

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2021		31	08	2022

## 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	Sarah Cole	Chair		
2	Nicola Clews	Vice Chair		
3	Jeni Slakeld	Secretary		
4	Katy Jordan	Treasurer		
5	Roberta harris			
6	Tom Cole			
7	Laura Warner			
8	Katy Gore			
9				
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 provide safe, high quality education and care for children under statutory school age. We are committed to safeguarding and promoting the welfare of children and young people and we aim to work with parents, exchanging information about children's progress, encouraging parents' involvement and offering support 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 obstacle course, raffle and face painting at community fairs. 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 employed one new member of staff as a replacement of another, and arranged the commencement of her vocational training. We have supported the training and development of all 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.

This year we continued to provide places for children with Special Educational Needs and Disabilities (SEND). Extra training for staff, working with other professionals and taking on extra support staff helped us to succeed in building our reputation in this field, and now Bubbles is regularly recommended by other professionals supporting families of children with SEND.

Fundraising efforts enabled us to purchase a new shed for outside resources as well as providing 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, long term sickness.

### 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.

Numbers on our role have still not recovered following the Covid-19 pandemic, and we relied on an additional grant of £7400 to help us through the Autumn term. Unfortunately, numbers did not fully recover throughout the following two terms. This, coupled with underfunded places mean we will post a financial loss at the end of this 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)

*K. J. Gore*

Full name(s)

Katy Gore

<sup>A</sup>

Position (eg Secretary, Chair,  
etc)

Committee Member &  
Administrator

Date

10 Jan 2023

**Bubbles Preschool**  
**Financial Statements**  
**for the Year ended 31 August 2022**

**Bubbles Preschool****Assets and Liabilities****Year ended 31st August 2022**

	Notes	2022 £	2021 £	2020 £	2019 £
<b>Current Assets</b>					
Current Accounts - Lloyds TSB	Note 3	3,599.41	3,535.94	3,147.41	8,632.51
Current Accounts - HSBC	Note 3	54,286.78	36,022.40	30,424.57	13,506.15
Deposit Account - Coventry Building Society	Note 3	45,804.46	45,055.58	43,988.06	42,963.74
Cash in hand			-	-	-
OCC Funds received in advance	Note 2	- 26,148.86	-	-	-
		<u>77,541.79</u>	<u>84,613.92</u>	<u>77,560.04</u>	<u>65,102.40</u>
<b>Financed by:</b>					
Capital Account					
Balance brought forward		84,613.92	77,560.04	65,102.40	56,772.24
Add net income for the year		- 7,072.13	7,053.88	12,457.64	8,330.16
		<u>77,541.79</u>	<u>84,613.92</u>	<u>77,560.04</u>	<u>65,102.40</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:

10-5-2023

Bubbles Preschool

Income & Expenditure Account

Year Ended 31st August 2022

	Notes	2022 £	2021 £	2020 £	2019 £
<b>INCOME</b>					
Fees from Parents		18,890.76	15,139.50	9,279.00	12,431.00
NEF Funding from OCC	Note 2	72,481.43	85,751.32	100,576.19	91,530.16
2yr Old Funding		9,042.32	6,401.76	5,928.48	8,412.48
SEN Funding		2,926.00	14,685.44	6,352.50	-
Other Funding from OCC		2,710.58	980.00	602.55	765.00
HSF	Note 4	1,575.00	-	-	-
EYPP Funding		2,372.80	3,177.90	3,586.40	1,680.00
		109,998.89	126,135.92	126,325.12	114,818.64
Fundraising Net of Expenditure:					
Fundraising - General		1,066.40	614.48	646.89	512.54
Fundraising - Sweatshirts/ T-shirts Income		123.05	53.25	44.07	128.50
Fundraising - Trips/ Panto		70.25	-	155.25	83.50
Fundraising - Photos / T-Towels/Xmas cards		296.99	201.84	49.16	116.69
Fundraising - Sponsored Event		562.29	1,123.75	1,752.92	726.16
		1,978.48	1,886.82	2,249.65	1,400.39
Refund for Credit Invoice		72.04	91.15	120.28	224.93
Milk Refund		111.00	136.30	103.15	180.37
Bank Interest Received		48.88	67.52	324.32	272.52
Grants received less expenses		9,584.45	9,653.36	400.00	400.00
Course income		-	120.00	-	-
Donations Received		751.85	1,261.04	2,306.00	487.82
		10,568.22	11,329.37	3,253.75	1,565.64
		<u>122,545.59</u>	<u>139,352.11</u>	<u>131,828.52</u>	<u>117,784.67</u>
<b>EXPENDITURE</b>					
Rent		10,868.00	11,120.00	9,559.45	12,539.80
Wages		94,797.13	97,821.93	89,835.72	83,127.81
HMRC		7,996.58	7,847.28	4,618.53	4,494.67
Insurance		1,069.31	977.49	822.72	748.52
Registration		159.25	159.25	158.00	156.00
Accounting		2,106.00	1,906.80	1,682.10	1,562.40
Bank Charges & Interest		113.64	72.00	71.99	72.00
IT		1,212.43	1,041.24	1,684.21	345.63
Pension		3,534.07	3,365.24	2,771.30	1,521.32
Resources		2,700.37	2,923.70	4,445.35	2,251.82
Milk		128.79	138.35	103.15	166.85
Snack		8.82	21.04	29.45	18.62
Refreshments		50.12	62.07	50.33	51.18
Cleaning		551.28	1,074.56	685.76	389.61
Stationery		238.09	135.67	198.02	258.10
Postage		33.26	39.24	37.66	31.69
Printing (photos/copier)		759.55	845.90	515.81	455.24
Phone		371.82	443.76	482.14	229.01
DBS		229.36	96.58	120.88	89.59
Mileage		-	-	49.68	9.18
Training		442.56	604.54	578.50	632.78
Uniform for Staff		309.86	369.81	455.89	253.69
Gifts		357.43	327.73	414.24	49.00
Sundry		-	4.05	-	-
Winter food grant		-	900.00	-	-
HSF	Note 4	1,580.00	-	-	-
		<u>129,617.72</u>	<u>132,298.23</u>	<u>119,370.88</u>	<u>109,454.51</u>
<b>Excess of Income over Expenditure</b>		<u><u>- 7,072.13</u></u>	<u><u>7,053.88</u></u>	<u><u>12,457.64</u></u>	<u><u>8,330.16</u></u>



## **Bubbles Preschool**

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

#### **Year ended 31st August 2022**

- |      |   |   |
|------|---|---|
| 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 2021 there was funding received in advance of the academic year commencing September 2022 - This additional funding was recorded as deferred and is not in the Profit & Loss Account   |
| 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 | During this academic year, there was an HSF (Household Support Fund) scheme running.<br>The government funded Bubbles Preschool with a HSF payment of £1,575.<br>Supermarket vouchers were then purchased for £1,580 and given to eligible families.                                    |



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 2022

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 31/08/2022.

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:

Date:

17/5/2023

Name:

MICHAEL STACK

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

Address:

UNIT 4, WILLOWS GATE  
STRATTON AUDLEY  
BICESTER, OXON OX24 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.**