

**Company Registration No. 07557678 (England and Wales)**

**LITTLE BEARS PRE SCHOOL**  
**REPORT AND FINANCIAL STATEMENTS**  
**31 AUGUST 2021**

# **LITTLE BEARS PRE SCHOOL**

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# **LITTLE BEARS PRE SCHOOL**

## **COMPANY INFORMATION**

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### **Directors and trustees**

E Martch-Harry  
G Peach

### **Registered office**

Little Bears Pre-School  
Nursteed Community Primary School  
Brickley Lane  
Devizes  
Wiltshire  
SN10 3BF

### **Accountant**

B Dowdeswell  
76 Malmesbury Road  
Chippenham  
Wiltshire  
SN15 1QD

### **Independent examiner**

S Donovan  
3 Freeman Road  
Devizes  
SN10 3FF

### **Charity Number**

1032470

### **Company Number**

07557678

The directors present their annual report with the financial statements of the company for the year ended 31 August 2021.

### **Structure, Governance and Management**

The company is limited by guarantee and is a charity registered in England and Wales. It is governed by its Memorandum and Articles of Association and is a public benefit entity.

The charity is managed by a committee of fourteen members, two of whom are trustees. The committee meets once every term and is chaired by the chairperson. Relevant papers are circulated before each meeting and minutes taken.

The trustees are responsible for the charity's risk management and internal control systems.

Trustees are nominated and appointed by existing committee members for a period of one year and renewable by nomination for a further term of one year. It is the trustee's intention to appoint new trustees to represent skills and interests that fully cover the scope of the nursery's activities.

All trustees receive relevant company documentation as part of the induction programme and are kept up to date with policy news through board and trustee meetings. The trustees are responsible for the charity's risk management and internal control systems.

### **Objectives and Activities**

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age and encouraging parents to understand and provide for the needs of their children through community groups and by;

- offering appropriate play, education and care facilities, family learning together with the right of parents to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- Supporting and furthering the aims and objects of the Pre-School Learning Alliance.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the future aims and objectives.

The Trustees measure the success of the year against the objectives set using financial and non-financial performance indicators. The benefits of the pre-school are assessed not only in terms of the number of places taken but also the positive impact on the children and parents themselves. The review of the year sets out the performance of the charity.

### **Review of the Year**

Little Bears enjoyed another successful year. The principle objectives and activities undertaken during the year comprise:

- Continuation of financial strength with secure contingencies in place.
- Securing all spaces available for children at the nursery to maximise local authority funding.
- Provide outstanding and ongoing play, care and education facilities to the children of the nursery.

### **Charitable Activities**

Little Bears is a purpose built pre-school specialising in providing care, play and education facilities to pre-school aged children (3 – 4 year olds). A member of the Pre-School Learning Alliance, the provision for the children's development is guided by the Early Years Foundation Stage (EYFS). The charity is funded through the local authority, attendance fees and internal fundraising by committee members and volunteers. The website can be viewed at [www.littlebearsdevizes.org.uk](http://www.littlebearsdevizes.org.uk)

The cost of providing pre-school services for the year ending 31<sup>st</sup> August 2021 was £85,661 which is an increase compared with prior year costs of £82,790. 32 children attended throughout 2020-21 guided by a team of 6 qualified staff.

Ofsted have rated the quality of the provision as “outstanding”.

### **Helping the Wider Community**

Little Bears continues to work in partnership with parents, encouraging volunteers to help with governance and various activities within the setting, working with the wider community to build relationships and help support the children and parents throughout their journey with Little Bears.

The Bristol Standard is used as a tool of continuous improvement involving staff, children and their families.

### **Volunteers**

None of the activities of Little Bears would be possible without the help and unstinting support of our dedicated committee and volunteers. Due to covid restrictions there were no volunteers for the year.

### **Fundraising Activities**

The committee were able to hold fundraising events during the year totalling gross income of £3,303. Fundraising is vital to the nursery as the money raised provides extra-curricular trips and activities for the children. A grant of £2,000 was received from The Lion's Club and the Trustees and Committee are very grateful for their kind generosity.

Planned fundraising for 2021-22 will include seasonal events as well as the highly successful annual sponsored sports day.

### **Financial Review**

Little Bears showed a surplus of £1,309 on income of £86,970 for the year ended 31<sup>st</sup> August 2021 compared to a prior year surplus of £14,073. Income had increased by 15% due to non-recurring donations and strong fundraising in 2020. Attendance income increased slightly year on year by 3%.

Expenditure increased by 3% from £82,790 to £85,661 due to building improvements and equipment purchases.

Reserves for Little Bears continues to show strength with the balance sheet showing net assets of £70,905 (unrestricted reserves).

