

# ACORN PLAYGROUP AND PRE-SCHOOL

England & Wales · Charity number 1054698

## Details

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Other names	ACORN PLAYGROUP AND PRE-SCHOOL, ACORNS PLAYGROUP
Status	Registered
Legal form	Other
Registered	1996-04-18
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Acorn Playgroup & Pre School  
Whitehill  
Welwyn  
AL6 9FN

**Phone** 01438840132

**Email** [acornwelwyn@gmail.com](mailto:acornwelwyn@gmail.com)

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

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY: (A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, 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, REGARDLESS OF RACE, CULTURE, RELIGION OR MEANS (B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS (C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL PLAYGROUPS ASSOCIATION.

**Activities:** We are a community Playgroup and Pre-School

## Classification

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

## Geography

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- Hertfordshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-08-31	£177,166	£168,596	-	-
2024-08-31	£165,841	£154,486	-	-
2023-08-31	£166,180	£169,556	-	-
2022-08-31	£145,330	£159,226	-	-
2021-08-31	£166,069	£165,388	-	-
2020-08-31	£162,531	£130,766	-	-

## Trustees

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Name	Role	Appointed
<b>Annabelle Fitt</b>	Chair	2026-02-04
Charlene Jones		2026-02-04
Ciara Sheridan		2026-02-04
Delia Alves		2025-11-12
Joanne Codd		2025-03-11

**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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# Minutes of the Annual General Meeting

Wednesday 4<sup>th</sup> February 2026 , 6:30pm  
Held at Acorn Playgroup and Pre-school

Attendees: Roxanne Speede (Manager), Delia Alves (Deputy Manager and General Trustee), Joanne Codd (General Trustee), Charlene Jones (Parent), Stehanie Sidery (Parent).

Apologies: Connor Tobin (Chairperson), Sacha Glasgow-Smith (Treasurer), Jana Peake (Secretary), Jessica Baldwin (General Trustee), Annabelle Swan (parent), Ciara Sheridan (Parent), Keith Jones (Accountant).

## 1. Welcome

Roxanne welcomed everyone to the AGM and thanked them for coming.

## 2. Apologies for Absence

Noted above.

## 3. Minutes from 2023-2024 AGM

The minutes from last year were distributed via email to all parents, trustees and staff on Thursday 29<sup>th</sup> January 2026 with no queries raised, therefore the minutes were confirmed as read and agreed. Copies of the minutes were made available during the AGM for attendees to read.

## 4. Manager's Report – Roxanne Speede

It is a pleasure to present my third Annual General Meeting report as Manager of Acorn. I would like to begin by expressing my sincere thanks to our dedicated staff team, our trustees, and our wonderfully supportive families. Your commitment to Acorn continues to shape a nurturing, vibrant, and ambitious learning community for our children.

### Where are we now?

Acorn has continued to thrive over the past year, with consistently high levels of attendance and sessional hours. Our provision remains in strong demand, reflecting the trust families place in us and the high-quality experiences we offer.

A key focus this year has been to prepare and implement the updated government Early Years Foundation Stage reforms ready for their commencement date of September 2025.

The reforms were designed to:

- Strengthen child safety
- Improve clarity for providers
- Ensure safeguarding expectations are consistent and up to date
- Support healthier, safer eating practices across all settings

All the September 2025 EYFS updates are now fully in place at Acorn. We have updated our policies, strengthened our safeguarding procedures, and embedded the new nutrition guidance into our mealtime routines to ensure we continue to meet national expectations.

We are in the process of recruiting a new Early Years Practitioner. Although we have received several applications, none have met the requirement for a full and relevant early years qualification, so we are continuing our search to ensure we appoint the right person for the role.

On 5th December 2025, we welcomed Ofsted into Acorn, and it was a moment that truly reflected who we are as a setting. We are incredibly proud to share that Acorn was graded **STRONG** across all areas. This result means so much to us because it recognises the heart, commitment, and sheer hard work that our team pours into every single day.

The inspectors saw what we see daily: a curriculum that genuinely supports children to grow and flourish, relationships filled with warmth and trust, and a setting where care, safety, and ambition are woven into every routine and interaction. Our team's passion shone through, and this grading is a testament to the love, professionalism, and dedication that each member brings to Acorn.

### **Improvements Made This Year**

Significant improvements have been made to both our indoor and outdoor learning environments, including:

- New tool station
- New music station
- New story tree
- New wooden car drum
- Proud Cloud
- Take home station
- New outdoor weighing scales
- Purchased new tables and chairs
- New carpet in hallway
- New wooden sorting log station
- Additional small-world and topic-related resources to enrich learning

These improvements ensure that all areas of the EYFS remain accessible, engaging, and inspiring for our children.

### **Curriculum Development**

We have ensured that our curriculum (Golden Goals) is inclusive, ambitious, and consistently high in quality that meets the needs of our current cohort. Our Golden Goals set out the key skills, knowledge, and attitudes we want every child to develop before they move on to Reception. They guide everything we do, not just during focused learning but throughout the entire day. We have embedded our termly topics, providing a consistent and enriching sequence of learning experiences each year. High expectations for what children can achieve are woven through all routines and moments of care. Whether children are eating, tidying, washing hands, or transitioning between activities, staff use these everyday opportunities to teach, model language, build independence, and support emotional development.

Our curriculum clearly sets out the key achievements we aim for all children to reach as they transition into Reception, alongside the teaching steps required to support them.

Above all, our curriculum reflects our core belief that children should feel happy, safe, curious, and confident, with every opportunity to explore, learn, and flourish.

### **Plans for the Coming Year**

Looking ahead, we have an ambitious program of further improvements:

- Full resurfacing of the outdoor flooring (dependent on funds)
- Hard plastic cover for the sandpit to reduce annual maintenance costs (dependent on funds)
- Interactive TV

- Outdoor covered seating learning stations
- New mud kitchen

These developments will continue to strengthen our environment and enhance the quality of experience we offer.

### **Conclusion**

I would like to extend my deepest and most heartfelt thanks to our incredible Acorn team Delia, Sonia, Lisa, Tara and Linda. Your dedication, professionalism, and unwavering commitment to our children shine through in everything you do. Every moment of care, every interaction, every thoughtful decision you make has shaped the warm, nurturing and ambitious environment that Acorn is known for.

Our STRONG Ofsted grade is a direct reflection of your hard work, your passion, and the love you pour into this setting every single day. You made Acorn stand out. You made our children feel safe, valued and inspired. And you made this achievement possible. I am so proud of each of you, and so grateful to have such an exceptional team walking this journey with me.

Thank you also to our wonderful Parents and Carers for your constant support, encouragement, and trust. It means so much to us that you choose Acorn and walk this journey with us. Your kindness, involvement, and belief in what we do create a community that feels genuinely special. We are incredibly fortunate to have families who celebrate with us, stand beside us, and share in the joy of watching their children grow. Acorn is stronger because of you.

Finally, we want to express our heartfelt thanks to our trustees for their steady guidance, unwavering commitment, and genuine belief in Acorn. Their support has helped us grow with confidence and continue offering a setting where children, families, and staff can truly flourish. As we move forward, several of our trustees will be stepping away from their roles, with Joanne continuing as our remaining trustee. We are deeply grateful for everything they have given to Acorn. At the same time, we are genuinely excited to welcome new trustees into our community. This next chapter brings fresh energy, new perspectives, and continued stability for the future of Acorn. Here is to another successful year!

### **5. Chair Person's Report – Connor Tobin**

As I come to write my final Chair's report before handing over to our new trustees, it feels like a very fitting moment to reflect on what has been another incredibly positive year at Acorn.

Once again, it has been a busy and exciting year, full of experiences that make Acorn such a special place. From much-loved annual events like the Acorn Pumpkin Patch to the magic of a visit from Father Christmas. 2025 has been packed with moments that brought joy, excitement, and a real sense of community to our setting.

This year also saw some fantastic additions to the Acorn learning environment. A brand-new storage shed was installed in the garden area, helping the team manage resources more effectively. Acorn was also delighted to welcome the Acorn Story Tree and two new outdoor learning stations, all chosen to enhance children's experiences and Acorn's outdoor provision.

I also want to acknowledge our recent Ofsted inspection briefly. As trustees, we are so proud of team Acorn, a 'Strong' grading across all areas! This report is a genuine reflection of what we see every day at Acorn. As trustees, we are aware of how consistently the staff go above and beyond for the children. It is wonderful to know that dedication, care, and hard work were recognised.

A special thank you to my fellow trustees:

Treasurer - Sacha

Secretary - Jana

General Trustee Members - Jessica and Joanne.

