

# LITTLE FINGERS PRE SCHOOL

England & Wales · Charity number 1038252

## Details

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**Other names** LITTLE FINGERS PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1994-06-01

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Little Fingers Pre-school  
The Gospel Hall  
Vernham Dean  
Andover  
SP11 0LD

**Phone** 01264 737735

**Email** [adminoffice.lfpreschool@btinternet.com](mailto:adminoffice.lfpreschool@btinternet.com)

**Website** [www.littlefingerspreschool.com](http://www.littlefingerspreschool.com)

## Activities

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**Objects:** THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:(A) OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND 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;(B) 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;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** Open five mornings and five afternoons a week, during term time, we are Ofsted registered, providing care for children aged between 2-5 yrs. Little Fingers Pre-school welcomes children without regard to class, gender, cultural background, religion or disability. We aim to provide a pre-school education in which children learn through play, giving them the skills towards the early learning goals.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Hampshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£151,580	£146,816	-	-
2023-08-31	£160,866	£138,844	-	-
2022-08-31	£120,000	£104,168	-	-
2021-08-31	£99,235	£90,501	-	-
2020-08-31	£84,126	£91,953	-	-

## Trustees

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Name	Role	Appointed
<b>Tessa Willis</b>	Chair	2021-10-20
Alexandra Gair		2022-07-04
Arabella Mezger		2020-10-06
Henrietta Garner		2018-10-09

**LITTLE FINGERS PRE SCHOOL**

England & Wales - Charity number 1038252

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# Accounts

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**LITTLE FINGERS PRE-SCHOOL**  
**OFSTED URN 110092**

**ANNUAL REPORT**  
**2023-2024**

**REGISTERED CHARITY NUMBER 1038252**

**Little Fingers Pre-school**  
**The Gospel Hall**  
**Vernham Dean**  
**Andover**  
**Hampshire**  
**SP11 0LD**

## **Little Fingers Pre-School Committee Members - 2023/2024**

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Tessa Willis - Chair
- Henrietta Garner - Treasurer
- Alexandra Gair - Secretary
- Bella Mezger - Committee member
- Kate Kennedy - Committee member

## **Structure, Governance and Management**

Little Fingers Pre-school is a registered charity governed by a constitution. It is managed by a voluntary committee of trustees, who meet regularly to oversee operations. Trustees are appointed in accordance with the procedures outlined in the constitution. Key policies (e.g., safeguarding, health and safety) are reviewed annually.

## **Objectives and Activities**

**As a member of the Early Years Alliance and the National Day Nurseries Association, we are committed to providing high quality care and education for children below statutory school age. We do this by:**

The charity's objective is to advance the education and development of children below statutory school age by providing safe and stimulating play and learning opportunities. We aim to work in partnership with parents, carers, and the wider community.

## **Achievements and Performance**

During the year, Little Fingers Pre-school served 32 children aged 2-4. We were open from 8:00am - 4:00pm, Monday to Friday, term time only, providing a warm and nurturing environment.

Highlights of the year included:

- Seasonal fundraising events
- Ongoing staff training and qualifications

- Continued relationships with the two local primary schools, working with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.

## **Financial Review**

The charity's total income for the financial year was £151,580.11, with expenditure totalling £146,816.72. Our main sources of income were government grants (Early Years Funding), parental fees, and community fundraising. Key areas of expenditure included staff salaries, rent, educational materials, and utilities. The pre-school ended the year with reserves of £108,992.99.

## **Reserves Policy**

The trustees aim to maintain unrestricted reserve of £25,000. The purpose of this reserve is to ensure the financial stability and sustainability of the setting, particularly in the event of unexpected costs or a short-term drop in income.

The reserve is held primarily:

- To cover staff salaries and other essential operational costs,
- To provide continuity of care and service in the event of unforeseen circumstances (e.g. emergency closure, delayed funding payments, or sudden loss of income),
- And to allow time for an orderly wind-down of services if ever required.  
This level of reserve is reviewed annually by the management committee to ensure it remains appropriate to the scale and risk profile of the pre-school.

## **Risk Management**

The management committee regularly reviews the financial risks facing Little Fingers Pre-school. As a small setting, we are financially vulnerable to changes in enrolment and changes to local authority funding, both of which could significantly affect income.

Staffing costs are our largest area of expenditure, and with the National Minimum Wage continuing to rise annually, there is an ongoing risk of cost increases outpacing income growth. The committee monitors this closely and aims to budget conservatively to maintain financial stability. We are also mindful of potential staff shortages and the issues it brings.

The pre-school maintains a reserve of £25,000 to support continuity of service during periods of financial uncertainty, and to ensure we are able to meet essential operational costs, including staff salaries, in the short term. This policy is reviewed annually to ensure it remains fit for purpose.

## **Plans for the Future**

Looking ahead, Little Fingers Pre-school plans to:

- Explore additional funding opportunities
- Upgrade toilet facilities
- Continue staff training and development

## **Declaration**

The trustees declare that they have approved this trustees' report.

Signed on behalf of the board of trustees:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

# Little Fingers Pre-school staff list – 2023/2024

## **Manager, Designated Safeguarding Lead and SENCo**

Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Safer recruitment training
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

## **Early Years Practitioner**

Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Early Years Practitioner**

Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Early Years Practitioner**

Susan East

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Finance and Administration Officer**

Olivia Duckney

- Safeguarding
- GDPR training
- Safer recruitment training

## **Staff cover**

Lana Sheppard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

## Chair's Report 2023/2024

It is fair to say that Little Fingers had a busy 2023/2024 year! The pre-school was full to bursting and with some significant changes and challenges, so I would like to start with a huge thank you to the dedicated staff, who managed to keep enthusiasm levels up and keep the children coming in with smiles on their faces: Ms Leanne, Ms Chelsie, Ms Kelly, Ms Carla and Ms Susan and Ms Lana (who we simply won't let retire!) – thank you.

I would like to extend our congratulations to Chelsie and welcome gorgeous Alfie into the Little Fingers family. You have clearly taken to motherhood wonderfully and it has been a joy to watch you thrive in your new, important role. Thank you also to Ms Susan, Miss Carla and Ms Lana for stepping up to support Ms Chelsie's maternity cover.

Thank you Miss Kelly and Miss Chelsie for embracing the training and challenges of looking after children with additional needs this year. Having spoken to them both, they say that it was one of the more rewarding parts of last year and I would like to congratulate their enthusiasm. Ms Leanne, thank you for your diligence with the paperwork which is so important in early years settings, to set children with additional needs on the path to receiving the best possible education. I also want to thank you for your attention to safeguarding concerns over the year. The work that goes on, behind the scenes, to support our children is admirable.

Olivia, the unsung hero of Little Fingers! Thank you for your experience and calm efficiency in all things administrative and beyond – your support to me, the Committee and Little Fingers is invaluable. I am happy to report that the new website, which has long been in discussion, "Went live!" in November 2023 is fantastic and is making us more competitive in attracting new children to the pre-school. Importantly, it is also smart phone compatible, making it easy to navigate from a phone which is now a necessity. Thank you to ex-parent Kate Paillat and Olivia for your work on this. Thank you also to Olivia for organising safeguarding and paediatric training for all staff to ensure we are up to date – some stimulating and important teaching.

The Committee have met regularly over the year to ensure that both Little Fingers Pre-school and the running of the charity are fulfilling their requirements: we continue to update the policies; apply for grants to improve the building; make tricky decisions to raise fees to cover increasing staff costs and ensure that we are well publicised to the local community. Thank you for supporting me in my first year as chair.

Steadily, we have been making improvements to the Gospel Hall and these are very much ongoing. We would like to thank Little Fingers' neighbour, Richard Edgecombe, for his invaluable professional advice in this process. In the Summer of 2023, the roof was totally replaced, insulated and fans were installed. I'm happy to report that the staff are enjoying the warmth in the winter and the cool the fans provide in the summer. Our oil bills are also happy! We have built Ms Leanne a new desk area, with additional storage to clear up the far end of the hall and keep confidential documents secure. We have booked a painter to come and spruce up the interior over half term. We have also ordered a new shed to be installed over half term with more storage for toys, a lean to for storage of outside toys and, essentially, access to the cesspit so we can get it serviced. Thank you to David Sullivan for his kind use of the barn for overflow storage over many years – finally we might be out of your hair!

In the pipeline, we are planning to add an additional toilet, which is recommended to be in line with current pre-school regulations. We would also like to add a nappy changing area and update the existing toilets. This will be the final hurdle in allowing us to re-register the pre-school and transfer entirely from the old Little Fingers Charity to the new CIO (charitable incorporated organisation). We hope to welcome Test Valley Borough Council, Cllr Phil North and Jenny Brain (Community Engagement Office to see the improvements soon and support our next application, via the community asset fund.

However, as a charity, grants are only a part of our income. This year, some particular highlights from fundraising were:

- Christmas quiz, hosted by Richard Winch which raised £945 - thank you so much
- Christmas raffle - £811
- Christmas wreaths - £500 – thank you to Ms Leanne and Ms Lana, they are so beautiful
- Plant sale - £1,789 - a huge thanks to Geoff, Moira and Ms Lana for making this such a success and Bella and Kate to provide such wonderful entertainment for the children.
- Thank you also to those who supported the wonderful Christmas Nativity, Vernham Dean music festival, and Sports Day.

An impressive total of £5,599.14 was made this year in fundraising and donations. These are vital funds which will go towards the refurbishment of the building and garden and also the constant updating of toys and equipment. For example, the 2 new I-pads which we bought for the pre-school with more advanced software to ensure that Tapestry (our parent communication system) can be updated on site. The committee are actively looking for more people to help support fundraising for new and existing events so please do offer your support if you can.

Something of significance to mention: for those who may not know, we were supported, predominately by Mr Friso Westheim and his family, to purchase the building back in 2022. Sadly, Friso died in August this year in a tragic plane accident, much too young at the age of 29. The committee are working on a way to honour him and the legacy he left at Little Fingers - probably a plaque.

Finally, we would like to thank Kate Kennedy for her years of service on the committee. Your enthusiasm and dedication while your children have been at Little Fingers has been so valuable and we will miss your hugely.

I look forward to the year ahead with you all!

**Tessa Willis (Chair)**

October 2024

## Treasurer's Report

**Period: 1st September 2023 to 31st August 2024**

I am pleased to present the Treasurer's Report for the financial period from 1st September 2023 to 31st August 2024. The financial position of our pre-school remains stable, with responsible budgeting and oversight ensuring that we can continue providing a high standard of care and education for the children.

### 1. Overview of Accounts

During this period, our income and expenditure were carefully managed to maintain the financial health of the pre-school. As of the end of the reporting period, the pre-school holds a total balance of £108,992.99 across its main bank account and savings account.

*It should be noted that we successfully applied to Test Valley Borough Council for the Community Asset Fund (CAF) and were granted £10,346.50. Whilst this shows on the balance sheet, it was paid into Little Fingers Pre-school's bank account, and then transferred to Little Fingers CIO's bank account.*

At the end of last year we had 32 children enrolled in our pre-school, 21 of which were entitled for 3-4 year old Early Years Education Funding. Of those children, 11 were eligible for 30 hours of EYE Funded childcare. We also had 6 children that were eligible for 2 Year Old, EYE Funding. To summarise, in total we had 27 children that were in receipt of EYE Funding.

Below is a summary of key financial activities:

### 2. Income

The total income for the period was £151,580.11. This was primarily derived from the following sources:

**- Government Funding: £103,299.03**

The bulk of our income continues to come from the government funding for funded places, with the pre-school benefitting from the Early Years Education Funding scheme, which supports eligible 2, 3 and 4 year-olds. The total received from this scheme was £103,299.03 which represents 68% of our overall income.

**- Fees from parents: £19,316.94**

This revenue is consistent with our projected budget and has allowed us to meet the majority of our operational costs.

**- Fundraising and Donations: £5,599.14**

Our fundraising events, such as the Village Quiz and the various plant sales, were a great success, raising £1,156.70 and £1,789.60 respectively. In addition, we received donations from parents totalling £400.00 We are incredibly grateful to everyone who contributed to these efforts.

**- Miscellaneous Income: £1,294.63**

This includes income from registration fees, bank interest and uniform.

### 3. Expenditure

Total expenditure for the period amounted to £146,816.72. The major expenses during this period include:

**- Salaries and Wages: £106,860.99**

Staff costs remain our largest expenditure. We are committed to paying fair wages to our staff, which is essential for retaining experienced and dedicated personnel.

**- Supplies and Materials: £1,950.46**

This includes the purchase of learning materials, art supplies, stationery, and other essentials that contribute to the children's development. We have remained within the allocated budget for this category.

**- Utilities: £1,897.99**

These costs cover heating, lighting, water, and maintenance of the premises. While we have seen a slight increase in utility costs due to increased rates, we remain within budget overall. It should be noted here that from April 2024, Little Fingers CIO took over the utility costs, including heating oil.

**- Maintenance: £14,398.05**

In April 2024, Little Fingers Pre-school paid Little Fingers CIO a lump sum of £6,000.00 and from May 2024 onwards a monthly sum of £1,200.00 to cover the running costs of the Gospel Hall. It is intended that this money will cover all the utility costs, the heating oil and any required repairs, renovations or improvements to the Gospel Hall.

**- Insurance: £1,518.33**

Adequate insurance cover for the pre-school, staff, and children is in place, and payments have been made on schedule.

**- Staff training: £1,637.99**

This year all the staff have all renewed and updated their paediatric first aid and safeguarding training.

**- Website: £857.60**

This year we commissioned Kate Paillat to design a new and updated website for us. The result is a colourful and intuitive website with clear information for our existing parents and prospective parents. Since January 2024, we pay a monthly subscription cost of £19.20 to Squarespace.

**- Miscellaneous Expenses: £4,106.43**

These include any unforeseen costs or smaller recurring expenses such as administration fees, seasonal costs and monthly subscriptions.

#### **4. Summary of Financial Position**

As of 31st August 2024, the pre-school's finances are in a healthy position, with a closing balance of £ £108,992.99. We have successfully met all of our financial obligations during this period and continue to operate with a positive cash flow. We are also maintaining a reserve fund of £25,000.00, which provides a financial cushion for any future unforeseen expenses.

#### **5. Recommendations and Future Planning**

While the pre-school's financial position is stable, it is recommended that we continue to focus on fundraising activities in the coming months. This will help ensure that we can make any necessary investments in equipment or facility improvements, as well as continue supporting staff development initiatives.

Additionally, we should monitor rising running costs closely, as this may impact our budget in the

next financial period. If necessary, adjustments can be made to ensure that we stay within our planned budget without compromising the quality of care provided. It is recommend that we do this by increasing the consumables charge.

