fees	1,151		1,211	
Sundry	532		140	
Insurance	775		792	
Subscriptions	252		376	
DBS	330		192	
Food vouchers	0		1,393	
Bank charges	169		180	
Travel	45		100	
Licenses	329		330	
Activities	550		773	
Legal fees	0		0	
Total resources expended		<u>153,775</u>		<u>158,222</u>
Net incoming/(outgoing) resources		-12,943		2,912
Total funds brought forward		69,586		66,674
Total funds carried forward		<u><u>56,643</u></u>		<u><u>69,586</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2021

Unrestricted funds

	2021	2020
	£	£
Current assets		
Bank account	62,796	72,548
Debtors	0	0
Cash	2	13
	<u>62,798</u>	<u>72,561</u>
Creditors falling due within one year	6,155	2,975
	<u>56,643</u>	<u>69,586</u>
Charity funds		
Unrestricted funds	<u>56,643</u>	<u>69,586</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed


.....
Claire Gseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 26.04.2022

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2021

1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

Manager's Report
AGM
19th October 2022

Since our late committee meeting, we have had many staff changes. Our previous deputy Chelsey unexpectedly left us in April 2022 without any warning, which at the time did cause some staffing issues. Kallie stepped in as acting deputy which worked out amazingly so now has taken on the role permanently. Clare Gseir joined us part time in April and Kasie left to have her baby in July and is now on maternity leave. Alison Brooker, who worked with us before has returned back part time to cover maternity and Clare McGonnell has now join our team full time. Hayley has taken on the role of Room Leader now that she has completed her level 3, which is working out great.

New Starters

On role this term we have 43 children on our registers.

15 - 2yrs

25 - 3yrs

3 - 4yrs

These numbers are down on last year as we did not have as many 3/4yr old on our waiting list. I made the decision to take on many more 2yr olds that turn 3yrs in the Autumn term so then our ratio can change for us to take on more 2yr olds in January. This means have had to change the age range that move up to bloom room, so this should even its self out in the new year.

This Autumn Term we have 6 children who are in receipt of EYPP.

LITTLE GEMS'S PRE-SCHOOL BASILDON

England & Wales - Charity number 1028673

Accounts

AGM

Wednesday 20th October 2021

Blossom Room 9:15am

Attendees: Michele Jolley, Megan McCreedy, Clare Gseir, Emily Davey, Chelsey Balkwill, Cassie Pearmain, Louise Barnett

Apologies: Hayley Wheeler

1. Previous Business

The minutes of the last AGM on 1st October 2020 were read by Clare. They were agreed by all members and signed. Matters arising from the last meeting;

➤ Christmas Fundraising

Due to both Local and National Lockdowns because of COVID19 cases the setting was closed to all children on the 8th December 2020 and did not fully reopen until 8th March 2021. The closure meant Christmas fundraising was unable to go ahead. Fundraising did go ahead at Easter with a raffle and the Little Urchins photography also went towards fundraising.

➤ Contractors

The company Mitie are now responsible for water safety checks and fire extinguisher testing. It costs roughly £600 for the year. Contractors are used for other maintenance jobs around the setting. Michele is also going to look into contractors for mowing the area of grass in the outside area as Fairhouse have changed company and they no longer include the Little Gem's area.

➤ COVID19

Due to both Local and National Lockdowns because of COVID19 cases the setting was closed to all children on the 8th December 2020 and did not fully reopen until 8th March 2021. Staff returned to work in January as all EYFS settings were allowed to reopen. Most

children did not come back until later in the year. All new starters due to begin in January chose stayed home. Children could be claimed for even if they chose not to attend.

2. Financial Report

Michele read the Financial Report for 2021 (see attached). The total income %for last year was £161084 which is £23587 lower than the previous year. Michelle believes this is due to COVID and less families being on role, the members all agreed. Outgoings are roughly £5000 more compared to the previous year. Michele explained this is due to the increased resources in particular PPE due to COVID, wage and pensions increases and paying for repairs as they are no longer included in the rent. Wages have increased by around £7000 and repairs has increased by around £2000. Michele is not worried about finances as there are currently more children on role, including ten children receiving thirty hour funding as of January 2022 and eleven children receiving two year funding. There are eight children due to start attending in January 2022

3. Staff Report

Chelsey read the Staff Report for 2021. She reiterated that Hayley Wheeler had left the setting in April. Chelsey is now deputy and the second child protection officer for the setting. Cali is room leader. Hayley is working towards her Level 3 and Kerry has recently completed her Level 2 qualification. Sarah has been working as an apprentice and will continue in this role.