Finally, my heartfelt thanks go to our incredible staff, Roxanne, Delia, Linda, Lisa, Tara, and Sonia. Your dedication, passion, and care sit at the heart of everything Acorn does, and I cannot thank you enough for the

difference you make every single day.

As I step down from the role of Chair, I do so with enormous pride in Acorn and great confidence in the future of this very special setting.

## **6. Treasurer's Report – Sacha Glasgow-Smith and Delia Alves**

### **Financial information for 2024-2025**

Acorn Playgroup and Pre-school began the 2024–2025 academic year with strong continuity, retaining all but two of our non-reception aged children while also welcoming new families into the setting.

Although the total number of children enrolled decreased, the number of sessional hours being accessed increased. This pattern remained steady throughout the year and contributed to a rise in both funded hours and invoiced income, resulting in an overall increase of just under £13,000.

Staffing expenditure per head continued to rise, driven by annual pay progression, increases to the National Living Wage, and higher pension contributions. These factors collectively led to an uplift in staffing costs of almost £5,000 across the year.

Expenditure was closely monitored to ensure that any necessary spending did not compromise our end-of-year surplus. Throughout this process, we maintained strong staffing levels and upheld the high standards of learning and developmental opportunities provided for our children.

However, reflecting the nationwide rise in household and operational costs, we experienced increased expenditure across several key areas, including utilities, rent and insurance, household supplies, children's craft materials, and professional fees. This resulted in an overall increase in spending of £9,000.

Expenditure on equipment and building improvements increased due to several planned investments aimed at enhancing the safety, functionality, and quality of our provision.

Key purchases included:

- Installation of a new storage shed with heating and electrical supply to ensure safe and secure storage of off-topic equipment.
- Purchase of a large wooden reading tree for the indoor classroom.
- Additional parent noticeboards to improve communication.
- Replacement of children's tables and chairs in line with updated Ofsted guidance on safer eating practices.
- New plumbing works and installation of a sink in the kitchen area.
- Installation of a water cooler for staff and children.
- Purchase of two air-conditioning units to support comfort during the summer months.
- Addition of a large outdoor bench and planter for the sensory garden.
- Multiple free standing wooden play equipment, each linked to individual areas of the EYFS, for the outdoor provision.
- Re-carpeting of the entrance area to improve safety and appearance.

In addition to these larger investments, a range of smaller activity resources and play equipment were purchased to support and enrich the delivery of our termly curriculum topics.

All expenditure was carefully reviewed and approved in line with our monthly financial monitoring. Purchases were only made where available funds were confirmed, ensuring responsible and sustainable financial management throughout the year.

Fundraising income reduced from the previous financial year, although we continued to successfully operate several in house events and campaigns and our annual

### **FINANCIAL SUMMARY**

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (1st September 2024 – 31<sup>st</sup> August 2025), and those from the 2023/24 financial year for comparison.

	<b>2023/2024</b>	<b>2024/2025</b>
	<b>£</b>	<b>£</b>
<b>INCOMINGS</b>		
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	160,900.83	173,737.48
Fundraising	3,889.75	3,428.04
Other (Petty Cash; Misc)	1,050.00	0
Interest	0	0
<b>Total</b>	<b>165,840.58</b>	<b>177,165.52</b>
<b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension	(125,236.51)	(130,261.93)
Rent and Insurance	(3,246.45)	(4,632.40)
Utilities	(6,642.84)	(8,570.07)
Building and Garden	(8,707.67)	(11,588.91)
Uniform and Book bags	(494.85)	(12.50)
Snack and Household	(1,906.69)	(2,677.73)
Equipment; Stationary and Craft	(5,036.89)	(7,578.75)
Professional Fees and Memberships; Staff Training	(2,211.82)	(3,146.50)
Advertising	(115)	(25.00)
Banking fees	(111.23)	(102.00)
Other	(775.87)	0
<b>Total</b>	<b>(154,485.82)</b>	<b>(168,595.79)</b>
<b>ANNUAL PROFIT/(LOSS)</b>	<b>11,354.76</b>	<b>8,569.73</b>

We are pleased to report that Acorn closed the financial year in profit. Our sincere thanks go to the Acorn Trustees and the entire staffing team for their careful management of expenditure, their commitment to keeping costs as low as possible, and their continued fundraising efforts.

We are also grateful to all our families who have attended and supported events throughout the year. Your involvement makes a huge difference.

Finally, we extend our heartfelt thanks to Keith Jones, Acorn's accountant, for his invaluable guidance and support during this period.

#### **Finances 2025-2026:**

As a charity, our intention is not to generate large year-end surpluses. Instead, we prioritise reinvesting our funds into improving the setting and ensuring children benefit from high-quality teaching, resources, and enriching learning experiences. Our key development focus for the upcoming academic year will be the outdoor area.

With further government funding expansions for working families in September 2026, and with most of our children now accessing funded hours, we remain optimistic. Through continued close monitoring of expenditure and careful financial planning, we anticipate a positive financial position for the 2025–2026 academic year. We will continue to offer funded places to families eligible under the current working-parent childcare initiatives. We expect this to support increased attendance from our younger children. However, we must remain cautious and financially disciplined considering ongoing national rises in utilities, general household costs and anticipated staffing cost increases.

For 2025/26, it remains essential that we operate as cost-effectively as possible by:

- Strengthening our reserve funds in preparation for potential increases in staffing and utility costs.
- Maintaining our financial responsibilities as an employer, including our redundancy contingency fund and pension contributions.

## **7. Election of Trustees**

All existing Trustees stepped down from their positions, and attendees were invited to put themselves forward if they wished to become a Trustee and be nominated during the meeting. Several individuals who were unable to attend had given prior consent to be nominated and voted in during their absence. A vote then took place, with the following outcome:

*Annabelle Swan – proposed to be elected as Chair (in absence)*

Supported by Roxanne Speede

Seconded by Delia Alves

*Joanne Codd - proposed to be elected as Treasurer/General Trustee*

Supported by Stephanie Sidery

Seconded by Charlene Jones

*Charlene Jones – proposed to be elected as Secretary*

Supported by Joanne Codd

Seconded by Stephanie Sidery

*Ciara Sheridan – proposed to be elected as General Trustee (in absence)*

Supported by Delia Alves

Seconded by Joanne Codd

*Delia Alves - proposed to be elected as Treasurer/General Trustee*

Supported by Charlene Jones

Seconded by Roxanne Speede

## **8. Any Other Business**

It was confirmed that Delia will liaise with the newly appointed Trustees to ensure all operational requirements are completed in a timely manner. This will include coordinating DBS checks for all new committee members and overseeing the necessary Ofsted processes to formally register the new Trustee committee and remove the departing Trustees.

No further business or questions were raised.

## **9. Meeting adjourned at 9:30pm**





## ACORN PLAYGROUP AND PRE-SCHOOL FINANCIAL SUMMARY

### September 2024 – August 2025

	<b>2023/2024</b>	<b>2024/2025</b>
	<b>£</b>	<b>£</b>
<b>INCOMINGS</b>		
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Whitehill, Welwyn, AL6 9FN  
 Telephone (01438) 840132  
 Email acornwelwyn@gmail.com  
 Registered Charity Number : 1054698

# Company Tax Return CT600 (2025) Version 3

HM Revenue  
& Customs

for accounting periods starting on or after 1 April 2015

## Your Company Tax Return

If we send the company a Notice to deliver a Company Tax Return it has to comply by the filing date or we charge a penalty, even if there is no tax to pay.

A return includes a Company Tax Return form, any supplementary pages, accounts, computations and any relevant information. The CT600 Guide tells you how the return must be formatted and delivered. It contains general information you may need to deliver your return, links to more detailed advice and box-by-box guidance for this form and the supplementary pages.

The forms in the CT600 series set out the information we need and provide a standard format for calculations.