## **6. Conclusion**

In conclusion, Little Fingers Pre-school is in a sound financial position, thanks to careful financial management and the continued support of parents, staff, and the wider community. I would like to express my gratitude to everyone who has contributed to the financial health of the pre-school during this period.

Should you have any questions regarding this report, or if further clarification is required, please do not hesitate to contact me.

**Treasurer, Little Fingers Pre-school**

October 2024

## **Pre-school Manger's Report 2023/2024**

It's hard to believe that we are here again wrapping up another year at the pre-school although after 22 years you would think I should be expecting it.

The last year at the pre-school has been wonderful as well as challenging at other times. With the support of my team, committee and bank staff we conquered the challenges and sent 20 happy, social, confident and excited children off to big school - which is our main aim as a pre-school.

This year at the pre-school we supported 3 children with SEN. Whilst this was difficult at times the team all agree that we found it very rewarding with some staff learning new approaches and strategies when supporting the children. We were able to support the families and I secured EHCPs (Educational Health Care Plans) for each child before they started school, allowing them to receive the right level of support when they get there.

Safeguarding and keeping children safe is always our highest priority at Little Fingers, in line with that, all the staff renewed their Paediatric First Aid and have attended Safeguarding courses. During staff meetings we continued to develop CPD by watching webinars and quizzing each other's knowledge. As a team we did Makaton training which proved invaluable when supporting non-verbal children.

I set the staff up with their own learning platform so they can access webinars and e-learning. The Hampshire and IOW Safeguarding Partnership website has some amazing free safeguarding courses of which I have attended 8 of so far this year, Understanding, Identifying and Responding to Neglect; Trauma Informed Journey; The Impact of Domestic Abuse on a Child and Harmful Practices, being a few.

There was a wonderful new arrival to the Little Fingers family - Miss Chelsie's baby boy. Chelsie did an amazing job managing to work through her whole pregnancy, in fact she only had a week to herself before baby arrived. She took her maternity leave just before we broke up for the Summer half-term.

Whilst we tried to recruit there was just no joy but with the fantastic support of Miss Lana, Miss Susan, Miss Carla and Miss Olivia they covered for the summer term. Due to the difficulties of recruiting we made the decision to keep numbers low this term so we could meet ratios with our current staff structure. This decision has worked well as we have had a wonderful start to the term, with all the children settling quickly. This year we had a couple of new fundraising events that proved very popular but sadly we couldn't hold our Easter Egg Hunt - but it will be back next year.

Leanne Shuttleworth  
**Pre-school Manager**

October 2024

**Little Fingers Pre-school**  
**Financial statements for the year ended 31st August 2023**  
**Registered Charity Number : 1058252**

**Independent Examiner's Report**

**Sally Miles**

**17 The Dell, Vernham Dean, Andover, Hampshire SP11 0LF**

Little Fingers Pre School

Internal report of Independent Examiner (IE) to Committee/Trustees.

I have now commenced the independent examination with the assistance of Olivia Duckney, the Finance and Administration Officer, covering the accounting year to 31 August 2023. My signing off takes place after your formal meeting and "Trustees Report".

The relevant Charity Commission authorities state, "An independent examination is a form of external scrutiny providing a limited check on specific matters". The IE is only required to confirm whether any material matters of concern have come to their attention". It is not an audit.

**Accounts**

As the appointed Independent Examiner of Little Fingers Pre-school, I have reviewed the Receipts and Payments Accounts for the financial year ended 31 August 2024 and compare them with the corresponding figures for the year ended 31 August 2023.

Total receipts for the year ended 31 August 2024 were £151,580.11, representing a decrease of £9,286.56 compared with £160,866.67 in 2023.

During the 2023–2024 academic year, the pre-school had 32 children enrolled, 27 of whom were eligible for early years entitlement (EYE) funding. This high proportion of funded children is reflected in the increase level of Government support and the decrease in fees from parents relative to the unfunded children.

**Key points are**

1. Fees from parents fell significantly from £36,619.79 in 2023 to £19,316.94 in 2024, a decrease of £17,302.85 (approximately 47%)
2. Government funding rose from £96,099.99 to £103,299.03. An increase of £7,199.04 (7.5%), underlying the importance of EYE funding.
3. fundraising income decreased from £8073.07 to £4802.32, however the 2024 figure is more in line with typical fundraising levels for the setting; the higher 2003 figure reflected an unusually successful year.
4. The optional charge for children's consumables fell from £17,259.76 to £11,618.87 - a reduction of £5640.89
5. Staff salary costs increased from £88,328.58 in 2023 to £92,113.28 in 2024. However, this was accompanied by a decrease in Tax and National Insurance contributions, which fell from £12,385.12 in 2023 to £10,097.80 in 2024. This is largely due to a higher paid member of staff commencing maternity leave in 2024. Rather than replacing her directly, the pre-school managed the staffing gap through increased hours for existing staff. As a result, although gross salaries rose slightly, the overall shift and pay structure led to a reduced liability for Tax and NI contributions. Little Fingers Pre-school qualifies for the employment allowance, which reduces

the employers National Insurance liability by up to £5000 per year. This allowance was claimed in full during 2024 and contributed to the lower overall Tax and NI costs.

6. Overheads of £13,000 in 2024 represent Little Fingers Pre-school's contribution towards the monthly building running costs paid to the CIO. There were no such costs recorded in 2023.
7. The £1K increase in repairs of maintenance year over year relates to half term deep cleaning of the pre-school. These costs were previously classed as salary costs in 2023 accounts.
8. Other costs are more or less consistent with last year.

### **Recommendations**

Little Fingers Pre-school continues to hold significant cash assets and therefore recommendation is that action is taken to open and appropriate transferring account to maximise interest returns.

Little Fingers Pre-school appears to continue to operate on a solvent basis, with receipts covering payments for the small surplus each year. The bookkeeping and accounts presentation are detailed and thorough, with Olivia Duckney as finance administration officer being able to explain all amounts and allowances comprehensively.

Sally Miles, 8 June 2025

## Little Fingers Pre-school

### Statement of financial activities For the year ended 31st August 2024

	Unrestricted funds £	Restricted funds £	2024 Total funds £	Last Year 2023
<b>Receipts</b>				
Activities for generating funds	£ 141,234.00	-	£ 141,234.00	£ 160,866.00
Grants		£ 10,346.00	£ 10,346.00	-
<b>TOTAL RECEIPTS</b>	<b>£ 141,234.00</b>	<b>£ 10,346.00</b>	<b>£ 151,580.00</b>	<b>£ 160,866.00</b>
<b>Payments</b>				
Charitable activities	£ 136,470.00	-	£ 136,470.00	£ 138,844.00
Grant: Expenditure	-	£ 10,346.00	£ 10,346.00	-
Governance costs	-	-		-
<b>TOTAL PAYMENTS</b>	<b>£ 136,470.00</b>	<b>£ 10,346.00</b>	<b>£ 146,816.00</b>	<b>£ 138,844.00</b>
<b>Net receipts/payments</b>	<b>£ 4,763.00</b>	<b>-</b>	<b>£ 4,763.00</b>	<b>£ 22,021.00</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	£ 107,268.00	-	£ 107,268.00	£ 85,246.00
Total funds to carry forward	£ 112,031.00	-	£ 112,031.00	£ 107,268.00

## Little Fingers Pre-school

### Receipts and Payments Accounts For the year ended 31st August 2024

Receipts	2024		2023	
Fees from parents	£	19,316.94	£	36,619.79
Government funding	£	103,299.03	£	96,099.99
Fundraising	£	4,802.32	£	8,073.07
Registration fees	£	750.00	£	600.00
Bank interest	£	452.63	£	211.96
Donations	£	400.00	£	1,450.00
T-shirts	£	92.00	£	25.50
Consumables charge	£	11,618.87	£	17,259.76
Photograph commission	£	0.00	£	94.75
Other income	£	396.82	£	0.00
Grant	£	10,346.50	£	383.94
Misc	£	105.00	£	48.00
<b>TOTAL RECEIPTS</b>	<b>£</b>	<b>151,580.11</b>	<b>£</b>	<b>160,866.76</b>

Payments	£	2,024.00	£	2023
Childcare registration	£	50.00	£	50.00
Insurance	£	1,518.33	£	795.50
DBS Check	£	97.83	£	0.00
Staff salary	£	92,113.28	£	88,382.58
Tax and National Insurance	£	8,480.67	£	12,385.12
HMRC underpayment	£	1,617.13	£	0.00
Staff pension	£	4,649.91	£	4,403.80
Overheads	£	13,000.00	£	0.00
Running costs / utilities	£	1,897.99	£	1,850.20
Telephone	£	543.13	£	458.76
Postage	£	23.64	£	13.05

Office supplies	£	306.22	£	861.88
Repairs and maintenance	£	1,398.05	£	396.17
Equipment and cleaning	£	6.00	£	0.00
Staff training	£	1,205.99	£	683.17
Subscriptions	£	432.00	£	1,590.46
Computing	£	544.73	£	0.00
Advertising	£	14.00	£	0.00
Subscriptions	£	1,356.25	£	0.00
<b>Total business payments</b>	<b>£</b>	<b>129,255.15</b>	<b>£</b>	<b>111,870.69</b>
Arts and crafts	£	978.89	£	1,143.66
Toys and equipment	£	971.57	£	3,281.11
Sweatshirts, polo shirts & staff uniform	£	339.66	£	179.44
Consumables	£	1,646.96	£	1,364.35
Charitable donations	£	234.00	£	234.00
Fundraising general	£	1,054.42	£	1,185.21
Seasonal costs	£	497.13	£	429.75
Refreshments	£	489.94	£	468.40
Presents	£	43.09	£	276.92
Books and publications	£	0.00	£	16.90
Travel	£	0.00	£	14.40
Other (IOU VD Fundraising)	£	0.00	£	1,000.00
Professional fees	£	704.00	£	0.00
Transfer LFCIO	£	10,346.50	£	17,380.00
Venue hire	£	15.00	£	0.00
Misc	£	135.03	£	0.00
Misc - Uncategorised expense	£	105.38	£	0.00
<b>Total payments</b>	<b>£</b>	<b>146,816.72</b>	<b>£</b>	<b>138,844.83</b>
<b>Net of receipts cash funds</b>	<b>£</b>	<b>4,763.39</b>	<b>£</b>	<b>22,021.93</b>

**Little Fingers Pre-school**  
**Reserve Accounts**  
**For the year ended 31st August 2024**

	£
<b>Opening Balance</b>	<b>43,134.41</b>
<b>Income</b>	
Bank interest	452.63
Inter account transfers	-
<b>Total income</b>	<b>452.63</b>
<b>Expenditure</b>	
Equipment	-
Inter account transfers	-
<b>Total expenditure</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
<b>Current balance</b>	<b>43,587.04</b>

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# Little Fingers Pre-school

## Balance sheet As at 31st August 2024

Current Assets	2024	2023
Bank Current Account	£ 65,405.95	£ 60,019.14
Bank Instant Cash Reserve Account	£ 18,587.04	£ 18,134.41
Reserves Account	£ 25,000.00	£ 25,000.00
Petty cash	£ 0.00	£ 0.00
Cash in hand	£ 5.25	£ 5.25
Trust monies	£ 0.00	£ 0.00
<b>Debtors</b>	£ 3,836.06	£ 5,149.70
<b>TOTAL ASSETS</b>	£ 112,834.30	£ 108,308.50
<i>Less Current Liabilities:</i>		
Uncleared cheques and payments	£ 802.48	£ 1,040.07
<b>NET ASSETS</b>	£ 112,031.82	£ 107,268.43
<i>Represented by:</i>		
Accumulated fund	£ 107,268.43	£ 85,246.50
Cash funds this year end	£ 4,763.39	£ 22,021.93

**Approved by the committee on \_\_\_\_\_  
and signed on its behalf by:**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

# Little Fingers Pre-school

## Note to the financial statements For the year ended 31st August 2024

### Accounting Policies

#### • Basis of accounting

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

#### • Taxation

No Corporation Tax is provided for as being a charity is exempt. Because of its current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

#### • Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the *Statement Of Financial Affairs* (SOAF) in the year of acquisition if the useful economic life is less than three years.

#### • Reserves Policy

The pre-school maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

Debtors	2024		2023	
Late fees from parents	£	1,379.01	£	687.44
Late consumables charge	£	2,060.23	£	309.36
VD Fete (Fundraising)	£	396.82	-	
LF CIO repayments	-		£	4,152.90
TOTAL	£	3,836.06	£	5,149.70

Liabilities				
Uncleared payments	£	802.48	£	1,040.07
TOTAL	£	802.48	£	1,040.07



**LITTLE FINGERS PRE SCHOOL**

England & Wales - Charity number 1038252

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# Accounts

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**LITTLE FINGERS PRE-SCHOOL**  
**OFSTED URN 110092**

**ANNUAL REPORT**  
**2022-2023**

**REGISTERED CHARITY NUMBER 1038252**

**Little Fingers Pre-school**  
**The Gospel Hall**  
**Vernham Dean**  
**Andover**  
**Hampshire**  
**SP11 0LD**

## **Aims and Objectives**

**As a member of the Early Years Alliance and the National Day Nurseries Association, we are committed to providing high quality care and education for children below statutory school age. We do this by:**

- Using the training and support given by Hampshire's Services for Young Children.
- Using the training and support given by the Early Years Alliance and the National Day Nurseries Association.
- Working to improve learning goals by means of a curriculum tailored to meet the need of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Key Carer system and a high ratio of adults to children.

Little Fingers Pre-school offers a warm welcome to everyone who would like to get involved with the group supporting the above aims and objectives.

The trustees confirm that they have complied with their duty under the charities act 2011, to have regard to public benefit guidance published by the charities commission. The trustees believe that all of the charities activities furthered its charitable purposes for the public benefit.

## **Achievements and Performance**

Despite the challenges of rising costs and the operational changes at the pre-school, Little Fingers Pre-school has continued to achieve the aims of the charity, some of which have been highlighted below:

- Training courses for staff to better their knowledge.
- Fundraising activities include; Christmas raffle; seasonal plant sales; the Easter egg hunt.
- We have continued our excellent relationships with the two local primary schools. We work with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.
- The ongoing improvement to the quality of education by improvements to routines and full access to outdoor learning (free flow play) but also due to heightened engagement of staff as a result of increased training opportunities.