4. Super Star Sports

Michele informed the members that Super Star Sports who have worked with Little Gem's providing specialist sports Instruction are no longer being used. Michele explained she had made the decision as they were being very inconsistent; arriving late or not when expected and sending different people each time which was unsettling for the children. Kudos is employed in this role instead; they used to work with Super Star Sports before branching out on their own and are charging the same amount.

5. Open Days

Michele confirmed that Open Days had been help over the Summer for new starters. There were two opportunities for families to visit in

August to meet the staff and see the setting. Unfortunately they were unable to go ahead for January 2021 starters due to COVID restrictions in place. It has been decided and agreed by all members to keep using Open Days instead of home visits for new starters.

6. Banking

Chelsey and Hayley are going to be joining Megan on the banking and Hayley Wheeleris being removed. The process has been started however paperwork and checks is taking an extremely long time to complete. Chelsey has now spoken to the bank and hopefully it shall go through faster now.

7. Member Elections

All Committee members stepped down from their current roles. Clare was reselected as Chairperson, Megan was reselected as Treasurer and Emily was reselected as Secretary. Hayley excused herself in writing as a member of the Committee due to leaving the setting.

8. Next Meeting

The next Committee meeting is due to take place on Thursday 9th December 2021. Michele and Clare to meet on Tuesday 2nd November 2021 to send off the accounts information to Charity Commission.

Minutes Agreed

by

Signed

Date

Manager's Report
AGM
Wednesday 20th October 2021

This year has been another difficult year due to COVID 19. Since our last AGM last October, we have only managed to do a couple of fundraisers which includes the Easter raffle and Little Urchins photo's.

We went into national lockdown with everyone else at the beginning of December 2020 so sadly no Christmas raffle, virtual assemblies or any Christmas activities could take place. The government announced that all Pre-School aged children could return back after the Christmas break, but the majority of our parents decided to keep their children home, including our new January starters. Up until the 8th March we mainly had our children of working families and the vulnerable with us. We choose a rota base for staff, as many staff also had children/youngster at home to care for. All staff kept in regular contact with all their keyworking families with weekly phone calls, updates and activity packs were dropped off if requested. Essex County Council issued food vouchers for 2yr funded/EYPP and vulnerable children which were distributed out accordingly.

From Easter onwards staff still do regular Rapid Antigen Test's and throughout the year we have had to deal with staff shortages due to following the government guidelines of self-isolation, which is ongoing.

Strick measures are still being followed to ensure the safety of children and staff to prevent the spread of the virus.

Starting this new academic term, September 2021, we are currently up in numbers from this time last year and have 46 families on roll, this will also hopefully increase with the new January 2022 intake to 56.

Finance Report 2021

I would like to start with going through our income and expenditure of the year 2020.

Our total income for this year was £161,048.00, this was made up of 2yr funding, 3/4yr FEEE funding, 30 hour funding, Fee's, fundraising, SEN payments, EYPP and voluntary snack contributions.

Our total income decreased by £23587.00 from the previous year due to COVID and having less families attending the setting.

Our expenditure was £5737.00 more then the previous year due to the increase of the minimum wage, repairs and cleaning products.

At the start of January 2021, we had £56951.93 in our bank account.

We currently have 7 members of staff and 1 apprentice on roll. Minimum wage increased again April of this year, taking the minimum wage to £8.91ph, which has contributed considerably to our monthly wage outgoings.

We are currently up from last year and now have 46 families enrolled.

21 children are - 3/4yr funded 10 are 30 hours

11 children are - 2yr funded

4 children are fee paying.

At the moment we have 8 new starters for January 2022.

We continue to ask parent/carers to give us a contribution for snack of 20p per session.

