



# Trustees' Annual Report for the period

Period start date  
From 01 09 2019 To 31 08 2020  
Period end date

## Section A Reference and administration details

Charity name Bottesford & District Pre-School

Other names charity is known by

Registered charity number (if any) 1047896

Charity's principal address The Garden, Barkestone Lane

Bottesford

Nottingham

Postcode NG13 0AL

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	E Bradford	Chair	From 01/10/18	Committee
2	H Priestley	Secretary	From 01/10/19	Committee
3	S Bradley	Treasurer	From 01/10/18	Committee
4	K Russell		From 01/10/19	Committee
5	C Hallam		From 01/10/18	Committee
6	K Roberts		From 01/10/17	Committee
7	L Hayward		From 01/10/18	Committee
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

Manager – Mrs Lucinda Tongue

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution – Pre-School Learning Alliance Model Constitution 2011
How the charity is constituted	Association
Trustee selection methods	Appointed by Management Committee

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

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

To enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for the needs of their children by offering appropriate play, education and care facilities for family learning.

Since 1988, Bottesford Pre-school has, from its purpose-built premises, served families from Bottesford and at least six surrounding villages in the three counties of Nottinghamshire, Leicestershire and Lincolnshire by providing high quality and affordable pre-school care and education. In October 2012 it also achieved the top grade of Level 1 in its EYFS



Quality Review by Leicestershire County Council, and following its inspection in March 2016 it was again awarded Outstanding provider status by Ofsted (which followed its previous Outstanding inspection in 2010). Ofsted noted that "management, staff and committee members work exceptionally well together and demonstrate strong commitment to sustaining an exceeding high quality service".

The preschool is managed by a Committee of elected members and officers who act as the Trustees of the charity. The committee is re-elected annually in October at the A.G.M. The Committee principally comprises parents of children attending preschool, but also includes the manager and a staff representative. The committee meets once a month during the year to discuss the general business and operational issues relating the Preschool including finances, safeguarding, staffing, health and safety and fundraising issues, amongst others.

Preschool has one manager and seven part-time staff members. The manager and one other staff member are qualified teachers. A further two staff members are qualified to NVQ Level 3 and one to Level 2. The staff members are fully up-to-date with their paediatric first aid and safeguarding courses and regularly attend additional courses to enhance their experience and to maintain their training for EYFS.

Each member of staff has taken on a specific expert role within the setting, being responsible for cascading information to the rest of the staff. For example, the Safeguarding Officer keeps the staff up to date on safeguarding issues and our safeguarding policy which is reviewed (and updated as necessary) on an annual basis.

Our Preschool was open from 8:45am to 3:45pm each week day during the school term dates set out by Leicestershire LEA, however these have now changed to 8.00am to 4.00pm. The day is divided into morning and afternoon sessions with some children staying all day. During the relevant period, we saw a decrease in numbers of children attending, following the previous year. There were at most 30 children on the register (2019/2020) with 24 returning after the Covid lockdown. A maximum of up to 25 children attended sessions during the early part of the year reducing to 15 following Covid restrictions. There are no barriers to entry and all children over the age of 2 years, under school age are entitled to attend, subject to available space.

Children over the age of 3 are entitled to receive government funding to cover up to 15 hours of attendance at preschool per week. This year was the second year since the 30 hour funding came into place. Preschool did not benefit as much from this this year with less parents taking additional hours. Certain children over the age of 2 also receive funding. Preschool is paid an hourly rate by Leicestershire LEA for those funded hours. Those children that are not eligible for funding are charged an hourly rate which is set by the Committee on an annual basis having regard to the charitable status of the preschool and the requirement to provide public benefit. The preschool financial result for the 2019/2020 was not as pleasing to previous year's report due to a lower uptake in places.

The Trustees, having had regard to the guidance issued by the Charities Commission on public benefit, have ensured, through competent management during this period, in relation to financial and general operational matters, that the Preschool remains well placed to meet its aims and objectives and that it continues to provide benefit to local families with young children.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



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

During the year, Bottesford Preschool has continued to provide a much needed facility to the families with young children living in Bottesford, and the surrounding villages. It is the only not-for-profit provider of full-time preschool education in the wider local area and retains its excellent and professional team of staff who have again achieved an 'Outstanding' Ofsted status in 2016.