# Little Fingers Pre-school staff list – 2022/2023

## **Manager, Designated Safeguarding Lead and SENCo**

Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Safer recruitment training
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

## **Deputy Manager**

Lana Sheppard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

## **Early Years Practitioner**

Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Early Years Practitioner**

Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Early Years Practitioner**

Susan East

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

## **Finance and Administration Officer**

Olivia Duckney

- Safeguarding
- GDPR training
- Safer recruitment training

## **Little Fingers Pre-School Committee Members - 2022/2023**

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Carolyn Coleman - Chair
- Rachael Wythe - Treasurer
- Henrietta Garner - Secretary
- Bella Mezger - Committee member
- Alexandra Gair - Committee member
- Kate Kennedy - Committee member
- Tessa Willis - Committee member

## **Little Fingers Pre-school Proposed Committee Members 2023/2024**

- Tessa Willis - Chair
- Henrietta Garner - Treasurer
- Alexandra Gair - Secretary
- Bella Mezger - Committee member
- Kate Kennedy - Committee member

## Chairperson's report 2022/2023

Little Fingers has had another good year with much progress and some change. As ever the challenges of running a small local charity, maintaining staff levels and managed by a voluntary committee, are considerable. However, we continue to attract a full role of children who are kept safe and are happy to come and learn at the pre-school.

As ever, we have depended on the hard work, care and dedication of the staff whom I would like to thank – **Ms Leanne, Ms Lana, Ms Kelly and Ms Chelsea** – along with the bank staff **Ms Carla and Ms Susan** and, of course, **Ms Olivia** (to whom especial thanks are due for her continued calm and efficiency as Admin Officer).

The **Little Fingers Committee** has met regularly, fulfilling its usual functions, including updating policies. We were lucky to enrol some members with useful skills and professional expertise along with a willingness to support various essential fundraising efforts throughout the year. Thanks to all of them.

Thanks also to **Geoff Davis** who has audited our accounts again and offered invaluable support to Olivia.

The number of children on role remained high and we were full for most of the year. We have had one Ukrainian child who has been with us since April 2022 and will leave in July 2024, and is thriving.

In April this year, the National Living Wage rose to £10.42 which we obviously funded, although this puts continued pressure on fees to parents. Financing the pre-school is a delicate balance but one faced by childcare facilities nationwide – but I'm happy to say for all concerned that we are still here!

### The Gospel Hall

A major success for Little Fingers has been the purchase of the Gospel Hall as a permanent home for the pre-school. Just two days before the AGM last year the legal transfer was finally completed and so we were able to celebrate at the meeting at The George Inn with the committee and various key supporters, including David Sullivan of the Gospel Hall Trustees.

•We are forever indebted to Mr Friso Westheim and his family, the previous owners of the Conholt Estate, who donated the full asking price of £157,000 to this project. Thanks also to **Giles Bevan-Thomas** who acted pro-bono as our solicitor in the conveyancing process.

•Meanwhile, we were also delighted to receive a full Community Asset Grant of £25,000 from Test Valley Borough Council on completion of the purchase, thanks to **Cllr Phil North** and **Jenny Brain** (Community Engagement Office for TVBC). We were very glad to welcome them to Little Fingers when they visited on 3<sup>rd</sup> November (2022); photos of the occasion were then published in the local press and featured on Cllr North's website.

•It soon became apparent that considerable refurbishments to the hall were urgently needed in order to keep the staff and the children warm and dry; the insulation in the building demanded real improvement if we were to manage the escalating heating bill and make it sustainable for the future. Luckily, due to the residue of funds in our account, we were able to engage builders who replaced the windows and doors at the Gospel Hall over the spring half term in February, while the pre-school was closed. Especial thanks are due to Little Fingers' neighbour, **Richard Edgecombe** for his support and invaluable professional advice in this process.

•We had discovered that the roof also needed replacing; by then the new round of CAF grant applications was open with TVBC and we were eligible to apply again. We submitted fresh evidence by the deadline in March, including builders' quotes and more testimonials from local people; I'm happy to say that we were awarded 50% of the total cost which meant we could go ahead and the work was completed over the summer holidays.

\*The Hall now looks much smarter, is more comfortable and fit for purpose and will be much easier and cheaper to maintain. We still have a programme of work to upgrade the outside area and make better use of the space. Further fundraising and grant applications can now be undertaken. (A second application to the National Lottery was made in January but, unfortunately, turned down; it might still be worth trying again, bearing in mind the very specific eligibility requirements.)

## OFSTED

At the end of January, Little Fingers underwent an OFSTED inspection. We were pleased that the final report said that the Overall effectiveness of the pre-school was judged to be **Good**, as follows:

The quality of education - Good  
Behaviour and attitudes - Good  
Personal development - Good  
Leadership and management - Good

The full report now appears on the OFSTED website. In it the inspector makes many positive comments including that Little Fingers is “warm and inviting”, that the children are “safe and secure” and “overall (they) behave well”.

She observed that staff want the children to develop a love of books and use questions to help children to understand how they can begin to use books to find information. Examples are given of how staff give children opportunities to use their imagination through play. She says the staff have high expectations for the children and provide for children with special educational needs effectively.

Meanwhile, staff feel fully supported by management and the committee, and they attend regular training sessions. Importantly, the “arrangements for safeguarding are effective”.

Parents' feedback comments were very supportive in saying that children are very happy being at the pre-school and that they 'love Little Fingers'.

## Conversion to a CIO (Charitable Incorporated Organisation)

In order buy the Gospel Hall we had to change the charitable status of Little Fingers as, previously, we were not legally able to hold assets. We now have a new charity number and a new bank account to which our assets and financial business matters are steadily being transferred so that the old account can be closed.

To complete the process, the new CIO triggers a registration inspection by OFSTED. We had hoped that this formality might be covered by the full inspection we had in January but there seem to have been delays and it is more complicated than we thought so are still working on this. .

## Fundraising

\*The popular Plant Sales, kindly supplied and run by **Geoff and Moira** from the village, have continued and have provided a total of £930.86 income this year which is invaluable.

\*Before Christmas, Tessa and Toby Willis organised the sale of sides of trout from which they were able to donate £265.70 to the pre-school.

\*Ticket sales for the Christmas show raised £298.89 and the Grand Raffle was well supported and raised £ 857.45.

\*The very popular Christmas Quiz, run by Richard and Sue Winch, raised a total of £1,260.50 in ticket sales and the proceeds of another raffle.

\*Ms Leanne and Ms Lana also made Christmas wreaths to sell on a stall at the school Christmas Fayre on the Burydene which made an extra £423.23.

\* In February, Kirsty from Daisy First Aid ran a very useful paediatric first aid course which was well supported and raised £ 510.00.

\* The Easter Monday Egg Hunt was great fun again, despite the weather. Thanks so much to the staff and their families who gave up their Bank Holiday to help run this so successfully and raised £945.41.

\* In May one of our very talented mums, Victoria Keene, hosted a life drawing class one evening at Hurstbourne Tarrant Community Centre. Tickets sold for £25 each and the event raised £ 350.00.

\* Sports Day in July was another lovely occasion, with coffee and croissants served to the parents by members of the committee raising £77.70. The very next day was the Bury Dene Bash, a new village event on the playing fields; Ms Leanne and Ms Lana helped organise the afternoon and half the proceeds were donated to Little Fingers, amounting to £1000. Another £1,203 was raised on our stalls selling plants, ice cream and inflatable, and toys, along with the competition tent.

\* Finally, we were very grateful to receive another grant from the Upton School House Trust and Gillum's School Trust which we used to replace some play equipment for the children.

\*\*\*

At the end of the summer term we also had to say goodbye to Ms Lana, the Deputy Manager, who has worked devotedly for the pre-school for many years. She will certainly be missed by everyone but we hope to still see her from time to time around the village and at fundraising events. Thanks for everything, Lana.

Finally, I have now stood down as Chair of the Little Fingers Pre-school Committee. My four years' involvement with the pre-school have been busy but interesting and rewarding. I believe it plays an important role in the life of the village and I will continue to follow its progress and success, of course. I encourage any parents or local people to support the pre-school in any way they can and, in particular, by joining the committee.

**Carolyn Coleman (Chair)**

October 2023

## Treasurer's report 2022/2023

The accounts for the 2022/23 year which have now been signed off by the Independent Examiner show that we made a £22,021 operating profit. However, as always with accounts it is important to consider the detail that sits behind the numbers.

1. A reduction of fees from parents of £12,000, down by 25% in 2022, but this is more than offset by a very impressive increase in Government funding of £55,000 up by 133% in 2022. This is due to more generous funding arrangements supporting three-year-olds. It also explains the reduction in fees from parents as they relate mainly to two-year-olds so not funded by Government.
2. Fundraising has increased by £4000, largely due to the Covid constraints diminishing, allowing a range of proactive funding events by staff committee and parents.
3. The revised optional charge for children's consumables brought in an additional £13,500.
4. Staffing costs have increased by approximately 16% explained by an additional part-time member of staff, additional hours required for long care parents for children and pay increments for two full-time members of staff.
5. Other costs are more or less consistent with last year.
6. All trust monies and donations towards the purchase of the premises have been transferred to LF CIO although Little Fingers Pre-school is owed £4,150 for professional fees on acquisition and is in the process of being repaid.

We have cash at the bank of £60,019 and £18,134 in our saving account plus £25,000 in reserves.

Fundraising efforts continued during the course of 2022/23 and thanks should go to all the Committee, Staff, Olivia and Carolyn as well as members of Vernham Dean village who have contributed, whether by assisting with the plant sales, the Little Fingers Easter Egg Hunt, the Christmas Raffle - it all helps and is much appreciated. In total £8,073 has been raised for the Pre-school through fundraising efforts. In addition the pre-school received a grant of £383 for utilising on toys and equipment which allows the Staff to purchase new equipment for the pre-school.

Finally as we look forward to 2023/24, Little Fingers continues to be in a fantastic and thriving place and I am sure it will continue to go from strength to strength.

Rachael Wythe  
**Treasurer**

17th October 2023

## Pre-school Manager's report 2022/2023

Well here we are, wrapping up another busy but rewarding year at the pre-school. The year has seen many exciting changes, wonderful events, some testing, emotional and scary times but as always, it's a true testament to my amazing team and the committee for their support that it was all taken in our stride and we manage to achieve so much. I want to say a huge thank you to all of them.

**OFSTED** - in January 2023, OFSTED finally came to visit. From the moment the call was taken to inform us of the inspection the next day, panic set in, there were tears, tantrums and hysteria. So to the staff, my apologies. On a serious note, once the news had sunk in we all supported each other to believe in ourselves.

From the outset, the inspector put us all at ease. The inspection went very smoothly. As some of you may know I can often talk too much but, in this situation, it certainly halted any questions from the inspector as I just talked (and talked) about our wonderful pre-school. The staff were fantastic, breezing through safeguarding questions they were asked. The inhouse safeguarding, at each staff meeting proved invaluable. We all agreed that we actually quite enjoyed the experience. A big thank you to Olivia, making sure I had all the policies and relevant documents if they were needed and to Carolyn for offering advice and reassurance.

We are thrilled with the overall *Good*. A huge *thank you* and *congratulations* to my team. Even when they doubt themselves, I believe in their decision making and moral code for the betterment and the welfare of the children.

**STAFF** - while talking about my team it brings me on to Miss Lana. After many years of commitment and hard work at the pre-school, she decided it was time to enjoy time with her family as her husband retires. After working with her by my side for 19 years, it was a subject I wasn't prepared to discuss - head in the sand and all that. I'm not afraid to say it but I really couldn't see myself managing at the pre-school without her, but here I am and that is down to how my team have adapted and adjusted to their new roles. They have stepped up taking more responsibility in the day to day teaching, have been working really hard and given me lots of support. I can't thank or praise them enough. Miss Susan has returned to the pre-school after a few years off and has slotted back into the team like she never left.

Miss Lana is incredibly missed and will always be in the heart of the pre-school but she has assured us that she won't be a stranger, enjoying her new celebrity status by making guest appearances.

**TRAINING** - like each year the staff continue to develop their individual CPD by attending various training, watching webinars at staff meetings or at home, safeguarding quizzes at staff meetings and face to face training.

At the pre-school we are supporting three children with additional needs, myself and Miss Chelsie have been lucky enough to attend THOMAS training, an in-depth 3 week course in supporting children with ASC (Autistic Spectrum Condition). The course was incredible and has given us the tools to support the children in the setting, making sure they achieve their best possible outcomes. I am planning on booking Miss Kelly to the THOMAS training, next term.

I would like to share a few proud moments, one being when we have the SALT team and Portage visit the pre-school they tell us that we have every support strategies in place to support the children. Portage wanted to record us, to use to show other pre-schools.

Looking forward to the year ahead, I will be booking more training including safeguarding and first aid.

**BUILDING/FUNDRAISING** – as the excitement of owning our own premises sunk in the reality quickly followed of the task ahead.

Luckily, we had the support of our wonderful neighbour Richard Edgecombe, who took on the role of Project Manager. With his help we have had the windows, doors and roof replaced. We are looking forward to a warm winter at the pre-school. There are many more plans for the pre-school that I am very excited about – watch this space. A big *thank you* to Carolyn and Tess for helping us secure grants to help with the costs.

This year was a successful fundraising year - so a special thanks to the committee's *Friends of Little Fingers* for all their ideas, help and support.

I would like to thank Geoff and Moria for their continued support of the pre-school, producing vast amounts of wonderful plants for us to sell at the various sales. I'm sure there are so many more *thank yous* to say but I'm hoping Carolyn's memory is better than mine and she has them all covered.

I would like to thank Carolyn for her four years as Chair, at Little Fingers Pre-school, she been a great support and been instrumental in helping secure the pre-school's future.

Last but not least another *thank you* to my team who all work hard and go above and beyond to make the pre-school a truly wonderful place for all the children. Here's to another busy, exciting and OFSTED-free year.

Leanne Shuttleworth  
**Pre-school Manager**

17 October 2023

**Little Fingers Pre-school**  
**Financial statements for the year ended 31st August 2023**  
**Registered Charity Number : 1058252**

**Independent Examiner's Report**

**Geoffrey Davis BSc ATT prev FABRP MIPA**  
**Chute Collis Cottage, Hookwood Lane, Upper Chute, Wiltshire SP11 9EF**

Little Fingers Pre School (LFPS)

**Internal report of Independent Examiner (IE) to Committee/Trustees.**

I have now commenced the independent examination with the helpful assistance of Olivia Duckney, the Finance and Administration Officer, covering the accounting year to 31 August 2023. My signing off takes place after your formal meeting and "Trustees Report".

The relevant Charity Commission authorities state, *"An independent examination is a form of external scrutiny providing a limited check on specific matters". The IE is only required to confirm whether any material matters of concern have come to their attention". It is not an audit.*

**Accounts**

I have reviewed the standard form Receipts and Payments for year end 31 August 2023 and Balance Sheet as at that date which appear to be in order, and also made comparisons with the results for 2022.

