

**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.

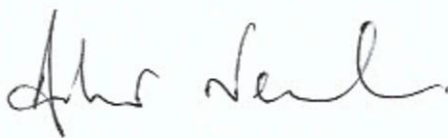
I would like to take this opportunity to thank Sue and Carla for their years of support and hard work. I wish them the very best for the future.

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:

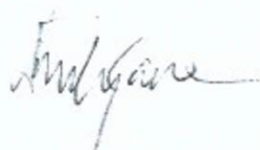
- numbers of children are down on previous years by nearly as much as 50%
- funding received from the government is low when compared to the costs of running the pre-school
- we haven't been able to carry out a number of our usual fund raising activities
- the introduction by the government of the "The 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 its 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 of 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

Receipts	£	£
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

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



# Little Fingers Pre-school

## Balance sheet As at 31st August 2020

### Current Assets

Bank Current Account	£
Bank Instant Cash Reserve Account	11,532.25
Reserves Account	17,901.59
Petty cash	25,000.00
Cash in hand	-
	43.50

### Debtors

Plant and equipment	6,228.17
Computing equipment	-
	-

### TOTAL ASSETS

60,705.51

### Less Current Liabilities

Uncleared cheques and payments	£
	36.00

### TOTAL UNCLEARED CHEQUES AND PAYMENTS

36.00

### NET ASSETS

60,669.51

### Represented by

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 Neale ANDREW NEALE

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 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 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>