The Preschool has been fortunate to have 2 very successful fundraising events this year before Covid, as well as some very generous donations from local community members and local businesses, which has helped during a difficult year with low child numbers. This has allowed us to continue to provide any additional materials the children have needed.

The staff continue to use Tapestry – our online tool – to record each child's progress (or "learning journey") with great success. Parental contributions and comments in the learning journeys have increased from 4% in the old paper system to 75% in the new online journals. Interaction is much more straightforward and prior investment in the technology has allowed this positive development.

Due to Covid restrictions, Preschool unfortunately was unable to use some of these funds to take the children on a bus to its annual summer term 'leavers' trip' to a local children's theme park. The staff did however provide a party for those moving on to Primary School.

Ofsted found that the planning and curriculum offered by the staff "inspires and challenges the children." Amongst other things, the children this year had visits to an information day provided by the local fire service at the village hall, where they were able to sit in a fire engine and inspect the equipment. They made regular visits to the local sports hall for physical activities and to sing to the elderly residents of local sheltered housing. They also celebrated Christmas and participated in some fundraising activities including a colouring competition hosted by the local village store. Unfortunately Preschool were not able to carry out the full range of experiences this year due to Covid restrictions.

Preschool follows the principles of the Early Years Foundation Stage framework and the trustees and the staff work hard as a team to ensure happiness, well-being and positive development of the children.

Bottesford Preschool has achieved its aim of providing affordable and high quality childcare and preschool education to the children attending the sessions during the year.

## Section E

## Financial review

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

Preschool's policy on reserves is to retain, in a separate bank account, a minimum of £30,000 which is the equivalent of three month's operating costs. This policy is reviewed annually.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Management Committee continued to hold its regular monthly meetings to deal with the administration, finances, fundraising and other practical matters arising from the running of a busy preschool and the Finance sub-committee also met monthly. The Trustees and staff worked together this year to raise nearly £4,000 in funds. Our fundraising activities included: Bags to School textile collections, curling night, Christmas colouring competition and a Disco. We also had a donation from the Co-Op community fund of £1856, £600 from the local Lions Association and £50 from the local councillor.

This year, due to low numbers, we have not spent much money on resources. Next year our numbers continue to remain low and we do not anticipate a good year financially. While our cash position currently looks healthy, some of this will be put towards future projects.

## Section F

## Other optional information

Although we have developed lots of areas of the preschool, we will no longer be able to embark on big projects for the next few years as the future is looking more challenging as the birth rate is falling locally. We are therefore forecasting another difficult financial year and are going to focus our efforts on promoting the Preschool as much as possible with the aim of trying to increase numbers.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*E Bradford*

*S Bradley*

Full name(s)

Emma Bradford

Sally Ann Bradley

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

21/09/2020





Bottesford & District Pre School		Charity No (if any)		1047896	CC39a
Annual accounts for the period					
Period start date	01/09/2019	To	Period end date	31/08/2020	

## Section A Statement of financial activities

Descriptions by natural category	Note	Restricted			Total this year	Total year ending 31/8/19
		Unrestricted funds	income funds	Endowment funds		
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
fees for charitable services		73,875			73,875	106,473
Donations, legacies and Grants		240			240	5,395
Welfare food reimbursement		492			492	845
Fundraising events		7,623			7,623	5,555
Interest and dividends		213			213	199
Staff training supplement						
<b>Total incoming resources</b>	S01	82,443	-	-	82,443	118,467
<b>Resources expended (Notes 4-7)</b>						
Staff costs	4	64,491	-	-	64,491	95,311
Cost of fundraising events		1,782	-	-	1,782	1,024
Rent, rates and Insurance	4	2,644	-	-	2,644	4,824
Repairs and maintenance		1,284	-	-	1,284	766
Light and heat	4	1,665	-	-	1,665	2,904
telephone postage and stationery	4	3,264	-	-	3,264	2,708
Milk, refreshments & cooking supplies		1,117	-	-	1,117	1,523
Children's play costs	4	4,321	-	-	4,308	2,566
legal and professional fees		85	-	-	85	174
bank charges and interest		113	-	-	113	-
depreciation		-	-	-	-	444
Miscellaneous		93	-	-	93	1,723
<b>Total resources expended</b>	S02	80,859	-	-	80,859	113,967
<b>Net incoming/(outgoing) resources before transfers</b>	S03	1,584	-	-	1,584	4,500
<b>Gross transfers between funds</b>	S04	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	1,584	-	-	1,584	4,500
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	1,584	-	-	1,584	4,500
<b>Total funds brought forward</b>	S09			-		-
<b>Total funds carried forward</b>	S10	1,584	-	-	1,584	4,500

