

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2019		31	08	2020

## Section A Reference and administration details

Charity name

Bubbles Preschool (Bicester)

Other names charity is known by

Registered charity number (if any) 1029607

Charity's principal address

Southwold Community Centre

Holm Way

Bicester, OXON

Postcode

OX26 3UU

### 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	Alexandria Mills	Chair		
2	Ann Cadle	Vice Chair		
3	Louise Passfield	Secretary		
4	Katy Jordan	Treasurer		
5	Natalie Alexander			
6	Chris Alexander			
7	Harriet Thompson		From November 2019	
8	Katy Gore			
9	Jennifer Salkeld		From November 2019	
10				
11				
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

### 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)	Pre-school Learning Alliance Model Constitution 2008
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election from membership

### 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

The aims of the Pre-School are to enhance the development and education of children primarily under statutory school age and to work with parents to help them understand 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 Pre-School provides flexible (3 hour, 5 hour or full day) educational sessions for children aged 2 yrs 6 months to 5 yrs old, during normal school term time. We believe in helping young children develop into confident individuals by providing a wide range of practical and fun activities to inspire them to investigate, explore, learn and have fun.

We have also organised several fundraising events, such as a Sponsored walk, Virtual Fun Run, cake sale and raffle. These events and other activities throughout the year, help us to raise money for new resources at Bubbles.

**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**

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

The Pre-School has provided high quality early education and child care for children aged 2 yrs 6 months to 5 yrs old, over a period of 38 weeks, during normal school term time.

We have also offered additional one to one support to young children with special needs.

We have supported the training and development of staff members to enhance their knowledge and understanding and so improve the service we can offer the families we work with.

We have worked hard to improve communication with our families, believing that building strong bonds between Bubbles and home significantly improves the quality of service we provide for both our children and their families. We now have an active facebook closed group, and all our families are linked to us via our on line learning journal, Tapestry.

From March - June 2020 we were forced to close during the Coronavirus pandemic. During this time we supplied home learning packs to all our families and kept in touch via a weekly newsletter, Tapestry, email, face book and telephone. For our more vulnerable children, we provided extra support in the form of food parcels and targeted learning resources.

Fundraising efforts enabled us to purchase two staff laptops, new climbing equipment, pay for visits from outside companies, subsidise a school trip and provide fresh and exciting activities throughout the year.

## Section E Financial review

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

We have a contingency fund to cover the costs of staff redundancies and 2 months running costs. Any additional reserves are used for any of the following, to cover fluctuations in demand / income, supporting children in the setting with special needs, funding staff training and for a possible relocation fund.

### 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.

Our main income comes from the Nursery Education Funding provided by the government for all 3 and 4 year olds. We also receive funding for some 2 year old children on our roll. The next main source of income is fees paid by parents for any non-funded sessions.

The committee and staff also work hard fundraising throughout the year to help supplement this income so we can provide the best service possible to our children and their families.

We are relieved that through hard work and financial diligence, we have now recovered from our 2016/2017 financial losses. We have kept our admissions high in order to maximise the funding we receive and track our budget carefully to ensure financial security.

Thankfully, throughout our closure due to Covid-19, we continued to receive funding from our local authority, as if we were open. This coupled with the community centre freezing our rental payments have helped us achieve another small profit this year. The next financial year is looking very uncertain and we are unsure how Covid-19 will affect us operationally and financially. We will therefore use the unexpected profit this year to carry us through any financial difficulties we experience next year.

## 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)

Katy Gore

A

Position (eg Secretary, Chair, etc)

Committee Member & Administrator

Date

14 October 2020

Bubbles Preschool

Financial Statements

for the Year ended 31 August 2020

## **Bubbles Preschool**

### **Notes forming part of the financial statements**

#### **Year ended 31st August 2020**

- |      |   |   |
|------|---|---|
| Note | 1 | It is the policy of the preschool to write off all expenditure on equipment in the year of purchase. There were no large items of equipment purchased in the year. At the balance sheet date the cost of equipment in use is approximately £23,785 and is insured to cover this amount. |
| Note | 2 | At 31st August 2020 there was no funding received in advance of the academic year commencing September 2020.  |
| Note | 3 | Current accounts are held at Lloyds and HSBC, both in Sheep Street, Bicester.<br>The deposit account is with the Coventry Building Society, Sheep Street, Bicester.   |
| Note | 4 | At 31st August 2020 there exists £256.50 of credit relating to coronavirus closure  |
| Note | 5 | The following suppliers had not been paid at 31st August 2020:<br>HMRC £1853.01 PAYE/Ni re April, May, June, July, August 2020.   |

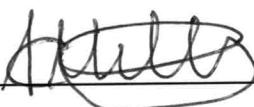
**Bubbles Preschool****Assets and Liabilities****Year ended 31st August 2020**