Key points are:

1. A reduction of fees from parents of £12,000 (down 25% v 2022) but more than offset by a very impressive increase in Government funding of £55,000 (up 133% v 2022). This is largely due to more generous funding arrangements supporting 3-year-olds. It also explains the reduction in fees from parents as they relate mainly to 2-year-olds not so funded by Government.
2. Fund raising has increased by a most creditable £4,000, largely due to the Covid threat diminishing allowing a range of proactive funding events by The Committee and Parents.
3. The revised optional charge for children's consumables brought in an additional £13,500.
4. Staffing costs have increased by approximately 16% explained by an additional part time member of staff, additional hours required for longer care periods for children and pay increments for 2 full time members of staff.
5. Other costs are more or less consistent with last year.
6. All trust monies and donations towards the purchase of the premiss have been transferred to LF CIO although LFPS is owed £4,150 (professional fees on acquisition) in the process of being repaid.

**Recommendations**

As an advisory, LFPS is now holding significant cash assets and steps should be taken to maximise interest receivables and an appropriate resolution passed at the AGM to open an Interest-bearing account to this effect ASAP! This will have to be in LFPS's name in the first instance at least until Ofsted have approved LF CIO child-care operations and appropriate surplus cash balances transferred at the appropriate time.

Given the frustrating impediment caused by Ofsted's delay in granting the authorisation for the CIO to operate normally I have discussed with Olivia Duckney possible temporary arrangements for the core

business to remain operational within LFPR and treat the LF CIO as a “landlord” and lease the property to LFPR on a non-profit basis allowing it to be reimbursed for all property related overheads which LF CIO will bear. There is scope in both constitutions for a leasing arrangement, but it might be prudent to take some legal advice on this.

LFPS is comfortably solvent, the quality and competence of the book-keeping and accounts presentation remains strong, and I propose to conduct a final review and sign off my IE reports after the AGM.

GNJD 17 October 2023

### **Proposed resolution for AGM**

*“It is proposed that Olivia Duckney as Finance and Administration Officer, is authorised to open a Business/ Charity Savings account designated “Little Fingers Pre School” at any reputable High Street Bank including Nationwide. Olivia Duckney should be an authorised signatory on account mandate along with 1 or two other Trustees.”*

### **Note not as a resolution.**

As cash assets exceed £100,000 it is proposed that £75,000 is placed on a 30/35-day notice account earning between 2 and 3.1% interest annually but payable monthly into LF Current Account held at Santander.

As an example, Nationwide, who are considered to be one of the greenest financial institutions and currently offer up to 3.1% on a 35-day notice saver payable monthly. Coop offer a similar deal but only at 2.1%!

To max out on the interest receivable the account is operated internet and telephone/e mail only so no cheques or branch visits. Transfers in and out will be few and far between but on a timely basis.

The application, which ever bank is selected, will require a full list of all trustees’ names and addresses required. After the initial approval the second part of the application will probably require ID and possibly more precise resolutions. The application process will reveal exactly how the account will be operated and by whom.

# Little Fingers Pre-school

## Statement of financial activities For the year ended 31st August 2023

	Unrestricted funds £	Restricted funds £	2023 Total funds £	Last year £
<b>Receipts</b>				
Activities for generating funds	£ 160,866.00	-	£ 160,866.00	£ 120,011.00
Grants	-	-	-	-
<b>TOTAL RECEIPTS</b>	<b>£ 160,866.00</b>	<b>-</b>	<b>£ 160,866.00</b>	<b>£ 120,011.00</b>
<b>Payments</b>				
Charitable activities	-	-	-	-
Governance costs	-	-	-	-
<b>TOTAL PAYMENTS</b>	<b>£ 138,844.00</b>	<b>-</b>	<b>£ 138,844.00</b>	<b>£ 104,168.00</b>
<b>Net receipts/payments</b>	<b>£ 22,021.00</b>	<b>-</b>	<b>£ 22,021.00</b>	<b>£ 15,842.00</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	£ 85,246.00	-	£ 85,246.00	£ 69,403.00
Total funds to carry forward	£ 22,021.00	-	£ 22,021.00	£ 15,842.00

## Little Fingers Pre-school

### Receipts and Payments Accounts For the year ended 31st August 2023

Receipts	2023		2022	
Fees from parents	£	36,619.79	£	48,933.13
Government funding	£	96,099.99	£	41,215.35
HCC - top up funding	£	0.00	£	0.00
School vouchers	£	0.00	£	0.00
Fundraising	£	8,073.07	£	4,302.20
Registration fees	£	600.00	£	750.00
Bank interest	£	211.96	£	16.54
Donations	£	1,450.00	£	786.32
T-shirts	£	25.50	£	4.00
Wraparound-care	£	0.00	£	627.00
Consumables charge	£	17,259.76	£	3,794.00
Snack	£	0.00	£	245.00
Photograph commission	£	94.75	£	0.00
Other income	£	0.00	£	1,957.69
Trust monies	£	0.00	£	17,380.00
Grant	£	383.94		
Misc	£	48.00		
<b>TOTAL RECEIPTS</b>	<b>£</b>	<b>160,866.76</b>	<b>£</b>	<b>120,011.23</b>

Payments			£	2,022.00
School vouchers	£	0.00	£	0.00
Childcare registration	£	50.00	£	50.00
Insurance	£	795.50	£	762.90
DBS Check	£	0.00	£	39.00
Staff salary	£	88,382.58	£	76,032.93
CJRS Grant	£	0.00	£	0.00

Tax and National Insurance	£	12,385.12	£	10,195.66
Staff pension	£	4,403.80	£	3,697.19
Overheads	£	0.00	£	3,132.00
Running costs / utilities	£	1,850.20		
Telephone	£	458.76	£	426.80
Postage	£	13.05	£	20.63
Office supplies	£	861.88	£	230.37
Repairs and maintenance	£	396.17	£	547.05
Equipment and cleaning	£	0.00	£	137.80
Staff training	£	683.17	£	125.00
Subscriptions	£	1,590.46	£	1,175.69
<b>Total business payments</b>	<b>£</b>	<b>111,870.69</b>	<b>£</b>	<b>96,573.02</b>
Arts and crafts	£	1,143.66	£	918.57
Toys and equipment	£	3,281.11	£	2,436.71
Gardening club	£	0.00	£	0.00
Sweatshirts, polo shirts & staff uniform	£	179.44	£	485.26
Consumables	£	1,364.35	£	1,159.33
Charitable donations	£	234.00	£	234.00
Fundraising general	£	1,185.21	£	554.21
Seasonal costs	£	429.75	£	911.82
Educational visitors	£	0.00	£	0.00
Refreshments	£	468.40	£	69.30
Presents	£	276.92	£	52.00
Books and publications	£	16.90	£	15.72
Computing and website			£	0.00
Travel	£	14.40	£	0.00
Other (IOU VD Fundraising)	£	1,000.00	£	0.00
Professional fees	£	0.00	£	758.60
Transfer LFCIO	£	17,380.00		
<b>Total payments</b>	<b>£</b>	<b>138,844.83</b>	<b>£</b>	<b>104,168.54</b>
<b>Net of receipts cash funds</b>	<b>£</b>	<b>22,021.93</b>	<b>£</b>	<b>15,842.69</b>

# Little Fingers Pre-school

## Reserve Accounts For the year ended 31st August 2023

<b>Opening Balance</b>	<b>£ 42,922.45</b>
<b>Income</b>	
Bank interest	211.96
Inter account transfers	-
<b>Total income</b>	<b>211.96</b>
<b>Expenditure</b>	
Equipment	-
Inter account transfers	-
<b>Total expenditure</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
<b>Current balance</b>	<b>43,134.41</b>

# Little Fingers Pre-school

## Balance sheet As at 31st August 2023

Current Assets	2023		2022	
Bank Current Account	£	60,019.14	£	23,447.33
Bank Instant Cash Reserve Account	£	18,134.41	£	17,922.45
Reserves Account	£	25,000.00	£	25,000.00
Petty cash	£	0.00	£	0.00
Cash in hand	£	5.25	£	5.25
Trust monies	£	0.00	£	17,380.00
<b>Debtors</b>	£	5,149.70	£	1,574.80
<b>TOTAL ASSETS</b>	£	108,308.50	£	85,329.83
<i>Less Current Liabilities:</i>				
Uncleared cheques and payments	£	1,040.07	£	83.33
<b>NET ASSETS</b>	£	107,268.43	£	85,246.50
<i>Represented by:</i>				
Accumulated fund	£	85,246.50	£	69,403.81
Cash funds this year end	£	22,021.93	£	15,842.69

Approved by the committee on 19th June 2024  
and signed on its behalf by:

Signed: Carolyn Coleman

Name: CAROLYN COLEMAN

Position: Chair of Trustees of Little Fingers Pre-School

Signed: Henrietta

Name: HENRIETTA GARNER

Position: SECRETARY

**Little Fingers Pre-school**

## Note to the financial statements For the year ended 31st August 2023

### Accounting Policies

#### • Basis of accounting

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

#### • Taxation

No Corporation Tax is provided for as being a charity is exempt. Because of its current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

#### • Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the *Statement Of Financial Affairs* (SOAF) in the year of acquisition if the useful economic life is less than three years.

#### • Reserves Policy

The pre-school maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

Debtors	2023		2022	
Late fees from parents	£	687.44	£	1,574.80
Late consumables charge	£	309.36		
LF CIO repayments	£	4,152.90		
<b>TOTAL</b>	£	<b>5,149.70</b>	£	<b>1,574.80</b>

Liabilities			2022	
Uncleared payments	£	1,040.07	£	83.33
<b>TOTAL</b>	£	<b>1,040.07</b>	£	<b>83.33</b>

**LITTLE FINGERS PRE SCHOOL**

England & Wales - Charity number 1038252

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# Accounts

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**LITTLE FINGERS PRE-SCHOOL**  
**OFSTED URN 110092**

**ANNUAL REPORT**  
**2021-2022**

**REGISTERED CHARITY NUMBER 1038252**

# **Little Fingers Pre-school**

**The Gospel Hall**

**Vernham Dean**

**Andover**

**Hampshire**

**SP11 0LD**

## **Aims and Objectives**

**As a member of the Early Years Alliance and the National Day Nurseries Association, we are committed to providing high quality care and education for children below statutory school age. We do this by:**

- Using the training and support given by Hampshire's Services for Young Children.
- Using the training and support given by the Early Years Alliance and the National Day Nurseries Association.
- Working to improve learning goals by means of a curriculum tailored to meet the need of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Key Carer system and a high ratio of adults to children.

Little Fingers Pre-school offers a warm welcome to everyone who would like to get involved with the group supporting the above aims and objectives.

The trustees confirm that they have complied with a duty under the charities act 2011 to have regard to public benefit guidance published by the charities commission. The trustees believe that all of the charities activities furthered its charitable purposes for the public benefit.

## **Achievements and Performance**

Despite the challenges of rising costs and the operational changes at the pre-school, Little Fingers Pre-school has continued to achieve the aims of the charity, some of which have been highlighted below:

- Training courses for staff to better their knowledge.
- Fundraising activities include; Christmas raffle; seasonal plant sales; the Easter egg hunt.
- We have continued our excellent relationships with the two local primary schools. We work with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.
- The ongoing improvement to the quality of education by improvements to routines and full access to outdoor learning (free flow play) but also due to heightened engagement of staff as a result of increased training opportunities.

## **Little Fingers Pre-school staff list – 2021/2022**

### **Manager, Designated Safeguarding Lead and SENCo**

Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Safer recruitment training
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

### **Deputy Manager**

Lana Sheppard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

### **Early Years Practitioner**

Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Early Years Practitioner**

Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Finance and Administration Officer**

Olivia Duckney

- Safeguarding
- GDPR training
- Safer recruitment training

## **Little Fingers Pre-School Committee Members - 2021/2022**

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Bella Mezger - Committee member
- Alley Gair - Committee member
- Kate Kennedy - Committee member
- Tessa Willis - Committee member
- Rachael Wythe - Committee member

## **Little Fingers Pre-school Proposed Committee Members 2022/2023**

- Carolyn Coleman - Chair
- Rachael Wythe - Treasurer
- Henrietta Garner - Secretary
- Bella Mezger - Committee member
- Alley Gair - Committee member
- Kate Kennedy - Committee member
- Tessa Willis - Committee member

## Chairpersons report 2021/2022

Thank you all for coming this evening. As mentioned last year, we have taken advantage of the availability of Zoom and managed to hold some committee meetings online and some in person – and some a hybrid of both for members who couldn't attend in person; there have also been several extraordinary meetings which were needed to deal with some of the matters that have risen again this year.

It has been another busy and challenging year so there is a lot to report on. The pre-school continues to thrive and has much to look forward to; but the operational costs are high and the combination of global volatility and the major changes we are embarking on as a small local charity has been cause for much debate and required some difficult decisions from the management and committee.

Firstly, though, there are many people to thank so I do hope I don't forget anyone ...

Once again, I would like to thank the lovely staff of Little Fingers – **Ms Leanne, Ms Lana, Ms Kelly and Ms Chelsea** - as well as our invaluable bank staff **Ms Carla, Ms Sue (Carter) and Ms Susan (East)** and occasionally **Ms Olivia** - who have kept the children safe, happy and stimulated again this year. And enormous thanks also to Olivia who has continued to do an amazing and increasingly demanding job as admin officer. What would we do without her!

Thanks also to the **Little Fingers Committee**. We were lucky enough to enlist more members this time last year, including people with a useful range of skills and professional expertise. It has been an interesting time as things started to get back to some kind of normal but it has presented new challenges as well as the continual need to raise funds to keep the pre-school properly resourced.

Thanks again to **Geoff Davis** who has audited our accounts and offered regular support and advice to Olivia, which I know she has appreciated enormously.

The number of children on role has continued to be high and we are full, as things stand – but Leanne can update us on that. Meanwhile, we were glad to support the young children of two Ukrainian families who came to stay locally – and apparently they loved their time with us.

In the New Year, the committee held detailed discussions about staff wages. What is now called The National Living Wage rose to £9.50 in April, which we obviously needed to fund; we would like to pay our staff a bit more, to recognise their skills, experience and responsibilities but it was a difficult calculation to make as we are a small non-profit making charity and can only fund increases in line with our income. This, along with wider costs generally meant that, reluctantly, we had to raise the fees to parents (with effect from September). Unfortunately, since then, as we all know, many of the figures we debated have been surpassed by events.

### The Gospel Hall

Reading back over my report from last year, I'm interested and very gratified to acknowledge the progress that has been made since then, even if it has taken a long time.

- At the last AGM, I was pleased to report that the Trustees had quoted us an exclusive figure of £157,000 for the purchase of the hall and that we were embarking on major fundraising efforts. A list of potential grant giving bodies was put together which can now be revisited.