## Section B

## Balance sheet

	Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>			
Tangible assets (Note 8)	B01	-	-
	B02	-	-
Investments (Note 9)	B03	-	-
<b>Total fixed assets</b>	B04	-	-
<b>Current assets</b>			
Stock and work in progress	B05	-	-
Debtors (Note 10)	B06	8,240	1,068
(Short term) investments	B07	-	-
Cash at bank and in hand	B08	97,222	100,446
<b>Total current assets</b>	B09	88,983	101,514
<b>Creditors: amounts falling due within one year</b> (Note 11)	B10	1,647	15,762
<b>Net current assets/(liabilities)</b>	B11	87,335	85,752
<b>Total assets less current liabilities</b>	B12	87,335	85,752
<b>Creditors: amounts falling due after one year</b> (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
<b>Net assets</b>	B15	87,335	85,752
<b>Funds of the Charity</b>			
Unrestricted funds	B16	87,335	85,752
Designated funds	B17	-	-
<b>Total unrestricted funds</b>		87,335	85,752
Restricted income funds (Note 12)	B18	-	-
Endowment funds (Note 12)	B19	-	-
<b>Total funds</b>	B20	87,335	85,752

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

Signature

Date of approval

E Bradford	21/09/20
S Bradley	21.09.20



**Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

**\*\* except for the following].**

**Give details in this box if a different standard has been followed.**

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

**Give details in this box of any material changes that have been made.**

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

**Give details in this box of any material changes that have been made.**

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2****Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**



**Note 3****Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
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Total			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-
			-	-
			-	-
			-	-
			-	-
Total			-	-

**Note 4****Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

Analysis	Unrestricted £	restricted £	This year £	year ending 31/8/19 £
<b>Staff costs</b>			-	-
Payroll	63833		-	93,676
Pensions	431.39		-	584
Training	0		-	724
Christmas meal	200		-	300
Literature	0		-	-
Travel costs for attending courses	27		-	27
			-	-
<b>Total</b>	<b>64,491</b>	<b>-</b>	<b>-</b>	<b>95,311</b>
<b>Rent, rates &amp; Insurance</b>			-	-
Rent	587.26		-	2,204
Rates	540		-	1,088
Insurance	1517.07		-	1,532
<b>Total</b>	<b>2,644</b>	<b>-</b>	<b>-</b>	<b>4,824</b>
<b>Light, heat &amp; water</b>			-	-
Green waste collection	117.92		-	104
Gas & Electric	1358.08		1,358	2,066
Water	189.19		-	734
			-	-
<b>Total</b>	<b>1,665</b>	<b>-</b>	<b>1,358</b>	<b>2,904</b>
<b>Telephone, stationery &amp; Postage</b>			-	-
Telephone	989.12		-	994
Subscriptions	369.85		-	261
Postage, stationery & adverts	631.88		-	404
Cleaning & Toiletries	11.5		-	234
Software expenses	1261.24		-	815
			-	-
<b>Total</b>	<b>3,264</b>	<b>-</b>	<b>-</b>	<b>2,708</b>
<b>Children's play costs</b>			-	-
Toys & Equipment	756.9		757	834
Sundown visit for leavers	79.3		79	650
Christmas party	27.49		27	44
Garden project	3444		-	1,039
Outside visits	13.6		-	-
			-	-
<b>Total</b>	<b>4,321</b>	<b>-</b>	<b>864</b>	<b>2,566</b>



**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	0
£	£

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
0	0
0	0

**Note 6****Paid employees**

*Please complete this note if the charity has any employees.*

**6.1 Staff Costs**

	This year £	year ending 31/8/XX £
Gross wages, salaries and benefits in kind	63,833	93,676
Employer's National Insurance costs	-	-
Pension costs	431	585
	-	-
<b>Total staff costs</b>	<b>64,264</b>	<b>94,261</b>

**6.2 Average number of full-time equivalent employees in the year**

The parts of the charity in which the employees work

	This year Number	year ending 31/8/19 Number
Childcare	8	11
Bursar	1	1
Gardener	1	1
<b>Total</b>	<b>10</b>	<b>13</b>

**6.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

Smart Pensions Defined Contribution scheme

The costs of the scheme to the charity for the year  
 The amount of any contributions outstanding at the year end  
 The amount of any contributions prepaid at the year end

This year £	Last year £
431.39	584.59
0	0
0	0



**Note 7****Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**7.1 Total value of grants**

Purpose for which grants made	Grants to institutions Total amount £	Grants to individuals Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**7.2 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-

**Note 8****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-		-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL	SL or RB
<b>** Rate</b>				5 years	

Balance brought forward	-	-	-		-	-
Depreciation charge for year	-	-	-		-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**8.3 Net book value**

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

**8.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

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\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.



