



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' annual report (including Directors' report) for the period

**From: 01/08/2019**

**Period start date**

**To: 31/07/2020**

**Period end date**

**Charity name: Nacton & Bucklesham Under 5's**

**Charity registration number: 1050924**

**Company number:**

## Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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:</p> <p>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; 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;</p> <p>Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p> <p>We offer pre-school sessions to children aged between 2 years to 5 years old. Sessions run each weekday morning from 09.15 -12.15 and 12.15-15.15 on Tuesdays &amp; Thursday (Summer term only) for 4 years only.</p> <p>The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management Committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Preschool.</p> <p>To further it aims the Pre-school has the following powers:</p> <ul style="list-style-type: none"> <li>• to provide accommodation and equipment;</li> <li>• to raise money to pay for the Pre-school's activities;</li> <li>• to make such payments as shall be necessary;</li> <li>• to fix and collect the fees payable in respect of children attending groups run by the Preschool;</li> <li>• subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them as a member of the Preschool Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Preschool Learning Alliance;</li> <li>• to borrow money and to charge the whole or any part of the property of the Pre-school</li> </ul>

		<p>as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land to hire or acquire assets of any kind;</p> <ul style="list-style-type: none"> <li>• to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;</li> <li>• to sell, lease or otherwise dispose of all or any part of the Preschool's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;</li> <li>• to set aside funds for special purposes or as reserves against future expenditure; to maintain and pay for membership of the Pre-school Learning Alliance;</li> <li>• to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required</li> <li>• to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Preschool provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;</li> <li>• to employ such paid and unpaid staff, agents and advisors as may be required from time to time;</li> <li>• to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.</li> </ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	



Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The children had a busy start to the year, which included many outdoor activities, Kimmy's zoo, Halloween fancy dress, the Christmas fayre, and the SlideATHon. Then Pre School had to come to a sudden closure on the 23rd March due to Covid. The children remained very busy at home being set challenges and tasks by the Pre School staff. Lots of posts were put on the Instagram page and the WhatsApp group of children having a go and really getting into the activities set. I would like to take this opportunity to, once again, thank all of the Pre School staff for their amazing support, courage and efforts during this time. I would also like to thank Sue and Meryl for working incredibly hard to make sure that everything was put into place so that the Pre School could re-open when it was given the go ahead on the 1st June. Another thanks has to go to the Village Hall for letting us use the hall rent free from 1st June. This helped a lot with our current financial situation.</p> <p>Not only did we have the uncertainty of Covid face us this year we also had a lot of other changes that had to happen earlier on in the year to ensure that the Pre School could keep running. Thank you to everyone for your understanding and support on this.</p> <p>We started the year off with a massive push on fundraising. We raised a total of £2,880.33</p> <p>£108 - Smarties tubes – done by Pre School</p> <p>£12 – Halloween fancy dress</p> <p>£93.51 – Christmas cards</p> <p>£1130.38 – Christmas Fayre</p> <p>£611 – Quiz night and raffle</p> <p>£413.44 – ITFC Bucket collection</p> <p>£312 – SlideATHon</p> <p>£200 – Coop Green Coin Scheme</p> <p>Our target for fundraising this year was a total of £3,500. Unfortunately, due to Covid, we had to cancel; The Easter fayre,</p> <p>The Football Obstacle course, Open Farm Sunday and the chance to take part in the Nacton School Summer Fayre. Because of this we are £619.67 short of our total.</p> <p>We also had more events planned but not dated at the time of discussion. These events would have been – Nacton Village fete, Quiz or Bingo in July, Not so Chelsea flower show and the Nacton Community Council offered us a stall at their coffee mornings each month.</p> <p>I feel that if we had managed to do all of these fundraising events we would have easily beaten our target, thank you everyone for such an amazing effort.</p> <p>The cost of a non-funded session is now £16.50 per session. We charge an extra £1 per session for cleaning and we invoice 50p for snack money.</p>
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		We still need to keep the drive of fundraising going with new parents joining us in September. We need to continue to raise money to keep us afloat. Ideally £3,000-£4,000 a year!
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

### Financial review

Review of the charity's financial position at the end of the period	Para 1.21	Unfortunately we are currently working on a deficit for this current year. As explained above we were unable to do any vital fundraising.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have continued to maintain the reserve fund at its existing level to ensure that spending could be made available for any modifications or adaptation to the setting to



		meet the needs of children with SEND, and to cover the costs of redundancy and our obligations under the terms of the lease to the Village Hall
Amount of reserves held	Para 1.22	<b>£20,152</b>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We have had a deficit for quite a few years now, with the government funding not covering all our out-going it leaves fundraising vital to the setting but given the global pandemic this year it has unfortunately not been possible to hold the fundraising events we had planned