- In November we were delighted to be informed that our application to Test Valley Borough Council for a Community Asset Grant had been accepted and we would be awarded the

full amount of £25,000 on completion of the purchase. Thanks to **Cllr Phil North** and **Jenny Brain** (Community Engagement Office for TVBC) for their support. We are hoping that they will be able to visit us soon and we will create a photo opportunity.

•At the suggestion of two committee members, I decided to contact local landowners to see if they would make a donation to our efforts to raise the rest of the asking price – a considerable amount (to which we hoped they might contribute a thousand or two...).

**Richard Winch**, Chairman of the Parish Council, suggested I get in touch with **Mr Friso Westheim**, the Estate Manager at Conholt Park, so I did this first. To my amazement and joy, I received an almost immediate reply saying that he and his family would like to donate the whole amount for the purchase of the Gospel Hall. Their generosity has made all the difference to the pre-school and will ensure its future in the village.

•Thank you also for the substantial donations from Ted Sclater, David Christy, Dennis (the comedian at The George), the Sawyers, and the Baskervilles, which have also gone towards buying the Gospel Hall.

•We were very glad to enlist the services of Mr **Giles Bevan-Thomas** who, kindly, has been acting pro-bono as our solicitor in the conveyancing process.

•Again, we were grateful to Geoff Davis for carrying out a Cursory Inspection of the premises which provided reassurance that the building was in as reasonable a condition as we believed and the asking price seemed fair.

•Although the matter should have been fairly straight forward, the unusual set up of the hall and the implications going forward raised a few questions but I am thrilled to say that the purchase was completed on Monday, 17<sup>th</sup> October 2022. Little Fingers has a secure home for the future.

•In view of the generous donation from Conholt and the invaluable grant from TVBC, both were enacted at the same time which leaves us with £25,000 to cover the costs and begin the refurbishment of the hall.

•A programme of further renovations has been put together and, once we receive the various quotations needed, a series of new grant applications will be made. Thanks to our neighbour, **Richard Edgcombe** for his support and invaluable professional advice.

•We are still keenly seeking donations from other private and business donors. And, of course, we will be planning some new and exciting fundraising events. We look forward to your support with this – all offers and ideas are most welcome.

#### Conversion to a CIO (Charitable Incorporated Organisation)

In order buy the Gospel Hall we have had to change the charitable status of Little Fingers as, previously, we were not legally able to hold assets. In fact, we already knew we needed to do this because, under the old system, the committee was actually liable in principal for any debts accumulated. Particular thanks to **Henny Garner** and **Rachael Wythe**, along with Leanne and Olivia, for helping to complete this application process.

We now have a new charity number and will be looking to appoint some new trustees in the New Year, when we plan to hold an Extraordinary General Meeting to which you are all invited.

A new bank account has also been opened so, over the next few months, our assets and financial business matters will be transferred to that and the old account closed.

The new CIO triggers a registration inspection by OFSTED, which should happen soon. While this is a formality we are also still awaiting the usual OFSTED visit, although we rather hope this might be delayed until everything else is up and running.

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Meanwhile, the usual activities of the committee have continued as well. The policies have been updated as required, the main focus being safeguarding.

### Fundraising

\*The very successful seasonal Plant Sales have continued, thanks to the gardening skills and generosity of **Geoff and Moira** from the village.

\*The Christmas raffle was well supported as ever and we were grateful for the many generous donations from local firms and individuals. More than £1200 was raised - however we did resolve to keep things simpler this year and try avoid the time and effort required of Olivia to make sure the right prizes went to the right winners.

\* The return of the Easter Monday Egg Hunt was quite an occasion for the village – in fact families from all around the area came to join in and enjoyed teas in the sunshine, just they used to do before everything closed down for Covid. Thanks so much to the staff and their families who gave up their Bank Holiday to help run this so successfully.

\*Sports Day in July was also great fun, with coffee and croissants served to the parents by members of the committee.

\* We were very grateful to receive another grant from the Upton School House Trust and Gillum's School Trust which we used to replace some play equipment for the children.

(By the way, the Christmas Quiz at the Millennium Hall run by Richard Winch is on 10<sup>th</sup> December this year; do come along if you can as it's great fun and the considerable proceeds are being donated to Little Fingers.)

I will finish with a few more 'thank you's':

- to **Emily Cane**, who is standing down from the committee after four years, having served as Treasurer for the past three years. She was really helpful and often (along with her husband **Will** too) met up with Olivia to work out the finances for the pre-school and produce various spread sheets.

- to **Reece Garner**, the landlord of The George for hosting us tonight and for donating the proceeds of a meat raffle which was used to replace the Little Fingers gazebo.

- to Kate **Paillat** for designing lovely posters for us.

Finally, just to mention that we do try and submit regular articles to Focus, the monthly parish magazine, with the aim of keeping the local community in touch with the pre-school. We are trying to extend this further, to HBT and beyond.

So, it has been an exceptionally busy year for the pre-school but I am confident that we can now go from strength to strength in the future.

**Carolyn Coleman (Chair)**

19<sup>th</sup> October 2022

## **Treasurer's report 2021/2022**

The accounts for the 2021/22 year which have now been signed off by the Independent Examiner show that we made a £15,842 operating profit. However, as always with accounts it is important to consider the detail that sits behind the numbers as in fact this year we made an operating loss of £1,537 as the majority of that £15,000 relates to monies received from Conholt Estate and other donors to be used towards the purchase of the Gospel Hall. During the course of the four years that I have been on the committee and, for the three years that I have acted as Treasurer, I have seen the evidence of the trend that Olivia had identified, of some really good and profitable years and others where it has been harder to make a profit. The reason for saying this is whilst the preference is to make a profit it is not cause for worry and the varying trend of profit to loss is in line with previous years (£8K profit in 2020/21 and £7K loss in 2019/20). It is also worth stating that the position of setting fees to an appropriate level, rising costs and only very marginal increases in Government funding for the funded childcare hours is sadly a situation which is common to many pre-schools today.

During the course of the 2020/21 the committee has been very cognisant of ensuring that as we look to purchase the Gospel Hall it is very important to see ensure that the Little Fingers finances are in good shape. Consequently for the 2022/23 academic year, fees for non-funded children have increased and the consumables charge has also increased. The need to have introduced this increase is completely justified given the year end position so as to ensure the continued viability of the pre-school. In addition Little Fingers Pre-school is currently full with a waiting list in operation which is a very positive sign and is of huge benefit to the forward looking financial position. Whilst I will be stepping down as Treasurer having spoken to Olivia we have agreed that the financial position should be reviewed at the end of this term as this will present the first opportunity to ensure that the corrective action that we have taken is looking like it is sufficient.

We have cash at the bank of £23,447, £17922 in our saving account plus £25,000 in reserves. During the year we received £25,000 from Test Valley Community Grant which is to be utilised for works to the Gospel Hall according to the schedule of priorities that the current committee have pulled together. The purchase of the Gospel Hall (and again I extend my thanks to all those who have made this happen) is extremely exciting and the opportunity that Little Fingers now has to start to look at enhancements, will no doubt prove beneficial to the pre-school.

Fundraising efforts resumed in earnest during the course of 2021/22 and thanks should go to all the Committee, Staff, Olivia and Carolyn as well as members of Vernham Dean village who have contributed, whether by assisting with the plant sales, the Little Fingers Easter Egg Hunt, the Christmas Raffle - it all helps and is much appreciated. In total £4,302 has been raised for the Pre-school through fundraising efforts. In addition the pre-school received a grant of £1900 for utilising on toys and equipment which allows the Staff to purchase new equipment for the pre-school and £700 of this money remains unspent.

Finally as we look forward to 2022/23, Little Fingers continues to be in a fantastic and thriving place and I am sure it will continue to go from strength to strength.

Emily Cane  
**Treasurer**

19th October 2022

## **Pre-school Manager's report 2021/2022**

Firstly, thank you all for being here, the many bottoms on chairs tonight really shows how well the pre-school is supported.

Another year has flown by in the blink of an eye and what a year it has been, with lots of positives and a few challenges thrown in.

Let me start with the main challenge that we had to face, Covid. While during the pandemic the team successfully kept the pre-school Covid free and open, unfortunately it got its teeth into us not once but twice this year resulting in us having to close the pre-school for a day while we sorted staff cover. This was very disappointing for us but sadly not surprising, as all restrictions were lifted and testing was no longer required.

On the plus side, this gave the junior members of staff the opportunity to experience the role of having more responsibilities when it comes to the daily running of the pre-school, without Lana and myself supervising. So a huge thank you to them and a big well done.

With Covid out of the way, let me get on with the positives of the pre-school's year.

Early in the year we took delivery of the new physical climbing equipment for the playground that we purchased with generous grants from the Upton School House Trust and the Vernham Dean School House Trust. This has been a very popular addition with the children and has certainly helped us to support children's physical development more effectively.

Along with the grants for physical equipment, they also gave us one to help us purchase more specialist toys and resources to support our children with SEND.

Our new way of planning, observing, recording and teaching still adopts a more 'in the moment' approach to allow the staff's time to be more effectively used with the children rather than endless time on paper work.

While this approach is working we are always evaluating and making changes to insure that we are giving the children the best opportunities to achieve their best outcomes.

The introduction of half termly parent's evenings with simplified summary assessments of the children's development has given us the opportunity to ensure that we are regularly keeping parents up to date on their children's progress.

Staff training continues to be online with webinars and zoom meetings. We continued to watch many of the webinars together during regular staff meetings and find this approach much more effective. It allows the team to chat about the training and share ideas as well as allowing me to support and answer their questions.

Safeguarding children remains a high priority to us at the pre-school, as it should, so we always include some form of in-house training or recapping of it during staff meetings. The safety and care of the children while they are at the pre-school has always been an area that we are incredibly proud and receive lots of lovely comments for.

In the Spring term we had 3 children join the pre-school from Ukraine.

We knew this would be a difficult transition for the children and their families so we were extremely privileged to be able to offer support and help during this anxious time.

The children settled extremely quickly and arrived each morning full of smiles and excitement. The families and ourselves were absolutely thrilled by the smooth transition, allowing Dad to return to the Ukraine with the knowledge that his children are happy and safe.

The younger child is still at Little Fingers and remains completely settled even with her older sibling moving onto big school. In such a short time the little 2 year old who joined us not being able to speak any English is now well on her way to being fluent.

Our annual events such as sports day and the Christmas show all went really well this year. While the staff sometimes feel that it may look like organised chaos we always receive lovely comments from all the parents.

The number of children on role is fantastic, currently we only have very limited availability for some afternoon sessions. Recently we had three parents look around the pre-school who also had appointments to visit other pre-schools. It's a true testament to the hard work and dedication that the team put in to the pre-school to make it such a special place, that all three children are now on role with us.

I would like to thank the committee for their hard work this year, whether it be baking a cake, making tea and coffee or reading through endless legal documents.

With that I would also like to thank Carlyon for another busy year as our Chair. She was instrumental in securing the pre-school's future by initiating contact with Friso, thank you.

My final thanks goes to my amazing team- they really are fantastic at what they do. They work incredibly hard, show a love and commitment to the pre-school and nothing ever seems too much.

And last but not least, some of you may know I began my Little Fingers journey 20 years ago this year and Miss Lana 18. Often we would get caught up in daydreams of what wonderful things we could do to the pre-school if only we had our own building.

Well here we are, please all join me in a toast to the exciting future ahead for Little Fingers, we did it!

Leanne Shuttleworth  
**Pre-school Manager**

19<sup>th</sup> October 2022

**Little Fingers Pre-school**  
**Financial statements for the year ended 31st August 2022**  
**Registered Charity Number : 1058252**

**Independent Examiner's Report**

**Geoffrey Davis BSc ATT prev FABRP MIPA**  
**Chute Collis Cottage, Hookward Lane, Upper Chute, Wiltshire SP11 9EF**

Little Fingers Pre School (LFPS)

Internal report of Independent Examiner (IE) to Committee/Trustees.

I have now carried this out with the helpful assistance of Olivia Duckney, the Finance and Administration Officer, covering the accounting year to 31 August 2022. The final signings off takes place after your meeting and "Trustees Report".

The relevant authority, regulations and requirements are set out in - Charity Commission Directions and guidance for examiners (CC32). Mandatory from 1 December 2017. These embody the relevant requirements of The Charities Act 2011.

*"An independent examination is a form of external scrutiny providing a limited check on specific matters".  
The IE is only required to confirm whether any material matters of concern have come to their attention".  
It is not an audit.*

Accounts

Please note the standard form Receipts and payments account for year end 31 August 2022 includes donations and grants of £17,380 specifically given towards the acquisition of The Gospel Hall and as such were held in trust for Little Fingers Pre School CIO (LFPS CIO) while new bank accounts were opened.

These funds are in the process of being transferred to LFPS CIO.

The other key points accounts for the year ended 31 August 2022 after adjusting for the above are;

1. Despite a very impressive increase in fees from parents of 42% (largely due to increased attendance and fees charged) an operating **deficit** of £1,537 arose compared with a **surplus** of £8,734 in 2021 and compared with a **deficit** of £7,827 in 2020.

1. Main reasons;

- i. Reduction in government funding of £7,167 (-15%) compared with 2021.
- ii. No autumn term top up funding received compared with £8,005 in 2021 given largely because of the intensity of covid at that time.
- iii. Increase in payroll and tax and NI of 14.2% in year. Largely as a result of extra staffing requirements governed by required teacher/pupil ratios and covid related issues. (Note this is largely expected as it helped procure the significant increase in income).
- iv. Most other payments were kept well under control and consistent with the previous year and fundraising and consumable recovery increased significantly.

1. A healthy bank balance and reserve of £66,375 (excluding trust monies) (£69,161 in 2021) remains confirming LFPS is solvent and able to meet all its debts in full and still have a healthy surplus.

1. Debtors as at 31 August 2022 amounted to £1,547 most of these are now paid with commitments from parents who have overlooked paying! No provision considered necessary at this point.

1. De-minimus creditors/liabilities.

### **The Gospel Hall**

As flagged in previous years the low-cost tenure in the property together with the payment of utilities and financial contribution LFPS makes to The Gospel Hall owners is informal and largely depends on their continuing goodwill. Ideally this should be formalised.

It is a very exciting development that LFPS CIO is close to completing on the acquisition of the freehold of this property and it will be able to formalise its own permanent occupation and operation. In my opinion overheads might be different and should be reviewed and budgeted for.

### **Dissolution and transfer of undertaking.**

It appears that the transfer of CFPS undertaking to CFPS CIO is an entirely feasible and sensible move to make and these arrangements are supported by the Charity Commission with plenty of guidance notes on the appropriate government website.

