

Harvey Bears Nursery and Pre-School, Chairpersons Report 2019-2020:

In early November 2019 we managed to arrange for Harvey Bears to open 5 days a week as we had previously not been able to open on Friday afternoons. With the kind agreement of the Art club now using the Green room we are able to offer full weekday care to our children. This has been a big change for Harvey bears and a huge help in both income and increasing our appeal to prospective parents and carers.

For this years (2019) Autumn Fayre we were blessed with good weather and a great variety of stall holders and visitors. We had competitions and kids activities as well as refreshments. We raised £420 in a couple of hours which was a fantastic result.

Chloe Benjamin did an amazing job in organising the Autumn Fayre together so a huge thanks to Chloe for this!

As usual in December we took part in Santas sleigh with Evesham round table, spending the evening knocking on doors in Broadway. We kept warm by rushing around, knocking on doors and managed to collect £1155 on the night and, out of that, we raised £55.92p. A big that you to everyone who turned out to help and it is a shame that we can't do the same this year. I have spoken to the round table and Santa will be making the rounds this year but it remains to be seen if they will raise enough this year to hand out to their usual charities.

At the end of last year we set up collections with the charity Fareshare. We have been making regular collections of food that would usually go to waste from Tesco in Evesham. What you can collect each week varies greatly but it gives a chance for our children to get a healthy snack and maybe try some unusual fruit or veg that they may not have tried before!

I'm not going to dwell too much on Coronavirus as i'm sure we have all had enough and are looking forward to the time where we can all see loved ones, not have to watch the news with our breath held and can generally get back to normal but as you can imagine, trying to run a childcare facility in the middle of an unprecedented global pandemic has its challenges!

Very early on we decided that as a charity, we had a duty to stay open as long as we could as it may mean that a key worker would be able to carry on working at a time when they could be making a real difference in our community. Even if this meant we would be running at a loss. We also decided where possible top up the staff on furlough to 100% of their wages. I spoke to staff individually by phone to explain and hopefully reassure them that we would do our level best to look after them. This was all complicated greatly by the governments last minute decision to move the goalposts by changing how much money we could claim back. Chris was the one who had to get this all sorted out with HMRC and did a fantastic job. Throughout lockdown, when we were closed and after Easter when we were able to open or doors again, we tried our best to keep in contact with Family members, staff and committee as we all tried to keep abreast of the government guidelines.

They seemed to be constantly shifting and our staff did an amazing job keeping up to date with new hygiene protocols and not to mention the willingness they showed coming back to work despite some uncertainty that they must have felt.

We asked staff to run a summer club this year as we felt that it would provide some much needed income. We had run out of the money that we had received from the government and were looking at the possibility of needing to make temporary redundancies to keep us afloat. We were determined to not let this happen and the staff that were able to, really stepped up and helped both with running Holiday club and with rigorous cleaning of the hall and equipment too. Thank you to all.

A special mention must go to the Village Hall committee as well. They have been fantastic all through this crisis and we are very lucky to have such benevolent landlords. It is not an exaggeration to say that we would have been in serious trouble without the Village hall committees support. We all owe them our gratitude.

During the Summer, and unable to fundraise as usual, we applied for some Covid-19 related grants. We were successful in one and were given £500 by Tesco community funds for digital infrastructure. We spent this on tablets for staff to use. We have continued to use the Famly platform this year, for observations and communications, and having more tablets at HB will mean that staff can update and document child profiles more quickly and easily. Meaning more time to attend to the children. The tablets are also available for staff to take home if needed and using them to complete online training modules will be encouraged for all staff. Especially as it may be a while before in-person training resumes.

We are awaiting the verdict of another grant that is aimed at bringing in some more outdoor activity and movement equipment. We should hear about whether we have been successful in March, we have our fingers crossed!

We have had our usual Rags to Riches collections this year despite everything and with people being at home more we have benefitted by the amount of clearing out people seem to have been doing with a record haul of £247 in June.

We have had some staff turnover this year and are still looking for another permanent staff member at the moment. it is always sad to see staff go but we wish them all the best for the future. We have managed to recruit some excellent new staff and have taken on an apprentice as well. We are starting to look ahead to our next Ofsted inspection and working on areas like planning where we aim to improve in and achieve an outstanding rating.