**Note 9 Investment assets**

*Please complete this note if the charity has any investment assets.*

**9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**9.2** A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

**9.3** A breakdown of the income from investments agreeing with SOFA.

**Analysis of investments****Investment properties**

Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes

Investments in subsidiary or connected undertakings and companies

Securities not listed on a recognised Stock Exchange

Cash held as part of the investment portfolio

Other investments

	9.2 Market value at year end £	9.3 Income from investments for the year £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings**

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	Market value at year end £
	-
	-
	-
	-
<b>Total</b>	-

## Section C

## Notes to the accounts

(cont)

**Note 10 Debtors and prepayments***Please complete this note if the charity has any debtors or prepayments.***Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	- 10,610.5	60.0	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	2,370.9	1,008.0	-	-
<b>Total</b>	<b>- 8,239.6</b>	<b>1,068.0</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals***Please complete this note if the charity has any creditors or accruals.***11.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	119	152	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	1,198	330	-	-
Accruals and deferred income	330	15,280	-	-
<b>Total</b>	<b>1,647</b>	<b>15,762</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets***If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

--



## Note 12

### Endowment and restricted income funds

**Please complete this section if the charity has any endowment or restricted income funds.**

## 12.1 Funds held

**Please give a brief description of any of the following type of funds held by the charity:**

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

[illegible]

## 12.2 Movements of major funds

**Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.**

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
	-			-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	-	-	-	-	-	-

### 12.3 Transfers between funds

**Please give details of any transfers between funds.**

From Fund (Name)	To Fund (Name)	Reason	Amount

## 12.4 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
Fixed assets	-	-	-	-
Investments	-	-	-	-
Net current assets	-	-	-	-
Creditors due in more than one year and provisions				
Total net assets	-	-	-	-

**Note 13 Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**13.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
		0	0

**13.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties			0	0
Due from trustees and related parties			0	0

**13.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
			0	0
			0	0
			0	0



**Note 14****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Welfare food reimbursement  
Interest and dividends  
fees for charitable services  
Staff training supplement

**Expenditure categories**

Staff costs  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Milk, refreshments & cooking supplies  
legal and professional fees  
Miscellaneous  
depreciation  
Children's play costs

To edit the lists replace existing categories on either list with the  
new headings you prefer to use.





Bottesford & District Pre School		Charity No (if any)		1047896	CC39a
Annual accounts for the period					
Period start date	01/09/2019	To	Period end date	31/08/2020	

## Section A Statement of financial activities

Descriptions by natural category	Note	Restricted			Total this year	Total year ending 31/8/19
		Unrestricted funds	income funds	Endowment funds		
		£	£	£	£	£
		F01	F02	F03	F04	F05
<b>Incoming resources (Note 3)</b>						
fees for charitable services		73,875			73,875	106,473
Donations, legacies and Grants		240			240	5,395
Welfare food reimbursement		492			492	845
Fundraising events		7,623			7,623	5,555
Interest and dividends		213			213	199
Staff training supplement						
<b>Total incoming resources</b>	S01	82,443	-	-	82,443	118,467
<b>Resources expended (Notes 4-7)</b>						
Staff costs	4	64,491	-	-	64,491	95,311
Cost of fundraising events		1,782	-	-	1,782	1,024
Rent, rates and Insurance	4	2,644	-	-	2,644	4,824
Repairs and maintenance		1,284	-	-	1,284	766
Light and heat	4	1,665	-	-	1,665	2,904
telephone postage and stationery	4	3,264	-	-	3,264	2,708
Milk, refreshments & cooking supplies		1,117	-	-	1,117	1,523
Children's play costs	4	4,321	-	-	4,308	2,566
legal and professional fees		85	-	-	85	174
bank charges and interest		113	-	-	113	-
depreciation		-	-	-	-	444
Miscellaneous		93	-	-	93	1,723
<b>Total resources expended</b>	S02	80,859	-	-	80,859	113,967
<b>Net incoming/(outgoing) resources before transfers</b>	S03	1,584	-	-	1,584	4,500
<b>Gross transfers between funds</b>	S04	-	-	-	-	-
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>	S05	1,584	-	-	1,584	4,500
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use	S06	-	-	-	-	-
Gains and losses on investment assets	S07	-	-	-	-	-
<b>Net movement in funds</b>	S08	1,584	-	-	1,584	4,500
<b>Total funds brought forward</b>	S09			-		-
<b>Total funds carried forward</b>	S10	1,584	-	-	1,584	4,500