## Company information

1	Company name	Acorn Playgroup & Pre-School
2	Company registration number	
3	Tax reference	9222951219730
4	Type of company	8

Northern Ireland (This section is currently not in use )

Put an 'X' in the appropriate box(es) below

<b>5</b>	NI trading activity	<input type="checkbox"/>	<b>6</b>	SME	<input type="checkbox"/>
<b>7</b>	NI employer	<input type="checkbox"/>	<b>8</b>	Special circumstances	<input type="checkbox"/>

About this return

This is the above company's return for the period

<b>30</b>	From DD MM YYYY	<input type="text" value="01/09/2024"/>	<b>35</b>	To DD MM YYYY	<input type="text" value="31/08/2025"/>
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Put an 'X' in the appropriate box(es) below

<b>40</b>	A repayment is due for this return period	<input type="checkbox"/>
<b>45</b>	Claim or relief affecting an earlier period	<input type="checkbox"/>
<b>50</b>	Making more than one return for this company now	<input type="checkbox"/>
<b>55</b>	This return contains estimated figures	<input type="checkbox"/>
<b>60</b>	Company part of a group that is not small	<input type="checkbox"/>
<b>65</b>	Notice of disclosable avoidance schemes	<input type="checkbox"/>
Transfer Pricing		
<b>70</b>	Compensating adjustment claimed	<input type="checkbox"/>
<b>75</b>	Company qualifies for SME exemption	<input type="checkbox"/>
Accounts and computations		
<b>80</b>	I attach accounts and computations for the period to which this return relates	<input type="checkbox"/>
<b>85</b>	I attach accounts and computations for a different period	<input type="checkbox"/>

## About this return continued

<b>90</b>	<b>If you are not attaching the accounts and computations, say why not</b>	<input type="checkbox"/>
	<div style="border: 1px solid black; padding: 5px;">Not within charge to CT</div>	
	<b>Supplementary pages enclosed</b>	
<b>95</b>	<b>Loans and arrangements to participators by close companies – form CT600A</b>	<input type="checkbox"/>
<b>100</b>	<b>Controlled foreign companies and foreign permanent establishment exemptions, hybrid and other mismatches - form CT600B</b>	<input type="checkbox"/>
<b>105</b>	<b>Group and consortium - form CT600C</b>	<input type="checkbox"/>
<b>110</b>	<b>Insurance – form CT600D</b>	<input type="checkbox"/>
<b>115</b>	<b>Charities and Community Amateur Sports Clubs (CASCs) - form CT600E</b>	<input checked="" type="checkbox"/>
<b>120</b>	<b>Tonnage Tax - form CT600F</b>	<input type="checkbox"/>
<b>125</b>	<b>Northern Ireland - form CT600G (This section is currently not in use)</b>	<input type="checkbox"/>
<b>130</b>	<b>Cross-border Royalties - form CT600H</b>	<input type="checkbox"/>
<b>135</b>	<b>Supplementary charge in respect of ring fence trades - form CT600I</b>	<input type="checkbox"/>
<b>140</b>	<b>Disclosure of Tax Avoidance Schemes - form CT600J</b>	<input type="checkbox"/>
<b>141</b>	<b>Restitution Tax – form CT600K</b>	<input type="checkbox"/>
<b>142</b>	<b>Research and Development - form CT600L</b>	<input type="checkbox"/>
<b>143</b>	<b>Freeports and Investment Zones - form CT600M</b>	<input type="checkbox"/>
<b>144</b>	<b>Residential Property Developer Tax - form CT600N</b>	<input type="checkbox"/>
<b>96</b>	<b>Creative Industries - form CT600P (This section is currently not in use)</b>	<input type="checkbox"/>

## Tax calculation

### Turnover

<b>145</b>	<b>Total turnover from trade</b>	<input type="text" value="£"/>
<b>150</b>	<b>Banks, building societies, insurance companies and other financial concerns –</b>	<input type="checkbox"/>
	<i>put an 'X' in this box if you do not have a recognised turnover and have not made an entry in box 145</i>	

## Income

155	Trading profits	£	<input type="text"/>
160	Trading losses brought forward set against trading profits	£	<input type="text"/>
165	Net trading profits - box 155 minus box 160	£	<input type="text"/>
170	Bank, building society or other interest, and profits from non-trading loan relationships	£	<input type="text"/>
172	Put an 'X' in box 172 if the figure in box 170 is net of carrying back a deficit from a later accounting period		<input type="checkbox"/>
175	Annual payments not otherwise charged to Corporation Tax and from which Income Tax has not been deducted	£	<input type="text"/>

## Income

180	Non-exempt dividends or distributions from non-UK resident companies	£	<input type="text"/>
185	Income from which Income Tax has been deducted	£	<input type="text"/>
190	Income from a property business	£	<input type="text"/>
195	Non-trading gains on intangible fixed assets	£	<input type="text"/>
200	Tonnage Tax profits	£	<input type="text"/>
205	Income not falling under any other heading	£	<input type="text"/>

## Chargeable gains

210	Gross chargeable gains	£	<input type="text"/>
215	Allowable losses including losses brought forward	£	<input type="text"/>
220	Net chargeable gains - box 210 minus box 215	£	<input type="text"/>

## Profits before deductions and reliefs

225	Losses brought forward against certain investment income	£	<input type="text"/>
230	Non-trade deficits on loan relationships (including interest) and derivative contracts (financial instruments) brought forward set against non-trading profits	£	<input type="text"/>
235	Profits before other deductions and reliefs - net sum of boxes 165 to 205 and 220 minus sum of boxes 225 and 230	£	<input type="text"/>

## Deductions and reliefs

<b>240</b>	<b>Losses on unquoted shares</b>	£	<input type="text"/>
<b>245</b>	<b>Management expenses</b>	£	<input type="text"/>
<b>250</b>	<b>UK property business losses for this or previous accounting period</b>	£	<input type="text"/>
<b>255</b>	<b>Capital allowances for the purposes of management of the business</b>	£	<input type="text"/>
<b>260</b>	<b>Non-trade deficits for this accounting period from loan relationships and derivative contracts (financial instruments)</b>	£	<input type="text"/>
<b>263</b>	<b>Carried-forward non-trade deficits from loan relationships and derivative contracts (financial instruments)</b>	£	<input type="text"/>

## Deductions and Reliefs

<b>265</b>	<b>Non-trading losses on intangible fixed assets</b>	£	<input type="text"/>
<b>275</b>	<b>Total trading losses of this or a later accounting period</b>	£	<input type="text"/>
<b>280</b>	<b>Put an 'X' in box 280 if amounts carried back from later accounting periods are included in box 275</b>		<input type="checkbox"/>
<b>285</b>	<b>Trading losses carried forward and claimed against total profits</b>	£	<input type="text"/>
<b>290</b>	<b>Non-trade capital allowances</b>	£	<input type="text"/>
<b>295</b>	<b>Total of deductions and reliefs - <i>total of boxes 240 to 275, 285 and 290</i></b>	£	<input type="text"/>
<b>300</b>	<b>Profits before qualifying donations and group relief - <i>box 235 minus box 295</i></b>	£	<input type="text"/>
<b>305</b>	<b>Qualifying donations</b>	£	<input type="text"/>
<b>310</b>	<b>Group relief</b>	£	<input type="text"/>
<b>312</b>	<b>Group relief for carried forward losses</b>	£	<input type="text"/>
<b>315</b>	<b>Profits chargeable to Corporation Tax - <i>box 300 minus boxes 305, 310 and 312</i></b>	£	<input type="text"/>
<b>320</b>	<b>Ring fence profits included</b>	£	<input type="text"/>
<b>325</b>	<b>Northern Ireland profits included (This section is currently not in use)</b>	£	<input type="text"/>

## Tax calculation

<b>326</b>	<b>Number of associated companies in this period</b>	<input type="text"/>
<b>327</b>	<b>Number of associated companies in the first financial year</b>	<input type="text"/>
<b>328</b>	<b>Number of associated companies in the second financial year</b>	<input type="text"/>
<b>329</b>	<b>Put an 'X' in box 329 if the company is chargeable at the small profit rate or is entitled to marginal relief</b>	<input type="checkbox"/>

### Enter how much profit has to be charged and at what rate of tax

	Financial year (yyyy)		Amount of profit		Rate of tax %		Tax
<b>330</b>		<b>335</b>	£	<b>340</b>		<b>345</b>	£ p
		<b>350</b>	£	<b>355</b>		<b>360</b>	£ p
		<b>365</b>	£	<b>370</b>		<b>375</b>	£ p
<b>380</b>		<b>385</b>	£	<b>390</b>		<b>395</b>	£ p
		<b>400</b>	£	<b>405</b>		<b>410</b>	£ p
		<b>415</b>	£	<b>420</b>		<b>425</b>	£ p

**Corporation Tax** *total of boxes 345, 360, 375, 395, 410 and 425*

<b>430</b>	£	<input type="text"/>
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**Marginal relief**

<b>435</b>	£	<input type="text"/>
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**Corporation Tax chargeable** *box 430 minus box 435*

<b>440</b>	£	<input type="text"/>
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## Reliefs and deductions in terms of tax