	Notes	2020 £	2019 £	2018 £
<b>Current Assets</b>				
Current Accounts - Lloyds TSB	Note 3	3,147.41	8632.51	3,232.57
Current Accounts - HSBC	Note 3	30,424.57	13506.15	26,407.23
Deposit Account - Coventry Building Society	Note 3	43,988.06	42963.74	41,691.22
Cash in hand		0.00	0	0.00
OCC Funds received in advance	Note 2	0.00	0	-14,558.78
		<u>77,560.04</u>	<u>65102.4</u>	<u>56,772.24</u>
<b>Financed by:</b>				
Capital Account				
Balance brought forward		65,102.40	56772.24	45,940.36
Add net income for the year		12,457.64	8330.16	10,831.88
		<u>77,560.04</u>	<u>65102.4</u>	<u>56,772.24</u>

**CERTIFICATE OF APPROVAL**

We approve the Financial Statements set out on pages 1 to 2 and confirm that we have made available all relevant records and information for their preparation.

Signed:



Chairperson  
on behalf of the Committee

Date:

20/4/21

# Bubbles Preschool

## Income & Expenditure Account

Year Ended 31st August 2020

	Notes	2020 £	2019 £	2018 £
<b>INCOME</b>				
Fees from Parents	Note 4	9,279.00	12,431.00	10,511.79
NEF Funding from OCC	Note 2	100,576.19	91,530.16	94,342.16
2yr Old Funding		5,928.48	8,412.48	4,007.52
SEN Funding		6,352.50	0.00	154.00
Other Funding from OCC		602.55	765.00	692.00
EYPP Funding		<u>3,586.40</u>	<u>1,680.00</u>	<u>1,212.00</u>
		126,325.12	114,818.64	110,919.47
Fundraising Net of Expenditure:				
Fundraising - General		646.89	512.54	815.00
Fundraising - Sweatshirts/ T-shirts Income		-44.07	128.50	104.50
Fundraising - Trips/ Panto		-155.25	-83.50	-24.50
Fundraising - Photos / T-Towels/Xmas cards		49.16	116.69	168.26
Fundraising - Sponsored Event		<u>1,752.92</u>	<u>726.16</u>	<u>651.57</u>
		2,249.65	1,400.39	1,714.83
Refund for Credit Invoice		120.28	224.93	4.10
Milk Refund		103.15	180.37	154.43
Bank Interest Received		324.32	272.52	138.32
Grants received less expenses		400.00	400.00	
Donation Received		<u>2,306.00</u>	<u>487.82</u>	<u>1,437.47</u>
		3,253.75	1,565.64	1,734.32
		<u>131,828.52</u>	<u>117,784.67</u>	<u>114,368.62</u>
<b>EXPENDITURE</b>				
Rent		9,559.45	12,539.80	12,630.80
Wages		89,835.72	83,127.81	78,953.81
HMRC	Note 5	4,618.53	4,494.67	3,507.40
Insurance		822.72	748.52	711.64
Registration		158.00	156.00	156.00
Accounting		1,682.10	1,562.40	1,558.80
Bank Charges & Interest		71.99	72.00	92.50
IT		1,684.21	345.63	463.80
Pension		2,771.30	1,521.32	799.75
Resources		4,445.35	2,251.82	2,830.41
Milk		103.15	166.85	155.43
Snack		29.45	18.62	32.94
Refreshments		50.33	51.18	46.60
Cleaning		685.76	389.61	249.27
Stationery		198.02	258.10	164.96
Postage		37.66	31.69	68.16
Printing (photos/copier)		515.81	455.24	548.46
Phone		482.14	229.01	343.57
DBS		120.88	89.59	52.29
Mileage		49.68	9.18	6.75
Training		578.50	632.78	69.40
Uniform for Staff		455.89	253.69	0.00
Gifts		414.24	49.00	94.00
Sundry		0.00	0.00	0.00
		<u>119,370.88</u>	<u>109,454.51</u>	<u>103,536.74</u>
<b>Excess of Income over Expenditure</b>		<u>12,457.64</u>	<u>8,330.16</u>	<u>10,831.88</u>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Bubbles Preschool (Bicester)

**On accounts for the year  
ended**

31<sup>st</sup> August 2020

**Charity no  
(if any)**

1029617

**Set out on pages**

1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*NAJC*

**Date:**

**Name:**

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

**Address:**

**Stack & Jones Limited**

**Tel: 01869 277973 / Fax: 01869 278636**

**email@stackandjones.co.uk**

**Unit 4, Willows Gate**

**Stratton Audley, Bicester**

**Oxfordshire OX27 9AU**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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



**Section A**

**Independent Examiner's Report**

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**Signed:**

*ADJTC*

**Date:**

**Name:**

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

**Address:**

**Stack & Jones Limited**

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