### **Reserves policy**

Restricted funds are specific to the purpose presented by the donor and are ring-fenced as such for charitable projects. The balance of restricted funds at 31<sup>st</sup> August 2021 is £nil (2020: £5,000).

The reserves policy states a requirement of at least three months of staff costs in unrestricted reserves which currently equates to approximately £14,000. At 31<sup>st</sup> August 2021, the charity had unrestricted funds of £70,905.

### **Principle risks**

The charity's trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks. The principle risks of the charity are identified and reviewed, falling under the headings of Governance, Operations, Finances, Environmental / External, Compliance.

A brief summary of major risks identified by the nursery include (but not exhaustive):

- Ensuring a quorum of committee members and suitable individuals to take on the role as Chair.
- Changes in government funding for working parents giving uncertainty to income.
- Incremental increases in overheads.

The risks have been reviewed and appropriate mitigation and management systems put in place.

**Future Plans**

Little Bears will continue to provide outstanding nursery care, education and support to the local children and their families whilst ensuring solid and continued financial stability. This will be made possible from the continued hard work and training of the Little Bears team.

Recruitment for volunteers and new members of the committee is an ongoing factor to the success of the nursery.

There will be a focus on marketing the setting and the fantastic work the team does. By increasing our profile in the local area more parents and families will be aware of the facilities and the opportunities for their children.

**Directors**

The Directors in office during the period were as follows:

E Martch-Harry  
G Peach

**Directors' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



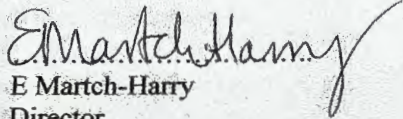
**LITTLE BEARS PRE SCHOOL**

**DIRECTORS' REPORT FOR THE YEAR ENDED 31 AUGUST 2021**

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The directors have prepared this report in accordance with the special provisions of the Companies Act 2006 relating to small companies.

On behalf of the trustees

  
E Martch-Harry  
Director

25th May 2022



**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 AUGUST 2021**

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**Respective responsibilities of trustees and examiner**

The charity's trustee 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. 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.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
S Donovan  
Independent Examiner

25th May 2022

# LITTLE BEARS PRE SCHOOL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<b>Income from:</b>					
Donations		270	-	270	5,050
Charitable activities	2	83,006	-	83,006	80,399
Other trading activities		3,564	-	3,564	2,333
Other		130	-	130	9,081
<b>Total</b>		<b>86,970</b>	<b>-</b>	<b>86,970</b>	<b>96,863</b>
<b>Expenditure on:</b>					
Raising funds					
Fundraising costs		-	-	-	396
		-	-	-	396
Charitable activities	3	80,661	5,000	85,661	82,394
<b>Total</b>		<b>80,661</b>	<b>5,000</b>	<b>85,661</b>	<b>82,790</b>
<b>Net movement in funds</b>		<b>6,309</b>	<b>(5,000)</b>	<b>1,309</b>	<b>14,073</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		64,596	5,000	69,596	55,523
<b>Total funds carried forward</b>		<b>70,905</b>	<b>-</b>	<b>70,905</b>	<b>69,596</b>

The notes on pages 11 to 18 form part of these financial statements.



**LITTLE BEARS PRE SCHOOL****BALANCE SHEET  
AS AT 31 AUGUST 2021**

	Notes	2021 Unrestricted £	2021 Restricted	2021 Total £	2020 Total £
<b>Current assets</b>					
Debtors	5	522	-	522	522
Cash at bank and in hand		72,113	-	72,113	71,135
		<u>72,635</u>	<u>-</u>	<u>72,635</u>	<u>71,657</u>
<b>Liabilities</b>					
Creditors: amounts falling due within one year	6	1,730	-	1,730	2,061
Net current assets		<u>1,730</u>	<u>-</u>	<u>1,730</u>	<u>2,061</u>
<b>Total assets less current liabilities</b>		<u><b>70,905</b></u>	<u><b>-</b></u>	<u><b>70,905</b></u>	<u><b>69,596</b></u>
<b>The funds of the charity</b>					
Unrestricted funds		70,905	-	70,905	64,596
Restricted funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
		<u><b>70,905</b></u>	<u><b>-</b></u>	<u><b>70,905</b></u>	<u><b>69,596</b></u>

The notes on pages 11 to 16 form part of these financial statements.

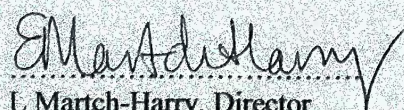
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and FRS102.