<b>445</b>	<b>Community Investment Tax Relief</b>	£	<input type="text"/>
<b>450</b>	<b>Double Taxation Relief</b>	£	<input type="text"/>
<b>455</b>	<b>Put an 'X' in box 455 if box 450 includes an underlying rate relief claim</b>		<input type="checkbox"/>
<b>460</b>	<b>Put an 'X' in box 460 if box 450 includes any amount carried back from a later period</b>		<input type="checkbox"/>
<b>465</b>	<b>Advanced Corporation Tax</b>	£	<input type="text"/>
<b>470</b>	<b>Total reliefs and deduction in terms of tax</b> <i>- total of boxes 445, 450 and 465</i>	£	<input type="text"/>

## Coronavirus support schemes and overpayments (see CT600 guide for definitions)

<b>471</b>	<b>Coronavirus Job Retention Scheme (CJRS) received</b>	£	<input type="text"/>
<b>472</b>	<b>CJRS entitlement</b>	£	<input type="text"/>
<b>473</b>	<b>CJRS overpayment already assessed or voluntary disclosed</b>	£	<input type="text"/>
<b>474</b>	<b>Other coronavirus overpayments</b>	£	<input type="text"/>

## Energy levies

<b>986</b>	<b>Energy (Oil and Gas) profits levy (EOGPL) amounts liable</b>	£	<input type="text"/>
<b>987</b>	<b>Electricity Generator Levy (EGL) exceptional generation receipts</b>	£	<input type="text"/>

## Calculation of tax outstanding or overpaid

<b>475</b>	<b>Net Corporation Tax liability</b> – box 440 minus box 470	£ <input type="text"/>
<b>480</b>	<b>Tax payable on loans and arrangements to participators</b>	£ <input type="text"/>
<b>485</b>	<b>Put an 'X' in box 485 if you completed box A70 in the supplementary pages CT600A</b>	<input type="checkbox"/>
<b>490</b>	<b>Controlled Foreign Companies (CFC) tax payable</b>	£ <input type="text"/>
<b>495</b>	<b>Bank Levy payable</b>	£ <input type="text"/>
<b>496</b>	<b>Bank surcharge payable</b>	£ <input type="text"/>
<b>497</b>	<b>Residential Property Developer Tax (RPDT) payable</b>	£ <input type="text"/>
<b>500</b>	<b>CFC tax , bank Levy and bank surcharge payable and RPDT payable</b> – total of boxes 490, 495, 496 and 497	£ <input type="text"/>
<b>501</b>	<b>EOGPL payable</b>	£ <input type="text"/>
<b>502</b>	<b>EGL payable</b>	£ <input type="text"/>
<b>505</b>	<b>Supplementary charge (ring fence trades) payable</b>	£ <input type="text"/>
<b>510</b>	<b>Tax chargeable</b> – total of boxes 475, 480, 500 ,501 ,502 and 505	£ <input type="text"/>
<b>515</b>	<b>Income Tax deducted from gross income included in profits</b>	£ <input type="text"/>
<b>520</b>	<b>Income Tax repayable to the company</b>	£ <input type="text"/>
<b>525</b>	<b>Self-assessment of tax payable before restitution tax and coronavirus support scheme overpayments</b> – box 510 minus box 515	£ <input type="text"/>
<b>526</b>	<b>Coronavirus support schemes overpayment now due</b> – total of boxes 471 and 474 minus boxes 472 and 473	£ <input type="text"/>
<b>527</b>	<b>Restitution tax</b>	£ <input type="text"/>
<b>528</b>	<b>Self-assessment of tax payable</b> – total of boxes 525, 526 and 527	£ <input type="text"/>

## Tax reconciliation

530	Research and Development credit	£	<input type="text"/>
535	Vaccine tax credit (not currently used)	£	<input type="text"/>
540	Creatives tax credit	£	<input type="text"/>
541	Audio-Visual expenditure credit (AVEC) and Video Games expenditure credit (VGEC)	£	<input type="text"/>
545	Total of Research and Development credit, Creatives tax credit and AVEC/VGEC – total box 530 to 541	£	<input type="text"/>
550	Land remediation tax credit	£	<input type="text"/>
555	Life assurance company tax credit	£	<input type="text"/>
560	Total land remediation and life assurance company tax credit - total box 550 and 555	£	<input type="text"/>
565	Capital allowances first-year tax credit	£	<input type="text"/>
570	Surplus Research and Development credits and creative tax credit payable – box 545 minus box 525	£	<input type="text"/>
575	Land remediation or life assurance company tax credit payable - total of boxes 545 and 560 minus boxes 525 and 570	£	<input type="text"/>
580	Capital allowances first-year tax credit payable - boxes 545, 560 and 565 minus boxes 525, 570 and 575	£	<input type="text"/>
585	Ring fence Corporation Tax included	£	<input type="text"/>
586	NI Corporation Tax included (This section is currently not in use)	£	<input type="text"/>
590	Ring fence supplementary charge included	£	<input type="text"/>
595	Tax already paid (and not already repaid)	£	<input type="text"/>
600	Tax outstanding – box 525 minus boxes 545, 560, 565 and 595	£	<input type="text"/>
605	Tax overpaid including surplus or payable credits - total sum of boxes 545, 560, 565 and 595 minus 525	£	<input type="text"/>
610	Group tax refunds surrendered to this company	£	<input type="text"/>
614	Audio-Visual expenditure credit and Video Games expenditure credit surrendered to this company	£	<input type="text"/>
615	Research and Development expenditure credits surrendered to this company	£	<input type="text"/>

## Exporter information

During the return period, did the company export goods and/or services to individuals, enterprises or organisations outside the United Kingdom (UK)?

616 Yes – goods

617 Yes – services

618 No – neither

## Indicators and information

620 Franked investment income/Exempt ABGH distributions

£

625 Number of 51% group companies

0

Put an 'X' in the relevant boxes, if in the period, the company:

630 should have made (whether it has or not) instalment payments as a large company under the Corporation Tax (Instalment Payments) Regulations

631 should have made (whether it has or not) instalment payments as a very large company under the Corporation Tax (Instalment Payments) Regulations

635 is within a group payments arrangement for the period

640 has written down or sold intangible assets

645 has made cross-border royalty payments

647 Eat Out to Help Out Scheme:

reimbursed discounts included as taxable income

£

## Information about enhanced expenditure and tax reliefs

### Research and Development (R&D) or creatives enhanced expenditure and tax reliefs

650	Put an 'X' in box 650 if a R&D claim is made by a small or medium-sized enterprise (SME), including a SME subcontractor to a large company and/or for all creatives claim	<input type="checkbox"/>
653	Put an 'X' in box 653 if the claim is made by a R&D intensive SME	<input type="checkbox"/>
655	Put an 'X' in box 655 if the claim is made by a large company	<input type="checkbox"/>
656	Put an 'X' in box 656 to confirm that a R&D claim notification form has been submitted	<input type="checkbox"/>
657	Put an 'X' in box 657 to confirm that an R&D additional information form has been submitted	<input type="checkbox"/>
658	Put an 'X' in box 658 to confirm that a Creatives additional information form has been submitted	<input type="checkbox"/>
659	R&D expenditure qualifying for SME/R&D Intensive SME relief	£ <input type="text"/>
660	R&D enhanced expenditure	£ <input type="text"/>
663	Creatives core expenditure	£ <input type="text"/>
665	Creatives additional deduction	£ <input type="text"/>
670	R&D enhanced expenditure and creatives additional deduction <i>total box 660 and box 665</i>	£ <input type="text"/>
675	R&D enhanced expenditure of a SME on work sub contracted to it by a large company	£ <input type="text"/>
680	Vaccine research expenditure	£ <input type="text"/>

### Land remediation enhanced expenditure

685	Enter the total enhanced expenditure	£ <input type="text"/>
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## Information about capital allowances and balancing charges/disposal values

### Allowances and charges in calculation of trading profits and losses

	Capital allowances	Balancing charges
Annual investment allowance	690 £ <input type="text"/>	
Full expensing	688 £ <input type="text"/>	689 £ <input type="text"/>
Machinery and plant – super-deduction	691 £ <input type="text"/>	692 £ <input type="text"/>
Machinery and plant – special rate allowance	693 £ <input type="text"/>	694 £ <input type="text"/>
Machinery and plant - special rate pool	695 £ <input type="text"/>	700 £ <input type="text"/>
Machinery and plant - main pool	705 £ <input type="text"/>	710 £ <input type="text"/>
Structures and buildings	711 £ <input type="text"/>	
Business premises renovation	715 £ <input type="text"/>	720 £ <input type="text"/>
Other allowances and charges	725 £ <input type="text"/>	730 £ <input type="text"/>
	Capital allowances	Disposal value
Electric vehicle charge-points	713 £ <input type="text"/>	714 £ <input type="text"/>
Enterprise zones	721 £ <input type="text"/>	722 £ <input type="text"/>
Zero-emission goods vehicles	723 £ <input type="text"/>	724 £ <input type="text"/>
Zero-emission cars	726 £ <input type="text"/>	727 £ <input type="text"/>