Most probably in the next few months the surplus assets, affairs and goodwill of LFPS will be transferred to LFPS CIO (which along with acquisition grants and donations should provide LFPS CIO a flying start ) but Members of LFPS are reminded that there are regulations and authorities that must be complied with, including an EGM, these arise principally from the Constitution of LFPS (signed off in October 2019) reference para 11.0 et al "Dissolution" and also the Pre School Learning Alliance (The Charity Commission) Dissolution process rules. Clearly the new LFPS CIO constitution will have to mirror same to a large extent.

### **Accounting and Administration Function**

There are a lot of formalities to research and implement over the next few weeks/months exiting "old co" and constituting and operating "new co" and Olivia Duckney appears to have this well under control but will require the support of the "team".

The quality and competence of the book-keeping and accounts presentation remains strong and as stated above I propose to sign off my IE reports after the AGM.

GNJD 15 October 2022

# Little Fingers Pre-school

## Statement of financial activities For the year ended 31st August 2022

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Last year £
<b>Receipts</b>				
Activities for generating funds	£ 120,011.00	-	£ 120,011.00	£ 99,235.00
Grants	-	-	-	-
<b>TOTAL RECEIPTS</b>	<b>£ 120,011.00</b>	<b>-</b>	<b>£ 120,011.00</b>	<b>£ 99,235.00</b>
<b>Payments</b>				
Charitable activities	-	-	-	-
Governance costs	-	-	-	-
<b>TOTAL PAYMENTS</b>	<b>£ 104,168.00</b>	<b>-</b>	<b>£ 104,168.00</b>	<b>£ 90,501.00</b>
<b>Net receipts/payments</b>	<b>£ 15,842.00</b>	<b>-</b>	<b>£ 15,842.00</b>	<b>£ 8,734.00</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	£ 69,403.00	-	£ 69,403.00	£ 60,669.00
Total funds to carry forward	£ 15,842.00	-	£ 15,842.00	£ 8,734.00

## Little Fingers Pre-school

### Receipts and Payments Accounts For the year ended 31st August 2022

Receipts	2022		2021	
Fees from parents	£	48,933.13	£	34,436.25
Government funding	£	41,215.35	£	48,382.42
HCC - top up funding	£	0.00	£	8,005.45
School vouchers	£	0.00	£	363.00
Fundraising	£	4,302.20	£	2,911.81
Registration fees	£	750.00	£	800.00
Bank interest	£	16.54	£	4.32
Donations	£	786.32	£	564.45
T-shirts	£	4.00	£	207.00
Wraparound-care	£	627.00	£	360.00
Consumables charge	£	3,794.00	£	2,488.00
Snack	£	245.00	£	515.70
Photograph commission	£	0.00	£	0.00
Other income	£	1,957.69	£	197.50
Trust monies	£	17,380.00	£	0.00
<b>TOTAL RECEIPTS</b>	<b>£</b>	<b>120,011.23</b>	<b>£</b>	<b>99,235.90</b>

Payments	£	2,022.00	£	2021.00
School vouchers	£	0.00	£	0.00
Childcare registration	£	50.00	£	50.00
Insurance	£	762.90	£	748.89
DBS Check	£	39.00	£	206.16
Staff salary	£	76,032.93	£	68,864.28
CJRS Grant	£	0.00	£	0.00
Tax and National Insurance	£	10,195.66	£	6,636.65
Staff pension	£	3,697.19	£	2,920.90

Overheads	£	3,132.00	£	3,312.00
Telephone	£	426.80	£	614.59
Postage	£	20.63	£	2.30
Office supplies	£	230.37	£	162.39
Repairs and maintenance	£	547.05	£	240.97
Equipment and cleaning	£	137.80	£	459.34
Staff training	£	125.00	£	708.96
Subscriptions	£	1,175.69	£	1,165.27
<b>Total business payments</b>	<b>£</b>	<b>96,573.02</b>	<b>£</b>	<b>86092.70</b>
Arts and crafts	£	918.57	£	589.41
Toys and equipment	£	2,436.71	£	1230.28
Gardening club	£	0.00	£	0.00
Sweatshirts, polo shirts & staff uniform	£	485.26	£	414.79
Consumables	£	1,159.33	£	617.26
Charitable donations	£	234.00	£	234.00
Fundraising general	£	554.21	£	263.76
Seasonal costs	£	911.82	£	476.94
Educational visitors	£	0.00	£	0.00
Refreshments	£	69.30	£	0.00
Presents	£	52.00	£	26.29
Books and publications	£	15.72	£	15.75
Computing and website	£	0.00	£	390.42
Travel	£	0.00	£	0.00
Other	£	0.00	£	150.00
Professional fees	£	758.60	£	0.00
<b>Total payments</b>	<b>£</b>	<b>104,168.54</b>	<b>£</b>	<b>90501.60</b>
<b>Net of receipts cash funds</b>	<b>£</b>	<b>15,842.69</b>	<b>£</b>	<b>8734.30</b>

# Little Fingers Pre-school

## Reserve Accounts For the year ended 31st August 2022

<b>Opening Balance</b>	<b>£ 42,905.91</b>
<b>Income</b>	
Bank interest	16.54
Inter account transfers	-
<b>Total income</b>	<b>16.54</b>
<b>Expenditure</b>	
Equipment	-
Inter account transfers	-
<b>Total expenditure</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>0.00</b>
<b>Current balance</b>	<b>42,922.45</b>

# Little Fingers Pre-school

## Balance sheet As at 31st August 2022

Current Assets	2022		2021	
Bank Current Account	£	23,447.33	£	26,014.27
Bank Instant Cash Reserve Account	£	17,922.45	£	17,905.91
Reserves Account	£	25,000.00	£	25,000.00
Petty cash	£	0.00	£	0.00
Cash in hand	£	5.25	£	241.00
Trust monies	£	17,380.00	£	0.00
<b>Debtors</b>	£	1,574.80	£	840.58
<b>TOTAL ASSETS</b>	£	85,329.83	£	70,001.76
<i>Less Current Liabilities:</i>				
Uncleared cheques and payments	£	83.33	£	597.95
<b>NET ASSETS</b>	£	85,246.50	£	69,403.81
<i>Represented by:</i>				
Accumulated fund	£	69,403.81	£	60,669.51
Cash funds this year end	£	15,842.69	£	8,734.30

Approved by the committee on 29th June 2023  
and signed on its behalf by:

Signed: Carolyn Coleman

Name: CAROLYN COLEMAN

Position: CHAIR, LITTLE FINGERS PRE-SCHOOL COMMITTEE

Signed: Tessa Willis

Name: TESSA WILLIS

Position: COMMITTEE MEMBER

# Little Fingers Pre-school

## Note to the financial statements For the year ended 31st August 2022

### Accounting Policies

#### • Basis of accounting

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

#### • Taxation

No Corporation Tax is provided for as being a charity is exempt. Because of its current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

#### • Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the *Statement Of Financial Affairs* (SOAF) in the year of acquisition if the useful economic life is less than three years.

#### • Reserves Policy

The pre-school maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

Debtors	2022		2021	
Late fees from parents	£	1,574.80	£	840.58
TOTAL	£	1,574.80	£	840.58

Liabilities	2022		2021	
Uncleared payments	£	83.33	£	597.95
TOTAL	£	83.33	£	597.95

**LITTLE FINGERS PRE SCHOOL**

England & Wales - Charity number 1038252

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# Accounts

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**LITTLE FINGERS PRE-SCHOOL**  
**OFSTED URN 110092**

**ANNUAL REPORT**  
**2020-2021**

**REGISTERED CHARITY NUMBER 1038252**

# Little Fingers Pre-school

The Gospel Hall

Vernham Dean

Andover

Hampshire

SP11 0LD

## Aims and Objectives

**As a member of the Early Years Alliance we are committed to providing high quality care and education for children below statutory school age. We do this by:**

- Using the training and support given by Hampshire's Services for Young Children.
- Using the training and support given by Early Years Alliance.
- Working to improve learning goals by means of a curriculum tailored to meet the need of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Key Carer system and a high ratio of adults to children.

Little Fingers Pre-school offers a warm welcome to everyone who would like to get involved with the group supporting the above aims and objectives.

The trustees confirm that they have complied with a duty under the charities act 2011 to have regard to public benefit guidance published by the charities commission. The trustees believe that all of the charities activities furthered its charitable purposes for the public benefit.

## Achievements and Performance

Despite the challenges of the Covid-19 health pandemic, Little Fingers Pre-school has continued to achieve the aims of the charity, some of which have been highlighted below:

- Training courses for staff to better their knowledge. Training this year: Paediatric First Aid, Safeguarding, Prevent training, Planning in the Moment.
- Fundraising activities, include a Halloween quiz and pumpkin trail, a virtual village quiz, both involving the wider community. We have also held two plants sales.
- We have continued our excellent relationships with the two local primary schools. We work with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.
- The ongoing improvement to the quality of education by improvements to routines and full access to outdoor learning (free flow play) but also due to heightened engagement of staff as a result of increased training opportunities.

## Little Fingers Pre-school staff list – 2020/2021

### **Manager, Designated Safeguarding Lead and SENCo**

Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

### **Deputy Manager**

Lana Shepard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

### **Early Years Practitioner**

Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Early Years Practitioner**

Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Finance and Administration Officer**

Olivia Duckney

- Safeguarding
- GDPR training

### **Little Fingers Pre-School Committee Members - 2020/2021**

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Sarah Donner - Committee member
- Bella Mezger - Committee member

### **Little Fingers Pre-school Proposed Committee Members 2021/2022**

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Bella Mezger - Committee member
- Alley Gair - Committee member
- Kate Kennedy - Committee member
- Tessa Willis - Committee member
- Rachael Wythe - Committee member
- Olivia Wallace - Committee member

## Chairpersons report 2020/2021

It's very good to see you all here in person today, especially as last year's AGM had to be held on Zoom – as have all our meetings until the beginning of this term. We have managed quite well and adapted in ways which will probably have benefits in the long term but there's nothing like meeting and talking face to face to get to know and understand each other. Nonetheless, it must be easier for parents with children to attend meetings online rather than sorting out babysitting; and as the nights get colder and darker, it's good to be able to get things done from the warmth of our own homes.

So, as we move forward, we'll aim to blend the two – holding regular committee meetings online but meeting up face-to-face sometimes when it suits.

Anyway, the main thing that I want to say is a huge thank you to the staff of Little Fingers – Miss Leanne, Miss Lana, Miss Kelly and Miss Chelsea, invaluable supported by our wonderful admin officer Olivia - who have kept Little Fingers open throughout all the challenges of the past year and more. The pre-school has continued to provide our children with a safe, stable and stimulating environment at a time when they may have needed it more than ever, as many other things in the world around them have faced unprecedented difficulties.

Thanks also to the committee, without whom we couldn't function. We have not been large in number this year and our officers in particular have been extraordinarily busy in their professional lives in addition to their family and other commitments; but, as we often see demonstrated, if you want to get something done, ask a busy person! So whatever your contribution has been, thank you very much. And we look forward very much to welcoming some enthusiastic new members to the committee this year.

Despite the limitations forced on us, it has been a busy year. In addition to the regular updating of policies we always do, we have had to been constantly following new government guidelines relating to Covid 19. Thanks again to Leanne and Olivia for keeping on top of this which has been vital.

I am also happy to say that our finances are in good shape in spite of everything. We are extremely grateful to Geoff Davis for auditing our accounts and, of course to Olivia, whom he compliments for her competence and strong book keeping skills. We are very lucky to have her.

We have a good number of children on role and going forward which underpins the strength of the finances. Little Fingers is a thriving pre-school.

A new system of staff appraisals was introduced by our previous chairman, Andrew Neal and I have been glad to continue and develop this. It has been a really helpful way for me to get to know the staff individually and gain a proper insight into the day-to-day running of the pre-school, especially as I have not been able to visit regularly as a volunteer to do singing and stories with the children as I used to.

Little-Fingers continues to be in the 'OFSTED window' which staff are always mindful of. I am confident that the pre-school is a 'good' setting (at least) with staff training carried out regularly, the new Early Years framework (September 2021) being implemented and shared with parents in an online meeting, and 'In the Moment Planning' now being put into practice by all the staff.

Fundraising is always important at Little Fingers both because we need the income in order to renew and replace resources for the children and also from the social point of view. It is fun for the children, the adults and local people who may get involved in some way. This year we have had to rethink a number of our events and activities but we have still succeeded in filling the calendar and raising money:

\*Miss Leanne arranged a Halloween quiz and a pumpkin trail, and then Russell the Crow visited Vernham Dean to judge the scary scarecrow competition!

\*A kind supporter made a range of hand-knitted children's jumpers for us to sell.

\*We have held two sales with the hundreds of lovely plants kindly grown by Geoff and Moira from the village.

\*On two occasions, Richard Winch has hosted a lively online quiz with the proceeds going to Little Fingers.

\*At Christmas we held a virtual alternative to our usual raffle and were grateful for the many generous donations from local firms and individuals.

\*Members of staff and supporters also made beautiful Christmas wreaths which they sold on a stall outside the pub at the end of term.

But alongside all of this, has been the longstanding question of the future of the Gospel Hall which has been the home of Little Fingers for nearly 30 years. We finally heard from the Trustees at the end of August that they were prepared to sell the building and its site to us for the very reasonable sum of £157,000. We are very relieved and grateful for this opportunity of securing the future of the pre-school in the village. Now we are embarking on the major but exciting project of raising the money through various grant applications, a request for donations and new fundraising events. We look forward to your support with this – all ideas and enthusiasm are most welcome.

Carolyn Coleman

**Chairperson**

20 October 2021

## Treasurer's report 2020/2021

Little Fingers has had a really good year from a financial perspective for 2020/2021 which was fantastic to see given the operating loss of the 2019/2020 year. The accounts for the 2020/2021 which have now been signed off by the Independent Examiner, show that we made a £8.7K operating profit. The main reason for the change came as a result of the 64.5% increase in fees from attendances and an approximate 30% increase in head count as well as the introduction of a small daily consumables charge.

We have cash at the bank of £26,014 and £42,900 in our saving account which puts Little Fingers in a good position as we start the 2021 academic year. For 2021/22 positive steps are being taken to acquire the property freehold during the course of the next 12 months for a favourable price with a small deposit of £15,700 and it has been put to the committee that one option is to utilise some of the funds within our saving account are to be utilised to pay the deposit with the hope of securing Grant(s) from the Council/Charitable Organisations to assist with funding the purchase price.

A small amount of fees remains outstanding and efforts will continue to ensure that this small amount is received.

Given that again 2020/2021 continued to be a difficult year from a COVID perspective and the continued requirement for bubbles and additional measures curtailed many of the usual fundraising activities special mention must go to the Staff, Olivia, Carolyn and the Committee as well as members of Vernham Dean village who have been instrumental in Little Fingers fund raising efforts. In total £3,109 has been raised for the Pre-School through fundraising efforts.

