

## **Charity Commission Trustees' Annual Report**

|                                |                                                                        |
|--------------------------------|------------------------------------------------------------------------|
| From 01/02/2020                | To 31/08/2021                                                          |
| Charity Name                   | Thorpe End Pre-School (Teddies)                                        |
| Registered Number              | 1035130                                                                |
| Address                        | St. David's Church Hall, St. David's Drive, Norwich, Norfolk, NR13 5HR |
| Trustee Name                   | Office                                                                 |
| Rachel Fountain                | Chairperson                                                            |
| Kimberley Holyfield            | Treasurer                                                              |
| Nicola Kent                    | Secretary                                                              |
| Type of governing document     | Constitution                                                           |
| How the charity is constituted | Trust                                                                  |
| Trustee selection methods      | Elected by members                                                     |

### **Summary of the objects of the charity set out in its governing document**

To run a pre-school for up to 26 children (on any one day) aged 2 ½ to school age (Big Teds) and a toddler group (Little Teds) for children aged 18 months to 2 ½ years. We aim to enhance the development and education of children under statutory school age and prepare them for their first years in compulsory education.

### **Summary of the main activities undertaken for the public benefit**

Objectives are achieved by encouraging parents to understand and provide for the needs of their children through community groups by:

- 1 Offering appropriate play facilities, together with the right of the parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means;
- 2 Encouraging the study of the needs of such children and their families promoting public interest in and recognition of such needs in the local areas;
- 3 Instigating and adhering to and furthering the aim of the Pre-School Learning Alliance.

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

Continued to run daily playgroup sessions for children aged 2 to 4 years reaching around 40 children and their families.

The staff have attended many training courses during the year to maintain the skills set needed to adequately undertake a childcare role.

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

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level sufficient to cover costs arising in the event that the playgroup should cease to operate.

**Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature      Kimberley Holyfield

Position      Treasurer

Date      24/11/2021



Thorpe End Pre-School (Teddies)

1035130

# Receipts and payments accounts

CC16a

For the period  
from

01/09/2020

To

31/08/2021

## Section A Receipts and payments

|  | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|--|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
|--|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|

### A1 Receipts

|                                        |               |          |          |               |               |
|----------------------------------------|---------------|----------|----------|---------------|---------------|
| Fees Received                          | 12,774        | -        | -        | 12,774        | 11,876        |
| Fund Raising                           | 262           | -        | -        | 262           | 1,003         |
| Government Funding                     | 55,497        | -        | -        | 55,497        | 51,249        |
| Uniforms Sold                          | 158           | -        | -        | 158           | 224           |
| Donations                              | 11            | -        | -        | 11            | -             |
| Interest Received                      | 1             | -        | -        | 1             | 40            |
|                                        | -             | -        | -        | -             | -             |
| <b>Sub total</b> (Gross income for AR) | <b>68,703</b> | <b>-</b> | <b>-</b> | <b>68,703</b> | <b>64,392</b> |

### A2 Asset and investment sales, (see table).

|                  |          |          |          |          |          |
|------------------|----------|----------|----------|----------|----------|
|                  | -        | -        | -        | -        | -        |
|                  | -        | -        | -        | -        | -        |
| <b>Sub total</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>0</b> | <b>-</b> |

|                       |               |          |          |               |               |
|-----------------------|---------------|----------|----------|---------------|---------------|
| <b>Total receipts</b> | <b>68,703</b> | <b>-</b> | <b>-</b> | <b>68,703</b> | <b>64,392</b> |
|-----------------------|---------------|----------|----------|---------------|---------------|

### A3 Payments

|                                              |               |          |          |               |               |
|----------------------------------------------|---------------|----------|----------|---------------|---------------|
| Toys and Equipment                           | 956           | -        | -        | 956           | 867           |
| Fundraising Expenses                         | 33            | -        | -        | 33            | 50            |
| Miscellaneous                                | 98            | -        | -        | 98            | -             |
| Fruit Snack                                  | 258           | -        | -        | 258           | 244           |
| Gifts                                        | 206           | -        | -        | 206           | 468           |
| Insurance                                    | 529           | -        | -        | 529           | 528           |
| Materials                                    | 268           | -        | -        | 268           | 345           |
| Sundry Expenses                              | 197           | -        | -        | 197           | 569           |
| Children's Uniforms                          | 104           | -        | -        | 104           | 303           |
| Staff Uniform                                | 272           | -        | -        | 272           | -             |
| Staff Training                               | 432           | -        | -        | 432           | 285           |
| Telephone/Internet                           | 496           | -        | -        | 496           | 522           |
| Printing, Photocopying, Stationery & Postage | 688           | -        | -        | 688           | 593           |
| Rent                                         | 7,420         | -        | -        | 7,420         | 7,763         |
| Repairs and Renewals                         | 36            | -        | -        | 36            | -             |
| Subscriptions                                | 273           | -        | -        | 273           | 241           |
| Payroll & Accountancy                        | 425           | -        | -        | 425           | 275           |
| Wages                                        | 48,022        | -        | -        | 48,022        | 49,262        |
| Advertising                                  | 106           | -        | -        | 106           | 12            |
| Bank charges/interest                        | -             | -        | -        | -             | -             |
| <b>Sub total</b>                             | <b>60,819</b> | <b>-</b> | <b>-</b> | <b>60,819</b> | <b>62,327</b> |

|                                                       |        |   |   |        |        |
|-------------------------------------------------------|--------|---|---|--------|--------|
| <b>A4 Asset and investment purchases, (see table)</b> |        |   |   |        |        |
|                                                       | -      | - | - | -      |        |
|                                                       | -      | - | - | -      |        |
| <b>Sub total</b>                                      | -      | - | - | 0      | -      |
| <b>Total payments</b>                                 | 60,819 | - | - | 60,819 | 62,327 |
| <b>Net of receipts/(payments)</b>                     | 7,884  | - | - | 7,884  | 2,065  |
| <b>A5 Transfers between funds</b>                     | -      | - | - | -      | -      |
| <b>A6 Cash funds last year end</b>                    | 16,495 | - | - | 16,495 | 14,430 |
| <b>Cash funds this year end</b>                       | 24,379 | - | - | 24,379 | 16,495 |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                          | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-----------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                | Current Account                                        | 15,394                             | -                                | -                               |
|                                                     | Deposit Account                                        | 8,939                              | -                                | -                               |
|                                                     | Petty Cash                                             | 46                                 | -                                | -                               |
|                                                     | <b>Total cash funds</b>                                | <b>24,379</b>                      | <b>-</b>                         | <b>-</b>                        |
|                                                     | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                                                     |                                                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                     | Details                                                | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
|                                                     |                                                        | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                         | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b> | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
|                                                     |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                               | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                     |                                                        |                                    | -                                |                                 |
|                                                     |                                                        | -                                  |                                  |                                 |

|  |  |   |  |
|--|--|---|--|
|  |  | - |  |
|  |  | - |  |
|  |  | - |  |

Signed by one or two trustees on behalf of all the trustees

| Signature           | Print Name          | Date of approval |
|---------------------|---------------------|------------------|
| Kimberley Holyfield | Kimberley Holyfield | 28/10/2021       |
|                     |                     |                  |



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

THORPE END PRE-SCHOOL (TEDDIES)

On accounts for the year  
ended

31 / 08 / 2021

Charity no  
(if any)

1035130

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of 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 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

23/11/2021

Name:

CLIFFORD HUGH PHILLIPS

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

Address:

106 LOWER STREET

SALHOUSE, NORWICH

NR13 6AD