## Allowances and charges not included in calculation of trading profits and losses

	Capital allowances	Balancing charges
Annual investment allowance	735 £ <input type="text"/>	
Structures and buildings	736 £ <input type="text"/>	
Full expensing	733 £ <input type="text"/>	734 £ <input type="text"/>
Business premises renovation	740 £ <input type="text"/>	745 £ <input type="text"/>
Machinery and plant	741 £ <input type="text"/>	742 £ <input type="text"/>
– super-deduction		
Machinery and plant	743 £ <input type="text"/>	744 £ <input type="text"/>
– special rate allowance		
Other allowances and charges	750 £ <input type="text"/>	755 £ <input type="text"/>
	Capital allowances	Disposal value
Electric vehicle charge-points	737 £ <input type="text"/>	738 £ <input type="text"/>
Enterprise zones	746 £ <input type="text"/>	747 £ <input type="text"/>
Zero-emission goods vehicles	748 £ <input type="text"/>	749 £ <input type="text"/>
Zero-emission cars	751 £ <input type="text"/>	752 £ <input type="text"/>

## Qualifying expenditure

760	Machinery and plant on which first year allowance is claimed	£ <input type="text"/>
765	Designated environmentally friendly machinery and plant	£ <input type="text"/>
770	Machinery and plant on long-life assets and integral features	£ <input type="text"/>
771	Structures and buildings	£ <input type="text"/>
772	Machinery and plant – super-deduction	£ <input type="text"/>
773	Machinery and plant – special rate allowance	£ <input type="text"/>
775	Other machinery and plant	£ <input type="text"/>

## Losses, deficits and excess amounts

### Amount arising

	Amount	Maximum available for surrender as group relief
Losses of trades carried on wholly or partly in the UK	780 £ <input type="text"/>	785 £ <input type="text"/>
Losses of trades carried on wholly outside the UK	790 £ <input type="text"/>	
Non-trade deficits on loan relationships and derivative contracts	795 £ <input type="text"/>	800 £ <input type="text"/>
UK property business losses	805 £ <input type="text"/>	810 £ <input type="text"/>
Overseas property business losses	815 £ <input type="text"/>	
Losses from miscellaneous transactions	820 £ <input type="text"/>	
Capital losses	825 £ <input type="text"/>	
Non-trading losses on intangible fixed assets	830 £ <input type="text"/>	835 £ <input type="text"/>

### Excess amounts

	Amount	Maximum available for surrender as group relief
Non-trade capital allowances		840 £ <input type="text"/>
Qualifying donations		845 £ <input type="text"/>
Management expenses	850 £ <input type="text"/>	855 £ <input type="text"/>

## Northern Ireland information (This section is currently not in use )

856	Amount of group relief claimed which relates to NI trading losses used against rest of UK/mainstream profits	£	<input type="text"/>
857	Amount of group relief claimed which relates to NI trading losses used against NI trading profits	£	<input type="text"/>
858	Amount of group relief claimed which relates to rest of UK/mainstream losses used against NI trading profits	£	<input type="text"/>

## Overpayments and repayments

### Small repayments

860	Do not repay sums of	£	<input type="text"/>	or less
Read the overpayments and repayments section of the Company Tax Return Guide for specific guidance on when and how to make an entry in this box.				

### Repayments for the period covered by this return

865	Repayment of Corporation Tax	£	<input type="text"/>
870	Repayment of Income Tax	£	<input type="text"/>
875	Payable Research and Development tax credit	£	<input type="text"/>
880	Payable Research and Development expenditure credit	£	<input type="text"/>
885	Payable creatives tax credit	£	<input type="text"/>
886	Payable Audio-Visual expenditure credit and Video Games expenditure credit	£	<input type="text"/>
890	Payable land remediation of life assurance company tax credit	£	<input type="text"/>
895	Payable capital allowances first-year tax credit	£	<input type="text"/>

### Surrender of tax refund within group

Including surrenders under the Instalment Payments Regulations			
900	The following amount is to be surrendered	£	<input type="text"/>
Put an 'X' in the appropriate box(es) below the joint Notice is attached		905	<input type="checkbox"/>
or will follow		910	<input type="checkbox"/>
915	Please stop repayment of the following amount until we send you the Notice	£	<input type="text"/>

## Bank details (for person to whom a repayment is to be made)

920	Name of bank or building society	<input type="text"/>
925	Branch sort code	<input type="text"/>
930	Account number	<input type="text"/>
935	Name of account	<input type="text"/>
940	Building society reference	<input type="text"/>

## Payments to a person other than the company

943	Put an 'X' in box 943 if there is a R&D payable credit and one of the conditions listed in the CT600 Guide is applicable	<input type="checkbox"/>
945	Complete the authority below if you want the repayment to be made to a person other than the company I, as <i>(enter status – company secretary, treasurer, liquidator or authorised agent, etc.)</i>	<input type="text"/>
950	of <i>(enter company name)</i>	<input type="text"/>
955	authorise <i>(enter name)</i>	<input type="text"/>
960	of address <i>(enter address)</i>	<input type="text"/>
965	Nominee reference	<input type="text"/>
	to receive payment on company's behalf	
970	Name	<input type="text"/>

## Declaration

### Declaration

I declare that the information I have given on this Company Tax Return and any supplementary pages is correct and complete to the best of my knowledge and belief.

I understand that giving false information in the return, or concealing any part of the company's profits or tax payable, can lead to both the company and me being prosecuted.

975 **Name**

J K MINERVA LLP

980 **Date** *DD MM YYYY*

13/10/2020

985 **Status**

Authorised Agent

# Company Tax Return – supplementary page

HM Revenue  
& Customs

Charities and Community Amateur Sports Clubs (CASCs)  
CT600E (2015) Version 3 for accounting periods starting on or after 1 April 2015

## Guidance

Guidance about when and how to complete this supplementary page can be found in the CT600 Guide.

For further information read What supplementary pages do I need to complete and include as part of the Company Tax Return? to find out what supplementary pages you need to complete..

Also, read the Important points about all supplementary pages and CT600E – Charities and Community Amateur Sports Clubs (CASCs) for further guidance about completing this supplementary page.

## Company information

E1	Company name (name of charity or CASC)	Acorn Playgroup & Pre-School
E2	Tax reference	9222951219730
E3	Period covered by this supplementary page (cannot exceed 12 months) from DD MM YYYY	01/09/2024
E4	to DD MM YYYY	31/08/2025

## Claims to exemption (this section should be completed in all cases)

Charity/CASC repayment reference	E5	ZD04247
Charity Commission registration number, or OSCR number (if applicable)	E10	1054698
Put an 'X' in the relevant box if during the period covered by these supplementary pages:		
The company was a charity/CASC and is claiming exemption from all tax on all or part of its income and gains (Also put an 'X' in box E15 if the company was a charity/CASC but had no income or gains in the period)	E15	X
All income and gains are exempt from tax and have been, or will be, applied for charitable or qualifying purposes only	E20	X
Some of the income and gains may not be exempt or have not been applied for charitable or qualifying purposes only, and I have completed form CT600	E25	
I claim exemption from tax		
Name	E30	J K MINERVA LLP
Status	E35	Authorised Agent
Date DD MM YYYY	E40	10/10/2025

## Repayments

To make a repayment claim for the period covered by these supplementary pages, please register and enrol to use the Charities Online service. See CT600 guide for further information.

Put an 'X' in the box if during the period covered by these supplementary pages you have over claimed tax.

E45

## Information required

Enter details of any income received from the following sources, claimed as exempt from tax in the hands of the charity/CASC. Enter the figure included in the charity's/CASC'S accounts for the period covered by this return.

Non-exempt amounts should be entered on form CT600 in the appropriate boxes.