Finally as we look forward to 2021/2022 Little Fingers continues to be in a fantastic place with finances that are healthy, however given the fluctuation that can be seen from year to year efforts that have gone into online marketing through for example the Facebook page are to continue and as a Committee we will look at seeing whether we can once again run some of our usual annual fundraising activities.

Emily Cane  
**Treasurer**

20th October 2021

## Pre-school Manager's report 2020/2021

Firstly, I would like to say how nice it is to see you all here in person, after almost 2 years of zoom meetings, although they work well, it's nice to be able to get together.

This year, after many years of giving my report, I'm going to change my format just a little to reflect the past 18 months at the pre-school. Instead of thanking my staff last, this year I feel it is only fitting to thank them first.

Throughout the pandemic each and everyone one of them have been absolutely incredible, showing how committed they are to making sure that the pre-school continued to provide children with a fun and safe environment for their early year's education, remaining open to support all our families, especially those who are classed as critical workers.

*With concerns for their own health and their families they continued to put themselves aside and arrive each day with a friendly face and smile, with Olivia at the end of the phone/email in what feels like day and night each time we had to send out new policies and procedures.*

So, I would like to massively thank my team who really do make Little Fingers the wonderful place it is not only for the children and families but for us to work at.

I would also like to thank Carolyn for her hard work, commitment and support in what has been a very tricky first year as Chair. I would like to say "let's hope this coming year is easier" but I'm afraid we all know that's not on the cards.

Although the last year has brought many challenges, it has been a good year at the pre-school.

We have continued to welcome new children and their families to the pre-school and we are looking forward to welcoming more next term.

Staff training has been very different this year but we haven't let that get in the way of ensuring we all continue to keep our CPD knowledge up to date. With training being accessed via zoom or webinars, it has allowed us to share training as a team, this is something we will be continuing going forward, as its proved really effective to be able to bounce ideas off each other.

Some of the training this year includes: Paediatric First Aid, Safeguarding, Prevent training, Planning in the Moment.

This year we changed the way we plan, observe and assess the children to prepare for the new changes that were made to the Early Years in September 2021. As the new system becomes more familiar to us we are seeing the benefits and making changes and adaptations to suit our own pedagogy and curriculum.

*It has been really lovely to be able to have recent "face to face" parent's evenings and hope this continues. As we feel discussions with parents are vital to ensure that we are all on the same page, we are going to introduce half termly 'progress review chats', followed by a short progress summary report. We have some new ideas and changes we would like to implement this year - so watch this space.*

Fundraising, hasn't been easy this year but with a little creativity and thinking outside the box, and with the odds against us we, had a terrific year. A big thank you to all involved, whether it was joining in with the online quiz, supporting our plant sales, spending late nights making Christmas wreaths, building smelly cheese boxes or joining in with the Halloween and Easter fun - we really have proved every little helps.

I would personally like to thank Geoff and Moira, who are wonderful in their support of the pre-school. They live in the village and grow all the plants for our many sales, all at their own cost.

That brings me on thanking the committee for all their help and support, and to all of you here tonight showing your support to the pre-school, you are a very valuable part of the pre-school.

Last but by no means least, we are incredibly excited about the year ahead, having been given the opportunity to purchase the Gospel Hall. During my 20 years at the pre-school and Lana's 16 years, we have often day dreamt about what we would love to do and be able to achieve at the pre-school, if only we could have our own premises. Well, here it is - the time has come to make our dreams come true.

Leanne Shuttleworth  
**Pre-school Manager**

20<sup>th</sup> October 2021

**Little Fingers Pre-school**  
**Financial statements for the year ended 31st August 2021**  
**Registered Charity Number : 1058252**

**Independent Examiner's Report**

**Geoffrey Davis BSc ATT prev FABRP MIPA**  
**Chute Collis Cottage, Hookward Lane, Upper Chute, Wiltshire SP11 9EF**

Little Fingers Pre School (LF)

Internal report of Independent Examiner (IE) to Committee.

I have now carried this out with the helpful assistance of Olivia Duckney, the Finance and Administration Officer, covering the accounting year to 31 August 2021. The final signing off in The Charity Commission format takes place after your meeting and "Trustees Report".

The relevant authority, regulations and requirements are set out in - Charity Commission Directions and guidance for examiners (CC32). Mandatory from 1 December 2017. These embody the relevant requirements of The Charities Act 2011.

"An independent examination is a form of external scrutiny providing a limited check on specific matters". The IE is only required to confirm whether any material matters of concern have come to their attention". It is not an audit.

Accounts

Key points relating to year end 31 August 2021.

1. Very positive operating surplus of £8,734 compared with 2020 operating deficit of £7,827.
2. Main reason being 64.5% increase in fees from parents/attendances. Broken down this arises from an approximate 30% increase in head count over the year and an increase in funded charges of 9% and the introduction of the daily consumables charge and a net reduction in salary costs.
3. Broadly this has increased cash at bank by a similar amount up from £11,532 to £26,014 while reserves have stayed static at £42,900. A review of cash deposits and interest is recommended.
4. Debtors/Creditors. Debtors as at, 31 August 2021 amounted to £841 but approximately half of this remains unpaid still despite being chased. Creditors/liabilities are de minimus.
5. Recommendations last year of simple cash flow budgets and revised costings have been implemented and have assisted financial management.

General

As flagged last year the low-cost tenure in the property together with the payment of utilities and financial contribution LF makes is informal and largely depends on the continuing goodwill of Landlord. Ideally this arrangement should be formalised. LF's viability is also dependent on government funding.

Positive steps, however, are being made to acquire the property freehold during the course of the next 12 months from the owners at what appears a favourable price of £157,000. An immediate "deposit" of £15,000 has been requested, which, although affordable is being considered carefully by the Committee. A cautionary response dated 23 September 2021 was sent to the owners and a reply is expected shortly.

Grant and fund raising is in hand. Given the Charity cannot own land, make loans, or give security in its current form, a new structure must be considered. One option is the Charitable Incorporated Organisation (CIO) which is registered and regulated by The Charity Commission but not Companies House. Existing Charities can be converted to a CIO relatively easily. Further research of this option recommended bearing in mind if the property is acquired partly by way of loan the CIO would have had to have been set up.

Previous recommendation stands that the overall condition and security of building should be ascertained soon to establish affordability in particular repair and maintenance, security, and insurance requirements

The accounts are in good shape and the quality and competence (and CC compliance) of the book-keeping and accounting remains strong and as stated above I propose to sign off the IE reports after the AGM.

GNJD 15 October 2021

## Little Fingers Pre-school

### Statement of financial activities For the year ended 31st August 2021

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Last year £
<b>Receipts</b>				
Activities for generating funds	99,235		99,235	84,126
Grants				
<b>TOTAL RECEIPTS</b>	<b>99,235</b>		<b>99,235</b>	<b>84,126</b>
<b>Payments</b>				
Charitable activities				
Governance costs				
<b>TOTAL PAYMENTS</b>	<b>90,501</b>		<b>90,501</b>	<b>91,953</b>
<b>Net receipts/payments</b>	<b>8,734</b>		<b>8,734</b>	<b>(7,826)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	£60,669		£60,669	£69,403
Total funds to carry forward	£69,403		£69,403	(£7,826)

## Little Fingers Pre-school

### Receipts and Payments Accounts For the year ended 31st August 2021

Receipts	£	£
Fees from parents		34,436.25
Government funding		48,382.42
HCC - top up funding		8,005.45
School vouchers		363.00
Fundraising		2,911.81
Registration fees		800.00
Bank interest		4.32
Donations		564.45
T-shirts		207.00
Wraparound-care		360.00
Consumables charge		2,488.00
Snack		515.70
Photograph commission		-
Other income		197.50
<b>TOTAL RECEIPTS</b>		<b>99,235.90</b>
<b>Payments</b>		
School vouchers	-	
Childcare registration	50.00	
Insurance	748.89	
DBS Check	206.16	
Staff salary	68,864.28	
CJRS Grant	-	
Tax and National Insurance	6,636.65	
Staff pension	2,920.90	
Overheads	3,312.00	
Telephone	614.59	
Postage	2.30	
Office supplies	162.39	
Repairs and maintenance	240.97	
Equipment and cleaning	459.34	
Staff training	708.96	
Subscriptions	1,165.27	
<b>Total business payments</b>	<b>86,092.70</b>	
Arts and crafts	589.41	
Toys and equipment	1,230.28	
Gardening club	-	
Sweatshirts, polo shirts and staff uniform	414.79	
Consumables	617.26	
Charitable donations	234.00	
Fundraising general	263.76	
Seasonal costs	476.94	
Educational visitors	-	
Refreshments	-	
Presents	26.29	
Books and publications	15.79	
Computing and website	390.42	
Travel	-	
Other	150.00	
<b>TOTAL PAYMENTS</b>	<b>90,501.60</b>	
<b>Net of receipts/(payments)</b>	<b>8,734.30</b>	

# Little Fingers Pre-school

## Reserve Accounts For the year ended 31st August 2021

	£
<b>Opening Balance</b>	<b>42,901.00</b>
<b>Income</b>	
Bank interest	4.32
Inter account transfers	-
<b>Total income</b>	<b>4.32</b>
<b>Expenditure</b>	
Equipment	-
Inter account transfers	-
<b>Total expenditure</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE</b>	<b>19,674.88</b>
<b>Current balance</b>	<b>42,905.88</b>

# Little Fingers Pre-school

## Balance sheet As at 31st August 2021

<b>Current Assets</b>	£
Bank Current Account	26,014.27
Bank Instant Cash Reserve Account	17,905.91
Reserves Account	25,000.00
Petty cash	-
Cash in hand	241.00
<b>Debtors</b>	840.58
Plant and equipment	-
Computing equipment	-
<b>TOTAL ASSETS</b>	<b>70,001.76</b>
<b>Less Current Liabilities</b>	£
Uncleared cheques and payments	36.00
<b>TOTAL UNCLEARED CHEQUES AND PAYMENTS</b>	<b>597.95</b>
<b>NET ASSETS</b>	<b><u>69,403.81</u></b>
<b>Represented by</b>	
Accumulated fund	60,669.51
Cash funds this year end	8,734.30

Approved by the committee on 13.06.2022  
and signed on it's behalf by:

Signed: Carolyn Coleman

Name: CAROLYN COLEMAN

Position: CHAIR

Signed: Emily Cane

Name: EMILY CANE

Position: TREASURER

# Little Fingers Pre-school

## Note to the financial statements For the year ended 31st August 2021

### Accounting Policies

#### • Basis of accounting

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

#### • Taxation

No Corporation Tax is provided for as being a charity is exempt. Because of its current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

#### • Fixed assets

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the SOFA in the year of acquisition if the useful economic life is less than three years.

#### • Reserves Policy

The pre-school maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

### Debtors

	£
	2021
Late fees from parents	840.58
<b>Total</b>	<b><u>840.58</u></b>

### Liabilities

	£
	2021
Uncleared payments	597.95
<b>Total</b>	<b><u>597.95</u></b>

**LITTLE FINGERS PRE SCHOOL**

England & Wales - Charity number 1038252

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# Accounts

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**LITTLE FINGERS PRE-SCHOOL**  
**OFSTED URN 110092**

**ANNUAL REPORT**  
**2019-2020**

**REGISTERED CHARITY NUMBER 1038252**

**Little Fingers Pre-school**  
**The Gospel Hall**  
**Vernham Dean**  
**Andover**  
**Hampshire**  
**SP11 0LD**

## **Aims and Objectives**

**As a member of the Early Years Alliance we are committed to providing high quality care and education for children below statutory school age. We do this by:**

- Using the training and support given by Hampshire's Services for Young Children.
- Using the training and support given by Early Years Alliance.
- Working to improve learning goals by means of a curriculum tailored to meet the need of every individual child.
- Involving parents as much as possible in the group and in their child's learning.
- Offering individual attention through a Key Carer system and a high ratio of adults to children.

Little Fingers Pre-school offers a warm welcome to everyone who would like to get involved with the group supporting the above aims and objectives.

The trustees confirm that they have complied with a duty under the charities act 2011 to have regard to public benefit guidance published by the charities commission. The trustees believe that all of the charities activities furthered its charitable purposes for the public benefit.

## **Achievements and Performance**

Little Fingers Pre-school has continued to achieve the aims of the charity, some of which have been highlighted below:

- Training courses for staff to better their knowledge and an increase in wages to comply with the national minimum wage requirements.
- Fundraising activities, including a village quiz, involving the wider community.
- We have continued our excellent relationships with the two local primary schools. We work with the foundation stage teachers and headteachers to continue to provide a high standard of early years learning helping to ensure the smooth transition into reception.
- We have had educational visitors to the pre-school to educate and entertain the children.
- The ongoing improvement to the quality of education by improvements to routines and full access to outdoor learning (free flow play) but also due to heightened engagement of staff as a result of increased training opportunities.

## **Little Fingers Pre-school staff list – 2019/2020**

### **Manager, Designated Safeguarding Lead and SENCo** Leanne Shuttleworth

- NVQ Level 3 Certificate in Childcare
- Safeguarding
- Behaviour Management training
- Special Educational Needs training
- Paediatric First Aid
- Food Hygiene

### **Deputy Manager** Lana Shepard

- Level 3 Diploma in Childcare
- Safeguarding
- Paediatric First Aid
- Food Hygiene

### **Early Years Practitioner** Sue Carter

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Early Years Practitioner** Kelly Lowth

- Level 3 Diploma Cache in Early Years
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Early Years Practitioner** Chelsie Head

- Level 3 Diploma for the Early Years Workforce
- Paediatric First Aid
- Safeguarding
- Food Hygiene

### **Administrative Assistant** Olivia Duckney

- Safeguarding
- GDPR training

## **Little Fingers Pre-School Committee Members - 2019/2020**

Trustees are elected for one year, at the annual general meeting, held in October.

The governing document for Little Fingers Pre-school is the Model Pre-school Constitution 2011.

- Andrew Neal - Chair
- Emily Cane - Treasurer
- Cara Thomas - Secretary
- Katherine Gisborne - Committee member
- Henrietta Garner - Committee member
- Carolyn Coleman - Committee member
- Sarah Donner - Committee member
- Kristie Grant - Committee member
- Louise Bartlett - Committee member

## **Little Fingers Pre-school Proposed Committee Members 2020/2021**

- Carolyn Coleman - Chair
- Emily Cane - Treasurer
- Henrietta Garner - Secretary
- Sarah Donner - Committee member
- Bella Mezger - Committee member

## Chairpersons report 2019/2020

Undoubtedly, Covid-19 has cast a large shadow over the last year of Little Fingers, but I would like to highlight a myriad of positives that have arisen over the period.