## Section B

## Balance sheet

	Note	Total this year £ F01	Total last year £ F02
<b>Fixed assets</b>			
Tangible assets (Note 8)	B01	-	-
	B02	-	-
Investments (Note 9)	B03	-	-
<b>Total fixed assets</b>	B04	-	-
<b>Current assets</b>			
Stock and work in progress	B05	-	-
Debtors (Note 10)	B06	8,240	1,068
(Short term) investments	B07	-	-
Cash at bank and in hand	B08	97,222	100,446
<b>Total current assets</b>	B09	88,983	101,514
<b>Creditors: amounts falling due within one year</b> (Note 11)	B10	1,647	15,762
<b>Net current assets/(liabilities)</b>	B11	87,335	85,752
<b>Total assets less current liabilities</b>	B12	87,335	85,752
<b>Creditors: amounts falling due after one year</b> (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
<b>Net assets</b>	B15	87,335	85,752
<b>Funds of the Charity</b>			
Unrestricted funds	B16	87,335	85,752
Designated funds	B17	-	-
<b>Total unrestricted funds</b>		87,335	85,752
Restricted income funds (Note 12)	B18	-	-
Endowment funds (Note 12)	B19	-	-
<b>Total funds</b>	B20	87,335	85,752

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

Signature

Date of approval

EBradford	21/09/20
SBradley	21.09.20



**Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

✓

 Accounting Standards;
- or 


 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

**\*\* except for the following].**

**Give details in this box if a different standard has been followed.**

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

\*\* - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

**Give details in this box of any material changes that have been made.**

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

**Give details in this box of any material changes that have been made.**

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2****Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3****Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
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			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-



**Note 4****Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

Analysis	Unrestricted £	restricted £	This year £	year ending 31/8/19 £
<b>Staff costs</b>			-	-
Payroll	63833		-	93,676
Pensions	431.39		-	584
Training	0		-	724
Christmas meal	200		-	300
Literature	0		-	-
Travel costs for attending courses	27		-	27
			-	-
<b>Total</b>	<b>64,491</b>	<b>-</b>	<b>-</b>	<b>95,311</b>
<b>Rent, rates &amp; Insurance</b>			-	-
Rent	587.26		-	2,204
Rates	540		-	1,088
Insurance	1517.07		-	1,532
<b>Total</b>	<b>2,644</b>	<b>-</b>	<b>-</b>	<b>4,824</b>
<b>Light, heat &amp; water</b>			-	-
Green waste collection	117.92		-	104
Gas & Electric	1358.08		1,358	2,066
Water	189.19		-	734
			-	-
<b>Total</b>	<b>1,665</b>	<b>-</b>	<b>1,358</b>	<b>2,904</b>
<b>Telephone, stationery &amp; Postage</b>			-	-
Telephone	989.12		-	994
Subscriptions	369.85		-	261
Postage, stationery & adverts	631.88		-	404
Cleaning & Toiletries	11.5		-	234
Software expenses	1261.24		-	815
			-	-
<b>Total</b>	<b>3,264</b>	<b>-</b>	<b>-</b>	<b>2,708</b>
<b>Children's play costs</b>			-	-
Toys & Equipment	756.9		757	834
Sundown visit for leavers	79.3		79	650
Christmas party	27.49		27	44
Garden project	3444		-	1,039
Outside visits	13.6		-	-
			-	-
<b>Total</b>	<b>4,321</b>	<b>-</b>	<b>864</b>	<b>2,566</b>

**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	0
0	0
£	£

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
0	0
0	0

**Note 6****Paid employees**

*Please complete this note if the charity has any employees.*

**6.1 Staff Costs**

	This year £	year ending 31/8/XX £
Gross wages, salaries and benefits in kind	63,833	93,676
Employer's National Insurance costs	-	-
Pension costs	431	585
	-	-
<b>Total staff costs</b>	<b>64,264</b>	<b>94,261</b>