Type of income	Amount
Enter total turnover from exempt charitable trading activities	E50 £ 177166.00
Investment income – exclude any amounts included on form CT600	E55 £
UK land and buildings – exclude any amounts included on form CT600	E60 £
Gift Aid – exclude any amounts included on form CT600	E65 £
From other charities – exclude any amounts included on form CT600	E70 £
Gifts of shares or securities received	E75 £
Gifts of real property received	E80 £
Other sources (not included above)	E85 £
<b>Total of boxes E50 to E85</b>	<b>E90 £ 177166.00</b>

Enter details of expenditure as shown in the charity's/CASC's accounts for the period covered by these supplementary pages

Type of expenditure	Amount
Trading costs in relation to exempt charitable activities (in box E50)	E95 £ 168494.00
UK land and buildings costs in relation to exempt charitable activities (in box E60)	E100 £
All general administration/governance costs	E105 £ 102.00
All grants and donations made within the UK	E110 £
All grants and donations made outside the UK	E115 £
Other expenditure not included above, or not used in calculating figures entered on the form CT600	E120 £
<b>Total of boxes E95 to E120</b>	<b>E125 £ 168596.00</b>

## Information required

Charity/CASC assets	Disposals in period (total consideration received)	Held at the end of the period (use accounts figures)
<b>Tangible fixed assets</b>	E130 £ <input type="text"/>	E135 £ <input type="text"/>
<b>UK investments (excluding controlled companies)</b>	E140 £ <input type="text"/>	E145 £ <input type="text"/>
<b>Shares in, and loans to, controlled companies</b>	E150 £ <input type="text"/>	E155 £ <input type="text"/>
<b>Overseas investments</b>	E160 £ <input type="text"/>	E165 £ <input type="text"/>
<b>Loans and non-trade debtors</b>		E170 £ <input type="text"/>
<b>Other current assets</b>		E175 £ <input type="text" value="79775.00"/>
<b>Qualifying investments and loans</b> <i>Applies to charities only. See CT600 Guide</i>		E180 <input type="text"/>
<b>Value of any non-qualifying investments and loans</b> <i>Applies to charities only. See CT600 Guide</i>		E185 £ <input type="text"/>
<b>Number of subsidiary or associated companies the charity controls at the end of the period. Exclude companies that were dormant throughout the period</b>		E190 <input type="text"/>



**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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## Annual General Meeting (AGM) Minutes – 2023/24

Tuesday 11th March 2025, 6.30pm at Acorn

**Attendees:** Connor Tobin (Chairperson); Sacha Glasgow- Smith (Treasurer); Jana Peake (Secretary); Jessica Baldwin (General Trustee); Roxanne Speede (Manager); Delia Alves (Deputy Manager); Joanne Codd (Parent) and Eva Dustagheer (Parent)

### 1. Welcome

Connor Tobin welcomed everyone to the AGM and thanked them for coming.

### 2. Apologies for absence

Keith Jones (Accountant); Linda McLellan (SENCo); Tara White (Staff); Sonia Wilsher (Staff) and Lisa Johnson (staff).

### 3. Minutes from 2022-23 AGM

The minutes from last year were distributed via email to all parents and staff on 10th March 2025 with no queries raised, therefore the minutes are confirmed as read and agreed. A copy of the minutes were made available at the meeting for everyone to read.

### 4. Manager's report- Roxanne Speede

Here we are at my second AGM as Manager of Acorn. I would like to start by thanking everyone for your support over the last year.

#### Where are we now?

Acorn has continued to thrive throughout the last year, with the number of children and session hours being accessed remaining at a high level.

Following the departure of our previous SENCo, we were delighted to welcome Mrs McLellan back to the Acorn family. With her wealth of experience and knowledge, she has been an invaluable addition to the team.

Throughout the year, I am delighted to advise that we were able to fulfil my vision for the interior of Acorn, making several changes to create an enabling environment with a continuous provision that is fully embedded into our daily practice.

#### Improvements made:

- a new roof
- storage shed
- outdoor story shed
- parent rain canopy
- replacement of 3 windows
- inside cosy corner
- re-vamp of our entrance garden
- removal of several overhanging trees in our garden
- new branding signage
- sensory garden flooring
- foundation for sensory garden canopy
- interactive construction area
- classroom projector
- smaller activities and play equipment to enhance our teaching of termly topics.

## **Setting**

We have the above changes to the setting to ensure all areas of the EYFS are constantly accessible to our children. We have continued to focus heavily on offering a continuous provision.

## **Curriculum**

We have embedded our topics relating to each term and will use these each year to offer a wide range of learning experiences, knowledge and vocabulary to the children through adult-led and child-initiated activities.

We have finalised our curriculum, setting out the achievements we would like all children to reach upon entering their reception year and the teaching steps required to support these. Above all, we want our children to be happy, feel safe, explore, learn and flourish and to be the best that they can be.

Registered Charity Number 1054698

## **Plans for the coming year**

- New purpose-built role play area
- Re-surfacing the entire outdoor area flooring. Quotations are currently being sourced.
- Planting area input in the sensory garden where a variety of herbs and aromatic plants will be grown.
- As the sand pit has not been covered, this will need to be emptied and re-filled ready for the summer term. We are currently looking at quotes to make a hard plastic cover to reduce the cost of emptying each year.
- New carpet for the entrance of Acorn
- New carpet area for circle time
- Further storage facilities for our resources

## **Conclusion**

I would like to take this opportunity to say thank you to the whole of the Acorn team for everything they have done and continue to do for Acorn: Sonia, Tara, Lisa, Delia and Linda.

I would like to say thank you to all of our Parents and Carers who are always so supportive of our pre-school. We are very lucky to have you.

Last but not least, I would like to say a very special thank you to our trustees for all of the support and dedication they have given Acorn.

## **5. Chair's Report - Connor Tobin**

We've reached the end of another wonderful year at Acorn, and what a year it has been! This is my first AGM as Chair, and it has been an exciting time, not only working alongside a brand-new set of trustees but also supporting the evolving vision of our fantastic management team, Roxanne and Delia.

Roxanne has already shared details about the setting over the past year, so I'd like to reflect more generally on what makes Acorn such a special place. We continue strengthening our position as a sought-after pre-school in Welwyn, with children feeding into several local primary schools, most notably Welwyn St Mary's. This year, five children left us in July 2025 to start Reception. The transition to 'big school' is always bittersweet, but we know that their time at Acorn has given them a fantastic foundation for their next stage of learning.

It has been a jam-packed year, full of enriching experiences for our children. From nurturing four baby chicks to a magical visit from the Easter Bunny, Acorn has been a hive of activity. We were also thrilled to welcome local children's author Shirley Murley, who officially opened our garden book shed, and to host an engaging week focused on 'The People That Help Us' - a highlight of which was visits from the fire brigade, ambulance service, and police.

Our involvement in the wider community remained strong, with Acorn participating in the Welwyn Festival Street Market, running both the children's and adults' tombola stalls. The children also participated in the Welwyn Festival Parade and, in fantastic Acorn style, returned as winners of the children's parade!

We ended the year with a wonderful graduation ceremony and summer BBQ - both a celebration of our hardworking team and a reminder that Acorn isn't just about preparing children for primary school but about immersing them in rich, hands-on learning experiences. Whether exploring the depths of the ocean or venturing into space through play and storytelling, our children are constantly engaged, inspired, and ready to discover the world around them.

Now, onto fundraising. As you all know, Acorn is a charity that relies on the generosity and support of our community. I do want to take a moment to thank everyone who has played a part in raising vital funds this year. Whether you've donated prizes, volunteered at an event, or simply helped spread the word, your contributions make a huge difference.

A special thank you to my fellow trustees:

- Treasurer – Sacha
- Secretary – Jana
- General Trustee Member – Jessica

I want to give a particular mention to Jessica Baldwin, who joined us midway through the year after another trustee had to step down due to personal circumstances. Your support and enthusiasm have been invaluable!

Of course, I want to express my deepest gratitude to our incredible staff: Roxanne, Delia, Linda, Lisa, Tara, and Sonia. Your dedication, passion, and care ensure that Acorn remains a nurturing and inspiring place for every child who walks through its doors.

Thank you all for your continued support - I look forward to another fantastic year ahead at Acorn!

## **6. Treasurer's Report- Sacha Glasgow – Smith**

### **Financial summary for 2023-2024**

Acorn Playgroup and Pre-school started the academic year retaining all but one of our non-reception aged children, in addition to welcoming new children and their families to the setting.

Our overall number of both children and the sessional hours being accessed remained the same as the previous year and stayed consistent with those of 2022-2023 throughout the year. This resulted in a similar income for invoiced and funded sessional fees.

In November 2023, following the stepping down of our interim manager, Acorn internally recruited Roxanne Speede as the new manager and later in January 2024 welcomed back Linda McLellan as SENCo and key worker. Staff costings per head continued to increase due to staff salary/hour increases; National Living Wage increases and pension increases, however, with careful management we were able to reduce our annual staff outgoings by over £17,000.