There is no doubt Little Fingers would be nothing without its dedicated staff and committee. This year, we have implemented a formal appraisal regime, which was an opportunity for all staff to voice their opinion and assess how they would like to progress their careers. The one thing that came out of this for me, was that every single member of the team is completely dedicated to the role they have at the setting.

As leader of the setting, Leanne's early focus this year was getting the setting ready for the next Ofsted inspection, which should be from anytime now, although this will largely depend on how the Covid-19 pans out, in the coming months. Leanne and the team went on a number of courses throughout the early part of the year. Sadly, she and the team had to deal with losing one of the children in the setting, which was terribly sad. For me, I admired the way in which Leanne and others engaged and supported each other, in a journey that only had tragedy at the end of it. Although this was terribly sad, I have little doubt that the positive that came out of this, is that Leanne and her team, became an even closer unit.

I would like to take this opportunity to thank Leanne for her dedication, support and hard work.

In respect of Chelsie, Kelly and Sue, it has been a particularly challenging year. I know that Chelsie offered huge support to the setting and has made every effort to make sure she was there for all, whether that be her colleagues, key children or their parents. It has been most pleasing to see Kelly develop over the last 12 months. I was particularly impressed how she took the role on, in terms of supporting Leanne, when we re-opened in the Summer.

Although nothing to do with Covid-19, we had to react to a reduction in numbers for this September. We believe this is largely due to demographics in the area. We have tried to recruit and market and this has had some success, but the finances were such, that we had to reduce staffing. Sue very kindly agreed to take early retirement, to assist in this process and we also had to stand down Carla, from her Wednesday role. We are hoping that in the coming months, numbers will increase, and Olivia is already seeing some positive signs.

I would like to take this opportunity to thank Sue and Carla for their years of support and hard work. I wish them the very best for the future.

Every setting needs a Lana and Olivia and we are very lucky to have both. At every turn, like their colleagues, they have shown a dedication which is such a delight to see. I am humbled to have worked with all and would like to thank everyone, for their support over the last year.

I have no doubt that Little Fingers will thrive over the coming years and wish everyone success.

Andrew Neal  
Chairperson

6 October 2020



## Treasurer's report 2019/2020

The 2019/2020 year hasn't been the easiest one for Little Fingers from a financial perspective. The accounts for the 2019/2020 which have now been signed off by the independent examiner show that we made a £7.8 k loss. However, fortunately we have £42,900 in our savings account and whilst for the last few years Little Fingers has been at capacity and we've made a small operating profit at the end of each year over the years this has not always been the case. In the circumstances, the figures are not surprising.

COVID-19 aside, there were a number of factors that contributed:

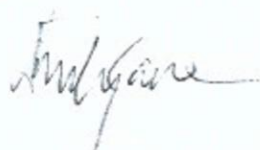
- numbers of children are down on previous years by nearly as much as 50%
- funding received from the government is low when compared to the costs of running the pre-school
- we haven't been able to carry out a number of our usual fund raising activities
- the introduction by the government of the "The Good Work Plan" has meant an increase to the minimum wage that staff are paid as well as a requirement to pay staff for 5.6 weeks holiday per annum.

Looking forward to 2020/2021 we have taken corrective action so as to increase revenue and bring down expenditure chiefly by looking at staffing numbers and the efforts that have gone into the online marketing through for example the Facebook page are already proving beneficial.

Emily Cane

**Treasurer**

6 October 2020



## Pre-school Manager's report

My annual Manager's report for the last fourteen years has had introductory lines similar to 'another fantastic year at the pre-school'. Unfortunately, this year cannot be reported in quite the same manner. Confidently, I can say that, with the continued dedication of the staff and the committee, the fog is clearing.

The start of our pre-school year saw the staff attending different training to build their own CPD, to excitedly, and a little apprehensively, prepare for the pending Ofsted visit.

Sadly though, the term took a difficult turn with the passing of one of our cherished children at the pre-school. During this time the staff really showed that we are not only a team that work together at the pre-school but a team who are there to support and help each other through very difficult times, showing amazing resilience by keeping Little Fingers a happy, warm and wonderful place.

The family who had this tragic loss have sent many lovely messages to the pre-school, thanking us for their child's time with us, saying it was a special place and for the support that we offered to them as a family. They are truly touched and very selflessly, tell us that the care and kindness Little Fingers showed, will never be forgotten.

The Spring term was very short for many as COVID-19 raised it's ugly head. With the closing of the pre-school over night, it was clear that a very different approach was going to be needed, so we could continue to support the children and their families. While the country went into lockdown we very quickly had to come up with a plan.

It is at this opportunity I would like to show my complete gratitude to Olivia who worked tirelessly during this time. Daily conversations between us often brought changes that needed implementing: a new policy creating or further risks assessments being produced and with the Government adding their daily input. Olivia took it all in her stride and I am in no doubt without her I may still be lost in a COVID-19 pile of paper work. Thank you Olivia.

I would also like to thank Andrew for his support during this time, with many emails and phone conversations to help clarify just what we could or could not do and how things should be worded but also him 'checking in', to make sure that the staff were keeping well.

Ensuring that the children and their families were supported, was our main priority. We achieved this by regular emails to make sure parents were aware of any new changes. The 'Helping Hands Hut' was created so parents could have access to resources as they all embarked on the challenge of home-schooling. Equally, regular home learning ideas were emailed.

Online stories were read to the children to give them the opportunity to keep in touch with the pre-school on a child visual level, along with supporting important early years reading. A 'Parent Phone-in' weekly session was set up, so parents could call and chat if they had any worries or concerns. From my point of view it was an important service we offered to help support with our families wellbeing. I particularly enjoyed having chats with some of the children who wanted to share their lockdown fun with me.

1 June saw the reopening of the pre-school. The children and their families adjusted extremely well to the new restrictions in place and with their support and cooperation reopening was seamless.

This brings me perfectly on to thanking Miss Kelly for her hard work, support and positive attitude during this time. It was a strange and sometimes worrying time but she never let this get in the way of ensuring that the children enjoyed every moment they spent at pre-school.

I would also like to thank Miss Lana for everything she does and for her dedicated and ongoing support. I know that she had found being furloughed hard as she clearly loves being with the children. As the manager I have to remain positive for the staff when sometimes it's hard to see the light at the end on the tunnel but Lana is always there with a great big flash light.

I look forward to working with a truly wonderful and dedicated team this year and pray the year is a world apart from 2020.

Miss Leanne Shuttleworth  
Pre-school Manager

6 October 2020

**Little Fingers Pre-school**  
**Financial statements for the year ended 31st August 2020**  
**Registered Charity Number : 1058252**

**Independent Examiner's Report**

**Geoffrey Davis BSc ATT prev FABRP MIPA**  
**Chute Collis Cottage, Hookward Lane, Upper Chute, Wiltshire SP11 9EF**

Little Fingers Pre School (LF)

Internal report of Independent Examiner (IE) to Committee.

I have now carried this out with the helpful assistance of Olivia Duckney covering two accounting years to 31 August 2019 and 2020 The final signings off takes place after your meeting and "Trustees Report".

The relevant authority, regulations and requirements are set out in - Charity Commission Directions and guidance for examiners (CC32). Mandatory from 1 December 2017. These embody the relevant requirements of The Charities Act 2011.

*"An independent examination is a form of external scrutiny providing a limited check on specific matters". The IE is only required to confirm whether any material matters of concern have come to their attention". It is not an audit.*

**Accounts**

Key points relating to year ends 31 August 2019 and 31 August 2020.

1. 2019 Operating **surplus** of £1,604. But 2020 Operating **deficit** of £7,827
2. For year on year comparison purposes, after adjusting for the "one off" exceptional item i.e. the aborted relocation project in 2019 of £4,480 the surplus in 2019 can be restated at £6,083, which, when compared with the above deficit in 2020 (after the benefit of the Covid Job Related Scheme CJRS receipt of £8,567) gives a substantial fall off of £13,910.
3. Main reasons:
  - I. 50% drop in fees from parents/attendances
  - II. 8% drop in government funding
  - III. Expenses principally staff cost not proportionately lower. (Noted a subsequent redundancy of one staff member to ameliorate to be reflected in 2021 accounts).
  - IV. For last half of year Covid and related uncertainty has exacerbated.
4. This has been financed from instant cash reserves and is affordable.
5. Virtually all debtors as at 31 August 2020 have paid post balance sheet.
6. De-minimus creditors/liabilities.

**Recommendations**

1. Implement simple cash flow budgets and revised costings with a view to setting increased fee levels sufficient to at least break even. I understand this is already in hand at an advanced stage.
2. Increase attendances. I understand promotions are well under away.

## General

The low cost tenure in the property together with the payment of utilities and financial contribution LF makes is informal and largely depends on the continuing goodwill of Landlord. Ideally this should be formalised. I understand wheels are in motion to consider acquiring the freehold. Clearly there lies funding and security issues. An alternative could be a long lease on favourable terms (landlord repairing?). Recommended that the overall condition and security of building should be ascertained soon to establish repair and maintenance requirements and affordability.

Recommend more up to date appropriate job title for OD reflecting level, quality and responsibility of work. E.g. Finance and administration officer.

The quality and competence of the book-keeping and accounts presentation is strong and as stated above I propose to sign off my IE reports after the AGM later this week.

Geoffrey Davis

5 October 2020



**Note:** The trustees/committee are taking positive steps to formalise the tenure arrangement with the current landlord of the Gospel Hall to secure their longer term prospects at the current location.

## Little Fingers Pre-school

### Statement of financial activities For the year ended 31st August 2020

	Unrestricted funds £	Restricted funds £	2020 Total funds £	Last year £
<b>Receipts</b>				
Activities for generating funds	84,126			
Grants				
<b>TOTAL RECEIPTS</b>	<b>84,126</b>		<b>£84,126</b>	<b>114,400</b>
<b>Payments</b>				
Charitable activities				
Governance costs				
<b>TOTAL PAYMENTS</b>	<b>£91,953</b>		<b>£91,953</b>	<b>112,797</b>
<b>Net receipts/payments</b>	<b>-£7,828</b>		<b>-£7,828</b>	<b>1,603</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	£68,496		£68,496	60,669
Total funds to carry forward	£60,669		£60,669	1,603

# Little Fingers Pre-school

## Receipts and Payments Accounts For the year ended 31st August 2020

<b>Receipts</b>	£	£
Fees from parents		20,924.29
Government funding		56,419.73
Fundraising		3,983.88
Registration fees		550.00
Bank interest		325.12
Donations		10.50
T-shirts		65.50
Wraparound-care		1,104.00
Snack		621.37
Photograph commission		13.50
Other income		108.16
<b>TOTAL RECEIPTS</b>		<b>84,126.05</b>
<b>Payments</b>		
Childcare registration	50.00	
Insurance	747.64	
DBS Check	64.49	
Staff salary	78,438.26	
CJRS Grant	(8,566.65)	
Tax and National Insurance	8,325.89	
Staff pension	3,408.10	
Overheads	3,177.00	
Telephone	480.01	
Postage	56.11	
Office supplies	135.92	
Repairs and maintenance	327.40	
Equipment and cleaning	414.57	
Staff training	220.00	
Subscriptions	870.16	
<b>Total business payments</b>	<b>88,148.90</b>	
Arts and crafts	433.89	
Toys and equipment	543.23	
Gardening club	-	
Sweatshirts, polo shirts and staff uniform	78.29	
Consumables	506.41	
Charitable donations	274.00	
Fundraising general	1,042.73	
Seasonal costs	414.18	
Educational visitors	180.00	
Refreshments	-	
Presents	-	
Books and publications	-	
Computing and website	212.39	
Travel	-	
Depreciation (boiler)	-	
Depreciation (admin laptop)	-	
Relocation project	-	
<b>TOTAL PAYMENTS</b>	<b>91,953.02</b>	
<b>Net of receipts/(payments)</b>	<b>(7,826.97)</b>	

# Little Fingers Pre-school

## Reserve Accounts For the year ended 31st August 2020

<b>Opening Balance</b>	<b>£</b>
	<b>62,576.47</b>
<b>Income</b>	
Bank interest	
Inter account transfers	325.12
	-
<b>Total income</b>	<b>325.12</b>
<b>Expenditure</b>	
Equipment	
Inter account transfers	-
	20,000.00
<b>Total expenditure</b>	<b>20,000.00</b>
<b>TOTAL EXPENDITURE</b>	<b>19,674.88</b>
<b>Current balance</b>	<b>42,901.59</b>

# Little Fingers Pre-school

## Balance sheet As at 31st August 2020

<b>Current Assets</b>		£
Bank Current Account		11,532.25
Bank Instant Cash Reserve Account		17,901.59
Reserves Account		25,000.00
Petty cash		-
Cash in hand		43.50
<b>Debtors</b>		6,228.17
Plant and equipment		-
Computing equipment		-
<b>TOTAL ASSETS</b>		<b>60,705.51</b>
<b>Less Current Liabilities</b>		£
Uncleared cheques and payments	36.00	
<b>TOTAL UNCLEARED CHEQUES AND PAYMENTS</b>		<b>36.00</b>
<b>NET ASSETS</b>		<b><u>60,669.51</u></b>
<b>Represented by</b>		
Accumulated fund		68,496.48
Cash funds this year end		(7,826.97)

Approved by the committee on October 2020  
and signed on it's behalf by:

Name: Emily Cane EMILY CANE

Position: Treasurer

Name: Andrew Neal ANDREW NEAL

Position: Chair

# Little Fingers Pre-school

## Note to the financial statements For the year ended 31st August 2020

### Accounting Policies

- **Basis of accounting**

The Financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102), effective from 1st January 2015

- **Taxation**

No Corporation Tax is provided for as being a charity is exempt Because of it's current activities Little Fingers Pre-school is not VAT registered and therefore cannot recover VAT on its expenses

- **Fixed assets**

Tangible fixed assets are stated at cost. Depreciation is calculated at appropriate annual rates estimated to write off the cost of fixed assets over their useful lives as follows:

Furniture, Fixtures and Equipment 25% straight line

The cost of acquiring the fixed assets is charged to the SOFA in the year of acquisition if the useful economic life is less than three years.

- **Reserves Policy**

The preschool maintains reserves to meet unexpected expenditures, in particular with regard to the staff costs and the premises, where the pre-school relies on the goodwill of the trustees of the Gospel Hall. The policy is reviewed annually.

### Debtors

	£
	2020
Late fees from parents	1,278.13
CJRS Grant (applied for in August 2020 - due in September 2020)	4,950.04
<b>Total</b>	<b><u>6,228.17</u></b>

### Liabilities

	£
	2020
Axis Telecom (Telephone and broadband supplier)	36.00
<b>Total</b>	<b><u>36.00</u></b>