

## Annual Report for Little Explorers Pre-School

### (Year ending 2/9/2021)

The Pre-School accepts funded and non-funded children, aged 2-4, from around the local Greenstead area. The majority of the income that the Pre-School obtains is from Essex County council based on an annual contract. Depending on an individual child's needs further pupil funding can be applied for through a Special Education Needs grant, again from the local Council. Extra income is also raised through the committee organising small fundraising events, like raffles which help to pay towards trips and new play equipment for the children.

Ring fenced funding was also obtained for new outdoor play area flooring and new fencing. Both were installed in September 2021. Work was also completed in the 2021 Summer holidays to fully redecorate the main room used by the Pre-School.

Expenditure is focused on the Pre-School's day-to-day business. Expenses include staff wages, payroll via third party accountancy firm (Beaumont Seymour), Ofsted registration, ongoing staff training, rent, food, cleaning materials, Early Years Alliance registration and insurance, telephone, and office equipment.

Seven staff are employed. Five of whom work directly with the children, being paid between £9 - £10.25 per hour. The other two staff members are the Manager and Administrator, paid between £10.25- £12 per hour. Staff are paid for 20 hours per week, but most will offer further unpaid time where needed.

The Pre-School remained open throughout the Covid-19 pandemic, with the Corona Virus Job Retention scheme not activated and staff working throughout the pandemic. Additional costs were incurred due to extra cleaning/washing and sanitising measures being required, while income from fee paying children was reduced with some parents choosing to keep their children at home.

At the end of the academic year the decision was made by the committee in consultation with the long serving Manager to make this Manager position redundant. The Administrator also took the decision to leave the Pre-School. The duties of these two roles will be absorbed by the two new joint Leaders, in addition to their child related duties, thereby enabling a reduction in staff costs.

The year end funds held by the Pre-School are healthy and this will enable the Pre-School to continue providing a valuable childcare service to its community.

Little Explorers Preschool, Greenstead Community Centre.  
Receipts and payments for the year ending 2/9/21

2019/20		2020/21
<u>£25738</u>	Cash in bank	£21727.59
		<u>£21727.59</u>
	<b><u>Receipts.</u></b>	
£ 330	Fun raising & donations	3070.00
1572	Preschool fees	1293.65
66649	Funding	71267.25
386	Sen grant	1490.40
12	Uniform/scrap books/bags	110.00
210	DBS's repayments	00.00
	Money transferred from	
	Contingency fund	9000.00
	Refunds received on goods	409.03
<u>£69160</u>		<u>£86640.33</u>
<u>£94898</u>		<u>£108.367.92</u>
	<b><u>Payments.</u></b>	
£54457	Wages	£71260.29
508	Accountant	518.40
1598	Inland Revenue	1891.05
7177	Rent & pat testing	8250.00
954	Office, postage, stationary etc	765.09
90	Phone	133.26
2648	Equipment, art & craft	2137.89
621	EYA membership & Insurance	590.67
302	Ofsted fee & DBS's	115.00
90	Outings, travel & entrance fees	335.00
119	Snack / refreshments	162.48
284	Cleaning materials	336.97
193	School Uniform purchases	310.30
125	Training	1285.20
<u>£69171</u>		<u>£88091.60</u>
4000	Money transferred to contingency A/C	5000.00
	Money donated for fence	2500.00
21727	Money in bank	12776.32
<u>£94898</u>		<u>£108367.92</u>