Outgoings which Acorn were able to reduce were monitored with strict budgets to ensure we ended the year in profit, following a deficit the previous year whilst still maintaining high levels of staffing and standards of learning and developmental opportunities for our children. Our utility outgoings remained consistent, and we were able to reduce our household costings increased despite the nationwide cost of living crisis. Our professional fees halved with the restructure of some of our outgoings.

Our equipment and building outgoings increased with the installation of a new roof; storage shed, outdoor story shed, rain canopy, replacement of 3 windows, inside cosy corner; re-vamp of our entrance garden, removal of several overhanging trees in our garden, new signage, sensory garden flooring, classroom projector and smaller activities and play equipment to enhance out teaching of termly topics. All funds spent were carefully considered and only where our monthly review of accounts showed available funds.

Fundraising income reduced from the previous financial year, although we continued to successfully operate several events and campaigns.

### **Financial summary**

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (1st September 2023 – 31<sup>st</sup> August 2024), and those from the 2022/23 financial year for comparison.

	2022/2023	2023/2024
<b>INCOMINGS</b>	£	£
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	161,251.19	160,900.83
Fundraising	4,929.11	3,889.75
Other (Petty Cash; Misc)	0	1,050.00
Interest	0	0
<b>Total</b>	<b>166,180.30</b>	<b>165,840.58</b>
<b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension	(142,618.31)	(125,236.51)
Rent and Insurance	(3,335.57)	(3,246.45)
Utilities	(6,333.61)	(6,642.84)
Building and Garden	(5,982.07)	(8,707.67)
Uniform and Book bags	161.24	(494.85)
Snack and Household	(2,789.61)	(1,906.69)
Equipment; Stationary and Craft	(3,933.88)	(5,036.89)
Professional Fees and Memberships; Staff Training	(4,312.35)	(2,211.82)
Advertising	(265.00)	(115)
Banking fees	(137.09)	(111.23)
Other	(9.50)	(775.87)
<b>Total</b>	<b>(169,555.75)</b>	<b>(154,485.82)</b>
<b>ANNUAL PROFIT/(LOSS)</b>	<b>(3,375.45)</b>	<b>11,354.76</b>

We are delighted to have finished the year with a profit and wish to thank the Acorn Trustee and staffing team, for their efforts in managing our outgoings and keeping costs as low as possible in addition to their fundraising efforts. Thank you to all of our families who have helped organise; attended and supported the years events.

In addition, we would like to say a huge thank-you to Keith Jones, Acorn's accountant, for his invaluable assistance during this time.

## **Finances 2024-2025**

As a charity, we do not aim to end each financial year with large amounts of profit and instead, prefer to spend our funds on improving the setting and ensuring the children enjoy the best learning experiences through quality teaching and resources. Our focus for the academic year will be our outside area and effective management of equipment storage.

With the changes in government funding for working families again extending in September 2025 and the majority of our children now accessing funded hours we are hopeful that with the continued close monitoring of our outgoings and expenditure, our financial position will again be positive for the 2024-2025 academic year.

We will continue to offer funded places to families accessing the existing working parent childcare initiatives and believe that this will lead to our younger children accessing more sessions with us. We do, however, need to remain stringent due to the national rise in utility and general household costings and expected staff cost increases.

For 2024/25 we must continue to strive to run cost effectively:

- Further our reserve funds for a potential year of increased staffing costs and utility hikes.
- Continuing our financial obligation as employers, redundancy contingency fund and pension contributions.

## **7. Election of Trustees**

All existing trustees were re-elected with additional one trustee proposed and elected. Vote took place, the outcome of which was:

*Connor Tobin- proposed to be elected as Chair*

Supported by Delia Alves

Seconded by Jess Baldwin

*Sacha Glasgow - Smith - proposed to be elected as Treasurer*

Supported by Connor Tobin

Seconded by Roxanne Speede

*Jana Peake - proposed to be elected as Secretary*

Supported by Jess Baldwin

Seconded by Delia Alves

*Jess Baldwin - proposed to be elected as General Trustee*

Supported by Connor Tobin

Seconded by Delia Alves

*Joanne Codd- proposed to be elected as General Trustee*

Supported by Jess Baldwin

Seconded by Connor Tobin

## **8. AOB**

The resurfacing of the garden (rubber mulch) was discussed with quotes currently being undertaken. Additionally, a storage shed for learning resources has been put on a wish list.

Future fundraising activities have been discussed- namely Mother's Day gift shop; Scavenger Hunt; possible nearly new baby/toddler clothes and toy sale; Easter activities, Acorn fitness challenge and bake sales. All of which would be crucial to raising funds for Acorn.

**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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# Minutes of the Annual General Meeting 2023/24

Friday 9<sup>th</sup> February 2024, 9:15am at Acorn

Attendees: Annie Fitt (Chair), Emma Clack (Secretary), Connor Tobin (Visitor), Roxanne Speede (Manager), Delia Alves (Deputy Manager), Sacha Glasgow-Smith (Parent), Michael Clarke (Parent), Sue Clements (Parent), Jess Baldwin (Parent).

Apologies: Chris Clements (Treasurer), Kayleigh Petts (Trustee), Alexis Bond (Parent), Jana Peake (Parent), Georgia Birch (Visitor).

## 1. Welcome

Emma Clack welcomed everyone to the AGM and thanked them for coming.

## 2. Apologies for Absence

Noted above.

## 3. Minutes from 2022-3 AGM

The minutes from last year were distributed via email to all parents and staff on 4<sup>th</sup> February 2023 with no queries raised, therefore the minutes are confirmed as read and agreed. A copy of the minutes were made available at the meeting for anyone to read.

## 4. Manager's Report – Roxanne Speede

Here we are at my first AGM as Manager of Acorn. I would like to start by thanking everyone for your support over the last two months.

### Where are we now?

There was a revision of the Early Years Foundation Stage (EYFS) on the 4<sup>th</sup> January 2024 which has brought about changes to the statutory framework and learning and development guidance. We have adapted our practice to meet the new requirements and will continue to develop this further.

### Improvements made:

- Entire classroom and toilets were freshly painted in December
- a re-arrangement of the classroom to offer specific areas relating to the EYFS, ensuring children can engage with and access all areas
- Introduced a voting station in line with our British Values policy
- Created a writing area to assist with our literacy learning goals
- Installed a new projector system to assist with the teaching of termly topics, maths and phonics
- Maths and literacy school workbooks have been introduced for each child for 1-2-1 and group work sessions
- All interior notice boards have been updated to fit in with our curriculum and learning goals
- Installed a new baby changing unit

- Re- introduced our golden goals for children begin to learn vital life skills that they can build upon at an age-appropriate pace.
- Introduced a junk modelling station to enhance the children's expressive arts and design.

### **Setting**

We have made lots of changes and updates to the interior of the setting ensuring an enabling environment where all areas of the EYFS are constantly accessible to our children. We have focused heavily on offering a continuous provision, providing consistency to our learning areas and reducing the need to update and adapt each individual area.

### **Curriculum**

We have started to build our curriculum and it will continue to grow over the coming weeks and months and we will provide a balance of adult-led and child-initiated activities, exploring the children's interests as well as expanding their knowledge and vocabulary through a diverse range of topics.

I have begun to introduce a core curriculum which is implemented and used year on year. This reduces the need for additional resources to be purchased, reduces planning time, identifies where activities can be made less or more challenging and enables us as a team to review termly which parts of our curriculum have achieved the desired learning goals and which areas need amending or removing.

The foundation of the curriculum will be based upon core topics relevant to each term and categorised half termly. Topic areas will be amended to tie in with the curriculum as and when required and changed in line with our current topics or if we feel that they are not producing the desired learning outcomes.

### **Plans for the coming year – focus on outside area ready for Spring/Summer:**

- Working party to be arranged on a weekend and opened up to parents and carers
- House at the top of the hill will become a book shed where children and key workers can access a variety of books. This can be adult, or child led.
- Bug hotel made from pallets to be installed in the sensory garden
- Planting area input in the sensory garden where a variety of herbs and aromatic plants will be grown.
- As the sand pit has not been covered, this will need to be emptied and re-filled ready for the summer term. We are currently looking at quotes to make a hard plastic cover to reduce the cost of emptying each year.
- New Acorn sign to be installed at the front of the Acorn building. Quotations currently being sourced.

### **Conclusion**

I would like to take this opportunity to say thank you to the whole of the Acorn team for everything they have done and continue to do for Acorn: Sonia, Tara, Lisa, Delia and Linda.

I would like to say thank you to all of our Parents and Carers who are always so supportive of our pre-school. We are very lucky to have you.

Last but not least, I would like to say a very special thank you to our trustees for all of the support and dedication they have given Acorn over the years. They have worked tirelessly for Acorn and we are extremely grateful for everything they have done for us. We will miss you tremendously.