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal funding is from the Local Authority and supplemented by fee-paying parents and fund-raising.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

### Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc	Para 1.25	<b>Constitution</b>
How is the charity constituted? for example <a href="#">limited company</a> , <a href="#">unincorporated association</a> , <a href="#">CIO</a>	Para 1.25	<b>Membership</b>

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Election via the committee</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

#### **Reference and administrative details**



Charity name	<b>Nacton &amp; Bucklesham Under 5's</b>
Other name the charity uses	<b>NBU5's</b>
Registered charity number	<b>1050924</b>
Charity's principal address	<b>Nacton Village Hall, The Street, Nacton, Ipswich IP10 0EU</b>

#### 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	Laura Evans	Chairperson		Committee
2	Helen Mickelsen	Treasurer		Committee
3	Chris Byland	Secretary		Committee
4	Claire Cole			Committee
5	John Fender			Committee
6	James Dean			Committee
7	Katherine Murphy			Committee
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### Corporate trustees – names of the directors at the date the report was approved

Director name	

#### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
<b>Sue Winder</b>	
<b>Meryl Taverner</b>	
<b>Holly Nelli</b>	

#### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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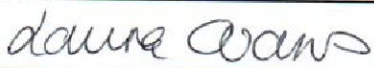



## Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Laura Evans	Helen Mickelsen
Position (for example Secretary, Chair, etc)	Chair	Treasurer

Date

22<sup>nd</sup> June 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Nacton & Bucklesham Under 5's

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/03/2019

To

31/07/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Funding/Grants	37,653	-	-	37,653	42,612
Specific Grants (Furlough)	2,459	-	-	2,459	-
Fees	6,068	-	-	6,068	6,603
Fund Raising	653	-	-	653	2,352
Interest	30	-	-	30	17
Donations	-	-	-	-	-
Uniform	-	-	-	-	25
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>46,862</b>	<b>-</b>	<b>-</b>	<b>46,862</b>	<b>51,609</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,862</b>	<b>-</b>	<b>-</b>	<b>46,862</b>	<b>51,609</b>
<b>A3 Payments</b>					
Village Hall	3,251	-	-	3,251	5,468
Wages	46,117	-	-	46,117	50,913
Equipment	300	-	-	300	34
Petty Cash	270	-	-	270	450
Sundries	708	-	-	708	1,891
Insurance	89	-	-	89	780
Staff Courses	444	-	-	444	680
Fund Raising	224	-	-	224	38
Subs	-	-	-	-	94
Utilities	-	-	-	-	717
Amazon	450	-	-	450	-
BT	708	-	-	708	-
Bank Charges	60	-	-	60	60
Donations	-	-	-	-	-
Services	1,782	-	-	1,782	1,770
Gratuities	-	-	-	-	208
	-	-	-	-	-
<b>Sub total</b>	<b>54,403</b>	<b>-</b>	<b>-</b>	<b>54,403</b>	<b>63,103</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>54,403</b>	<b>-</b>	<b>-</b>	<b>54,403</b>	<b>63,103</b>
<b>Net of receipts/(payments)</b>	<b>- 7,541</b>	<b>-</b>	<b>-</b>	<b>- 7,541</b>	<b>- 11,494</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,701</b>	<b>-</b>	<b>-</b>	<b>33,701</b>	<b>45,194</b>
<b>Cash funds this year end</b>	<b>26,160</b>	<b>-</b>	<b>-</b>	<b>26,160</b>	<b>33,700</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	6,015	-	-
	Reserve account	20,153	-	-
		-	-	-
	<b>Total cash funds</b>	<b>26,168</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

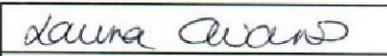

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Laura Evans	22/06/2021
	Helen Mickelsen	22/06/2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Nacton & Bucklesham Under 5's

On accounts for the year  
ended

31<sup>st</sup> July 2020

Charity no  
(if any)

1050924

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

Date:

30/4/2021

Name:

DONALD C BRIGHTMORE

Relevant professional  
qualification(s) or body

INDEPENDENT EXAMINER



(if any):

Address:

35 GLEHAM DRIVE  
RUSHMERE ST ANDREW  
IPSWICH IP4 5BH

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.