As a committee we have to try and strike a balance between being a charity and being a business, and this means that we have to tread a fine line between making HB as affordable and accessible as possible whilst still bringing in enough money to keep going. We that in mind, we have made the decision that prices will be assessed each year and adjusted according the the retails prices index or RPI every September. This will keep us line with inflation and our price increase should

be matched by rises in income. We tried hard to delay this years increase as we are aware that some of our families may not have had the easiest year. We will always carefully consider our rates going forward and aim to balance value for families with pay for our amazing staff.

Thank you to my colleagues in the committee, your input this year has always been appreciated and despite the challenges faced in 2020 we end it in a strong position, with good numbers on the books and a healthy balance sheet. This is in no small part to you all.

Finally, Can I thank Chris Hall, she has been amazing this year and we are very lucky to have her on the committee. The sheer amount of time and effort that she has put in in this unprecedented year has been incredible. She has navigated through HMRC, furlough schemes, and funding issues as well as spending a huge amount of time helping out in the village hall. To end this year, of all years, in such a strong position (where 1 in 4 early years providers are in danger of closing down) is the best evidence of how much she has made a difference this year. Thank you Chris!

Thank you all for your help and support this year.

A handwritten signature in dark ink, appearing to read 'Tim James', with a long, sweeping horizontal stroke extending to the right.

Tim James
Chairperson

Harvey Bears Nursery and Preschool

TRIAL BALANCE As of August 31, 2020

	DEBIT	CREDIT
Petty Cash	85.95	
Santander Bank	22,081.57	
Debtors	333.25	
Deferred Income	0.00	
Office Equipment Cost	162.69	
Creditors		0.00
Payroll Clearing		0.00
Payroll Liabilities:HMRC		871.74
Payroll Liabilities:Pension		159.54
Pension		0.00
Tax and National Insurance		0.00
Retained Earnings		17,853.64
Discounts/Refunds Given	1.10	
Donations and legacies		528.50
FUND RAISING ACTIVITIES		1,419.19
Funding		16,593.00
Sales of Product Income		3,375.00
Services		42,659.20
Batteries	64.13	
Craft Materials	289.32	
Entertainment	120.00	
Food & Drink	223.33	
Gifts	304.68	
Harvington Village Hall	3,908.74	
Insurances	821.42	
Office/General Administrative Expenses	85.15	
Other Professional Services	520.60	
Payroll Expenses	667.83	
Payroll Expenses:Pension	754.22	
Payroll Expenses:Taxes	0.00	
Payroll Expenses:Wages	51,318.98	
Phone Costs	337.47	
Printer/Paper	18.54	
Printing, Postage and Stationery	117.12	
Sundries	942.78	
Training	160.00	
Other Expenditure	140.94	
TOTAL	£83,459.81	£83,459.81

Harvey Bears Nursery and Preschool

FINANCIAL ACTIVITIES

September 2019 - August 2020

	TOTAL
Income	
Discounts/Refunds Given	-1.10
Donations and legacies	528.50
FUND RAISING ACTIVITIES	1,419.19
Funding	16,593.00
Sales of Product Income	3,375.00
Services	42,659.20
Total Income	£64,573.79
TOTAL	£64,573.79
Expenditures	
Batteries	64.13
Craft Materials	289.32
Entertainment	120.00
Food & Drink	223.33
Gifts	304.68
Harvington Village Hall	3,908.74
Insurances	821.42
Office/General Administrative Expenses	85.15
Other Professional Services	520.60
Payroll Expenses	667.83
Pension	754.22
Taxes	0.00
Wages	51,318.98
Total Payroll Expenses	52,741.03
Phone Costs	337.47
Printer/Paper	18.54
Printing, Postage and Stationery	117.12
Sundries	942.78
Training	160.00
Total Expenditures	£60,654.31
NET OPERATING INCOME	£3,919.48
Other Expenditures	
Other Expenditure	140.94
Total Other Expenditures	£140.94
NET OTHER INCOME	£ -140.94
NET INCOME/(EXPENDITURE)	£3,778.54