

Trustees annual report year ending 31<sup>st</sup> July 2021

The trustees of Little Acorns Preschool are pleased to report our annual report for the year ended 31<sup>st</sup> July 2021 together with our audited financial statement for the year.

### **Reference and administration details**

**Charity name:** Little Acorns Preschool Playgroup, Ingham

Charity registration number: 1044210

Address of charity: Ingham and Cammeringham Village Hall

The Green

Ingham

LN1 2XT

Trustees: K Lane (chair)

E Forrest (Treasurer)

L Guy (Secretary)

N Brown

E Pringle

Independent Examiner: M C Skayman, AAT

Short Lane, Ingham, LN1 2YA

### **Objectives and activities**

Little Acorns Pre school playgroup is a committee organised playgroup which provides Ofsted registered childcare, education and play for pre-school age children and a Breakfast and After School club for the local primary school.

### **Achievements and performance**

This year has been another year with significant challenges posed by covid, but Little Acorns has remained financially viable and continues to provide excellent childcare.

We reopened our preschool and out of school club in September 2020 following a period of closure from March 2020. We had greatly reduced numbers (in particular in out of school club, partly due to the increased number of parents now working from home). Unfortunately with the second lockdown in January 2021 and the closure of schools (apart from keyworkers) it wasn't viable to keep our out of school club open in this period. We part furloughed our staff for this

period to enable us to keep preschool open, and were pleased to fully reopen out of school club in March 2021 along with the reopening of schools. Our staff have worked hard as always to keep Little Acorns a safe, inclusive environment, encouraging and supporting the development of all children.

## **Financial review**

Over this financial year Little Acorns made a loss of £4608.95. We had significant challenges this year with low numbers due to covid and lockdowns, in both preschool and out of school club, and limited fundraising opportunities. Whilst not ideal, we were fortunate to have the reserves to support the charity and ensure that it can continue to run. Looking forward we anticipate an increase in numbers, and fundraising possibilities, with the restrictions easing.

## **Structure, governance and management**

### **Governing document**

Little Acorns Preschool playgroup was registered on 16<sup>th</sup> February 1995. The constitution adopted is the Pre school Learning Alliance constitution document as amended 30 November 1999.

### **Appointment and recruitment of trustees**

Trustees are appointed at the Annual General Meeting. Trustees can co-opt up to 3 further trustees any time after the AGM. The minimum number of trustees is 5 and the maximum is 12. The trustees are all either parents of children who use the setting, or those that have previously used the setting (our constitution specifies a minimum of 60% current parents/guardians).

### **Trustees' induction and training**

All new trustees are provided with a welcome pack including information on the constitution, code of conduct, confidentiality agreement, roles and responsibilities of trustees and safeguarding requirements. Trustees are encouraged to read charity commission newsletters and relevant training regarding their duties and responsibilities.

### **Organisational structure**

The trustees administer the charity and meet regularly throughout the year. Fundraising, income structure, ongoing performance and forthcoming charitable expenditure are discussed, and reported annually at the Annual General Meeting.

### **Risk management**

The charity has reviewed the major risks to which the charity is exposed. Costs are closely monitored to ensure Little Acorns operates within its means. We have moved our financial reserves to a separate bank account to minimise risk.

Little Acorns preschool playgroup has internal policies in place to mitigate risk associated with the running of the preschool.

### **Related party transactions**

There were no related party transactions during this or the prior period.

### **Reserves policy**

Little Acorns preschool playgroup has a policy to maintain adequate reserves to cover three months running costs plus statutory redundancy costs. This value (of £20,000) is set aside in a separate bank account.

The trustees consider Little Acorns to continue to be viable, with no uncertainties about its ability to continue to operate.

### **Plans for future periods**

We plan to continue to provide services in line with our objectives and activities. We hope to see increasing numbers attending preschool and out of school club as the covid restrictions ease, and actively promote our preschool and out of school club. We hope to restart our associated baby and toddler group (run by volunteers) in response to demand from the local community.

We have consulted with our families and have responded to their preference for an additional long day – we will offer an additional full day from September 2021 for preschool children. We will continue to consult with our families about what they need from our setting, and develop as needed.

We welcome back a new leader from September and look forward to working with her, and the positive changes she will bring to Little Acorns.

### **Public benefit**

The trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have had regards to this guidance.

The trustees annual report was approved on 17.5.22 and signed on behalf of the board of trustees by:

K Lane (chair)

Trustee

### Incomings Aug 2020 – July 2021

Fees from Parents	£ 6,927.98
Early Years Funding	£ 19,980.92
Vouchers	£ 4,463.75
Fundraising	£ 2,300.70
Other (Grants)	£ 3,934.01
<b>Total Annual Income</b>	<b>£ 37,607.36</b>

### Outgoings Aug 2020 – July 2021

Salary	£38,628.74
Rent	£ 1,304.37
Food/consumables	£ 285.68
Equipment	£ 147.85
Office costs	£ 808.55
Meetings/Training	£ 105.00
Other	£ 936.12
<b>Total Annual Outgoings</b>	<b>£ 42,216.31</b>

**Aug 2020- July 2021 loss of £ 4,608.95**



## Independent Examiners Report to the Trustees of Little Acorns Pre-School Playgroup, Ingham

I report on the accounts of the Trust for the year ended 31 July 2021.

### Respective responsibilities of trustee and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### Basis of the independent examiners report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

### Independent examiners statement

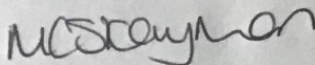
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material aspect the requirement:
  - to keep accounting records in accordance with the section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

M C Skayman, AAT



5 Short Lane, Ingham, Lincoln, LN1 2YA

10 May 2022