For the year ending 31 August 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 25th May 2022 and signed on their behalf by:

  
L Martch-Harry, Director  
Company number - 07557678



**LITTLE BEARS PRE SCHOOL****STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 AUGUST 2021**

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	<b>Note</b>	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Cash used in operating activities</b>	<b>11</b>	<u><b>978</b></u>	<u><b>13,159</b></u>
Increase / (decrease) in cash and cash equivalents in the year		<u>978</u>	<u>13,159</u>
<b>Cash and cash equivalents at the beginning of the year</b>		<u><b>71,135</b></u>	<u><b>57,976</b></u>
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>72,113</b></u>	<u><b>71,135</b></u>

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

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**1 Accounting policies**

**a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Little Bears Pre School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**b) Going concern**

These financial statements have been prepared on a going concern basis. Based on a review of expected income and cash flows over the forthcoming year the trustees are satisfied that the going concern basis is a suitable basis on which to draw up the accounts.

**c) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**d) Incoming resources**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

**e) Resources expended**

Expenditure is included on an accruals basis and includes VAT which cannot be recovered.

**f) Fundraising**

This includes those services directly attributable to the costs of generating funds plus an appropriate proportion of overheads.

**g) Charitable Activities**

This includes those items incurred by the charity in the delivery of its activities and services for its beneficiaries.

## **LITTLE BEARS PRE SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **h) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, personnel, payroll and governance costs which support Little Bear's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

#### **i) Debtors**

Debtors are measured at their recoverable amounts.



## **LITTLE BEARS PRE SCHOOL**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021**

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#### **2 Incoming resources from charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Local authority funding	77,456	76,476
Attendance fees	<u>5,550</u>	<u>3,923</u>
	<u>83,006</u>	<u>80,399</u>

#### **3 Charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Staff costs	60,770	59,307
Equipment and food	7,660	2,350
Building repairs / improvements	6,043	9,189
Trips/ activities	908	459
Insurance	895	889
Utilities	3,986	3,281
Rates	37	371
Staff training	933	272
Fire alarm / safety checks	185	185
Clothing	574	773
OFSTED	75	75
Accountancy fees	275	213
IT	853	666
Bank charges	64	63
Advertising	1,203	497
Rent	<u>1,200</u>	<u>4,200</u>
	<u>85,661</u>	<u>82,790</u>

#### **4 Taxation**

No provision for taxation is required as the company is a Registered Charity and all funds are applied for charitable activities.

# **LITTLE BEARS PRE SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021**

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### **5 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u>522</u>	<u>522</u>
	<u>522</u>	<u>522</u>

### **6 Creditors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<u>1,730</u>	<u>2,061</u>
	<u>1,730</u>	<u>2,061</u>

### **7 Related party disclosure**

One trustee received remuneration for their duties as treasurer of the charity with total gross pay totalling £2,197 (2019-20: £2,115)

No other trustees have received any benefits or remuneration as consideration for their duties to the charity. There have been no trustee expenses.

### **8 Company limited by guarantee**

The company is limited by guarantee and has two members whose liability is limited to £1 each.

# **LITTLE BEARS PRE SCHOOL**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2021**

### **9 Analysis of total expenditure**

	<b>2021 Direct Costs</b>	<b>2021 Support Costs</b>	<b>2021 Total</b>	<b>2020 Total</b>
<b>Expenditure on raising funds</b>				
Fundraising events	<u>396</u>	<u>-</u>	<u>396</u>	<u>396</u>
<b>Expenditure on charitable activities</b>				
Provision of pre-school services	<u>17,950</u>	<u>67,315</u>	<u>85,265</u>	<u>81,998</u>
	<u>17,950</u>	<u>67,315</u>	<u>85,265</u>	<u>81,998</u>
<b>Total</b>	<u><b>18,346</b></u>	<u><b>67,315</b></u>	<u><b>85,661</b></u>	<u><b>82,394</b></u>

<b>Support costs</b>	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	60,770	58,007
Governance	427	365
Overheads	<u>6,118</u>	<u>8,741</u>
	<u><b>67,315</b></u>	<u><b>67,113</b></u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**
**10 Staff Costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	60,085	57,374
Other pension	685	633
	<u>60,770</u>	<u>58,007</u>

The average number of persons, including  
Executive Directors, employed by the company  
during the year was:

	<b>2021</b>	<b>2020</b>
	<b>No's</b>	<b>No's</b>
Charitable activities	6	6
	<u>6</u>	<u>6</u>

No employee received employee benefits (excluding employer pension costs) of more than £60,000 during the year.

The aggregate staff cost of key personnel for the year was £27,239 (2019-20: £27,079) which include management personnel.

There were no volunteers engaged during the year.

**11 Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net movement in funds	1,309	14,073
Decrease / (increase) in debtors	-	(6)
(Decrease) / increase in creditors	(331)	(908)
<b>Net cash used in operating activities</b>	<u><b>978</b></u>	<u><b>13,159</b></u>