**6.2 Average number of full-time equivalent employees in the year**

The parts of the charity in which the employees work

	This year Number	year ending 31/8/19 Number
Childcare	8	11
Bursar	1	1
Gardener	1	1
<b>Total</b>	<b>10</b>	<b>13</b>

**6.3 Defined contribution pension scheme**

*Please complete if a defined contribution pension scheme is operated.*

Brief details of the scheme

Smart Pensions Defined Contribution scheme

The costs of the scheme to the charity for the year  
 The amount of any contributions outstanding at the year end  
 The amount of any contributions prepaid at the year end

This year £	Last year £
431.39	584.59
0	0
0	0



**Note 7****Grantmaking**

*Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.*

**7.1 Total value of grants**

Purpose for which grants made	Grants to institutions	Grants to individuals
	Total amount £	Total amount £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**7.2 Grants made to institutions**

*If the charity has made grants to particular institutions that are material in the context of its grantmaking please give details of the institution supported, purpose of the grant and total paid to each institution listed. Sufficient information should be given to provide a reasonable understanding of the range of institutions supported.*

Names of institutions	Purpose	Total amount of grants paid £
		-
		-
		-
		-
		-
		-
		-
		-
		-
<b>Total grants to institutions</b>		-

**Note 8****Tangible fixed assets**

*Please complete this note if the charity has any tangible fixed assets*

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-		-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	SL or RB	SL or RB	SL	SL or RB
<b>** Rate</b>				5 years	

Balance brought forward	-	-	-		-	-
Depreciation charge for year	-	-	-		-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

**8.3 Net book value**

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

**8.4 Revaluation**

*If any fixed assets have been revalued please give details of the valuer and method of valuation*

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 9 Investment assets**

*Please complete this note if the charity has any investment assets.*

**9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**9.2** A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

**9.3** A breakdown of the income from investments agreeing with SOFA.

**Analysis of investments****Investment properties**

Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes

Investments in subsidiary or connected undertakings and companies

Securities not listed on a recognised Stock Exchange

Cash held as part of the investment portfolio

Other investments

	9.2 Market value at year end £	9.3 Income from investments for the year £
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings**

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	Market value at year end £
	-
	-
	-
	-
<b>Total</b>	-



## Section C

## Notes to the accounts

(cont)

**Note 10 Debtors and prepayments***Please complete this note if the charity has any debtors or prepayments.***Analysis of debtors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	- 10,610.5	60.0	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	2,370.9	1,008.0	-	-
<b>Total</b>	<b>- 8,239.6</b>	<b>1,068.0</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals***Please complete this note if the charity has any creditors or accruals.***11.1 Analysis of creditors**

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	119	152	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	1,198	330	-	-
Accruals and deferred income	330	15,280	-	-
<b>Total</b>	<b>1,647</b>	<b>15,762</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets***If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.*

--

**Note 12** **Endowment and restricted income funds**

**Please complete this section if the charity has any endowment or restricted income funds.**

## 12.1 Funds held

**Please give a brief description of any of the following type of funds held by the charity:**

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).
- other funds .

[illegible]

## 12.2 Movements of major funds

**Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.**

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
	-			-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total Funds</b>	-	-	-	-	-	-

### 12.3 Transfers between funds

**Please give details of any transfers between funds.**

From Fund (Name)	To Fund (Name)	Reason	Amount

## 12.4 Analysis of net assets between funds

Fixed assets  
Investments  
Net current assets  
Creditors due in more  
than one year and  
provisions  
Total net assets

Unrestricted funds £	Restricted funds £	Endowed funds £	Total £
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

**Note 13 Transactions with related parties**

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

**13.1 Remuneration and benefits**

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
		0	0

**13.2 Loans**

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties			0	0
Due from trustees and related parties			0	0

**13.3 Other transaction(s) with trustees or related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
			0	0
			0	0
			0	0



**Note 14****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Welfare food reimbursement  
Interest and dividends  
fees for charitable services  
Staff training supplement

**Expenditure categories**

Staff costs  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Milk, refreshments & cooking supplies  
legal and professional fees  
Miscellaneous  
depreciation  
Children's play costs

To edit the lists replace existing categories on either list with the  
new headings you prefer to use.