LITTLE GEMS PRE - SCHOOL BASILDON
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

LITTLE GEMS PRE - SCHOOL BASILDON

Registered Charity Number: 1028673

Chairperson: C Gsier

Treasurer: M McCreery

Secretary: E Davey

Independent Examiner: D Parker
Sterlings Accountancy Solutions Ltd
Unti 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Bankers: Barclays Bank Plc
2 East Walk
Basildon
Essex
SS14 1HH

Independent Examiner's Report
To The Trustees Of Little Gems Pre - School Basildon
On The Accounts For The Year Ended 31 December 2020
Set Out On Pages 1 to 3

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.

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



David Parker
Sterlings Accountancy Solutions Ltd
Unit 5 Woodbrook Crescent
Billericay
Essex
CM12 0EQ

Date: 29 April 2021

Little Gems Pre - School Basildon
Statement of Income and Expenditure
Year ended 31 December 2020

	2020		2019	
	£	£	£	£
Incoming resources from generated funds				
Essex County Council		155,839		175,965
Other		566		2,156
Incoming resources from charitable activities				
Fees		4,643		6,514
Total incoming resources		<u>161,048</u>		<u>184,635</u>
Interest recieved		86		53
Resources expended				
Charitable activities				
Wages	128,020		121,778	
Employer's pension	2,027		1,682	
Rent	8,727		8,723	
Water rates	124		510	
Light & heat	1,636		3,047	
Repairs & renewals	5,446		3,122	
Equipment and materials	1,511		3,384	
Refreshments	990		1,928	
Telephone	722		995	
Cleaning, refuse & hygiene	2,571		2,114	
Postage & stationery	360		145	
Training	601		378	
Independent examiners fees	1,211		1,152	
Sundry	140		50	
Insurance	792		439	
Subscriptions	376		228	
DBS	192		221	
Food vouchers	1,393		0	
Bank charges	180		265	
Travel	100		805	
Licenses	330		0	
Activities	773		660	
Legal fees	0		859	
Total resources expended		<u>158,222</u>		<u>152,485</u>
Net incoming/(outgoing) resources		2,912		32,203
Total funds brought forward		66,674		34,471
Total funds carried forward		<u><u>69,586</u></u>		<u><u>66,674</u></u>

Little Gems Pre - School Basildon
Balance Sheet
At 31 December 2020

Unrestricted funds

	2020	2019
	£	£
Current assets		
Bank account	72,548	70,526
Debtors	0	496
Cash	13	28
	<u>72,561</u>	<u>71,050</u>
Creditors falling due within one year	2,975	4,376
	<u>69,586</u>	<u>66,674</u>
Charity funds		
Unrestricted funds	<u>69,586</u>	<u>66,674</u>

The financial statements have been prepared in accordance with FRS102 SORP.

Approved and agreed


.....
Claire Oseir
Chairperson


.....
Megan McCreery
Treasurer

Date: 23/04/2021

Little Gems Pre - School Basildon
Notes To The Accounts
For The Year Ended 31 December 2020

1 Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 16 July 2014, and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102).

2 Accounting policies

Incoming resources

Grants are included in the SOFA when the charity has unconditional entitlement to the resource. Fees are included in the SOFA when the charity becomes entitled to the income

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

3 Staff costs

The average number of full time equivalent employees during the year was 9. All of these worked within charitable activities.

Manager's Report
AGM
Wednesday 20th October 2021

This year has been another difficult year due to COVID 19. Since our last AGM last October, we have only managed to do a couple of fundraisers which includes the Easter raffle and Little Urchins photo's.

We went into national lockdown with everyone else at the beginning of December 2020 so sadly no Christmas raffle, virtual assemblies or any Christmas activities could take place. The government announced that all Pre-School aged children could return back after the Christmas break, but the majority of our parents decided to keep their children home, including our new January starters. Up until the 8th March we mainly had our children of working families and the vulnerable with us. We choose a rota base for staff, as many staff also had children/youngster at home to care for. All staff kept in regular contact with all their keyworking families with weekly phone calls, updates and activity packs were dropped off if requested. Essex County Council issued food vouchers for 2yr funded/EYPP and vulnerable children which were distributed out accordingly.

From Easter onwards staff still do regular Rapid Antigen Test's and throughout the year we have had to deal with staff shortages due to following the government guidelines of self-isolation, which is ongoing.

Strick measures are still being followed to ensure the safety of children and staff to prevent the spread of the virus.

Starting this new academic term, September 2021, we are currently up in numbers from this time last year and have 46 families on roll, this will also hopefully increase with the new January 2022 intake to 56.