## 5. Chair's Report – Annie Fitt

We've sadly come to the end of my term as Chair, and it's been another great year at Acorn.

Another cohort of children have started the next stage in their education at Primary school and we had another successful year with 25 new children joining us throughout the academic year in addition to our existing children, who we were very happy to welcome back after the summer holidays.

Roxanne has already covered information about the setting for the past year, so I would just like talk more generally about Acorn. We are continuing to build Acorn's place as a coveted pre-school in Welwyn and have continued to feed several schools in the local area, with our largest numbers going to Welwyn St Mary's and Oaklands. We've had positive comments about our pre-schoolers from last year settling into big school and those of us with children further into their primary school years can see the benefits the start at Acorn provided! We also have one eye to the future, as always, and the need to continue to strengthen Acorn as a "business", with solid marketing and administrative activities and actions.

Which leads me on to Fundraising.... You are probably all very aware that as a charity, Acorn is reliant on everyone's help, support and contributions, so whether it's taking part in our active fundraiser, making cakes, donating prizes or just volunteering a few hours at an event, every little helps. Thank you on behalf of the children, trustees and teachers at Acorn.

Chris will provide more details in the Treasurers report, including details of our final fundraising figure for 2022/23. This year we have held various fundraisers involving both the parents and the children, including our scavenger hunt; active fundraising challenge; children's Christmas party; children's tombola stall and the Welwyn Street market and ended the year with a summer party (that was not very sunny) organised by several of our parents. We're always looking for new ideas for fundraising, so if you have any suggestions, please let us know!

On behalf of the Trustees, I would like to say thank you to the following for their help with the fundraising events this year (apologies if I have missed anyone):

- Jess Baldwin for her never-ending help organising; rallying; promoting and selling. She has been an absolute asset to our fundraising efforts.
- Everyone who has helped or just attended an event, spread the word about events, and just helped us along the way. Clare; Jack; Iann; Kim; Amy; Becca; Charlotte; Jonathan; Julie; Katie; Laura; Liz; Marianne; Richard and Robert. And, of course, the staff and trustees.

### Staff

Last year saw several changes at Acorn with the departure of several members of our team - Angela Lumsdon; Karen Redmond and Linda McLellan (although we are overjoyed that Mrs McLellan has returned to re-claim her position of Senior Practitioner and SENCo) and the return of Amanda Birtles as interim manager.

I would like to formally thank them on behalf of everyone at Acorn, past and present, for their years of service, hard work and commitment to Acorn.

We are extremely fortunate to have had an equally wonderful new manager step into the role over the past few months. Huge congratulations to Roxanne Speede on her new role – I (and all the Trustees) know you will continue to move Acorn forward knowing it is safe in your very capable hands. Your enthusiasm, nurturing nature and clear vision will carry you through this period of change, and lead Acorn into an exciting new future.

And so to the practitioners! Including our not-so-new practitioner, Tara White, who joined over a year ago, and has settled brilliantly into the team. All the staff are wonderful - looking after the children day in and out, planning sessions with care, and working continually and with seemingly endless energy and enthusiasm. They constantly look to improve and develop the setting, create imaginative session plans, and to stay up-to-date with changes to the Early Years provision. The trustees and I would like to thank Roxanne and the team for their continuing hard work, commitment and dedication to Acorn. To all of you – Roxanne, Delia, Sonia; Lisa , Tara and Linda, you all really make Acorn the wonderful place it is, so thank you.

## **Accounts**

Chris Clements will be providing a detailed report on finances as Treasurer, but we have continued to grow the finances in the right direction over the past year, with careful management and considered reinvestment. This year has seen the large expenditure of purchasing a new roof. We have spent more this year, but with care and consideration.

We need to look at ongoing maintenance, and continually developing Acorn, whilst ensuring the finances are managed safely and with consideration of future needs and security. We are looking at improving the appearance at the front of the building and developing our sensory area and removing the existing two sheds and installing a large, insulated and lit shed to safely store our resources. None of this would be possible without the team's careful management.

On behalf of the Trustees & Staff at Acorn I would like to say a huge thanks to our Bookkeeper / Payroll Manager / Accountant – Keith Jones. Keith provides help & support in maintaining our records, submitting returns and ensuring that the teachers are paid correctly and every year we thank him for his work. We are always hugely grateful and it's been a pleasure to work with him while I've been Chair, thank you Keith.

## **And so to the Trustees...**

Many of you will know that the Trustees are the team who help run Acorn. Everything is done on a voluntary basis, so there's usually a certain amount of juggling family, work and other commitments whilst doing all that's possible for Acorn. I would like to thank the team this year – it's been great working with you all.

And so to Chris for his report, before we go to election of the new Trustees. To summarise my part, whilst it was another year of change, it's been another Outstanding one for Acorn! Thank you to everyone who has continued or started to support us over 2022 -2023 – whilst the staff and the trustees work incredibly hard, we couldn't do it without your support, or without your children. Thank you all.

## **6. Treasurer's Report – Chris Clements and Delia Alves**

### **Financial Summary for 2022-2023**

Acorn Playgroup and Pre-school started the academic year retaining the majority of our non-reception aged children who moved into our afternoon pre-school and/or full days sessions, in addition to welcoming new children and their families to the setting.

Our overall number of sessional hours being accessed were more than the previous year and the average number of hours being attended remained at a higher level than 2021-2022 for the duration of the year, resulting in a substantial increase in income for both invoiced and funded sessional fees.

In September 2022, following the stepping down of our interim manager into their previous role, Acorn recruited a temporary agency manager to cover the position until November 2022 and in the Autumn term 2022, one of our members of staff undertook redundancy. In addition, staffing costs increased in comparison to

the previous year due to staff salary/hour increases; National Living Wage increases and pension increases. These factors all contributed to higher annual staffing costs.

Outgoings which Acorn were able to reduce were monitored with strict budgets to ensure our deficit figure would be as low as possible whilst still maintaining high levels of staffing and standards of learning and developmental opportunities for our children. Our utility outgoings doubled, and our household costings increased despite the introduction of children providing their own snacks, following the increase in inflation and the nationwide cost of living crisis.

Fundraising monies were increased from the previous financial year, with the successful operation of several events and campaigns.

## FINANCIAL SUMMARY

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (1st September 2022 – 31st August 2023), and those from the 2021/22 financial year for comparison.

	<b>2021/2022</b>	<b>2022/2023</b>
	<b>£</b>	<b>£</b>
<b>INCOMINGS</b>		
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	140,875.11	161,251.19
Fundraising	3,519.66	4,929.11
Other (Petty Cash; Misc)	935.00	0
Interest	0	0
Total	145,329.77	166,180.30
<b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension	(138,457.82)	(142,618.31)
Rent and Insurance	(3,089.91)	(3,335.57)
Utilities	(3,305.30)	(6,333.61)
Building and Garden	(3,442.61)	(5,982.07)
Uniform and Book bags	(664.60)	161.24
Snack and Household	(1,855.59)	(2,789.61)
Equipment; Stationary and Craft	(4,853.48)	(3,933.88)
Professional Fees and Memberships; Staff Training	(2,999.11)	(4,312.35)
Advertising	(105.00)	(265.00)
Banking fees	(117.03)	(137.09)
Other	(335.40)	(9.50)
Total	(159,225.75)	(169,555.75)
<b>ANNUAL PROFIT/(LOSS)</b>	<b>(13,895.88)</b>	<b>(3,375.45)</b>

We wish to thank the Acorn Trustee and staffing team, for their efforts in managing our outgoings and keeping costs as low as possible in addition to their fundraising efforts. Thank you to all of our families who have helped organise; attended and supported the years events.

In addition, we would like to say a huge thank-you to Keith Jones, Acorn's accountant, for his invaluable assistance during this time.

### Finances 2023-2024:

As a charity, we do not aim to end each financial year with large amounts of profit and instead, prefer to spend our funds on improving the setting and ensuring the children enjoy the best learning experiences through quality teaching and resources.

Although Acorn returned a loss last year, reduced vastly from the previous year despite the additional staffing costs and general household increases, we are hopeful that with the continued close monitoring of our outgoings and expenditure, our financial position will be positive for the 2023-2024 academic year.

Due to the departure of two of our long-standing members of staff in the Spring and Summer terms, the Trustees agreed that we would operate at 70% capacity for the 2023-2024 academic year to accommodate the reduction in our staffing team. This will be reviewed throughout the year and amended if required.

We have agreed to offer funded places to families accessing the new working parent childcare initiatives and believe that this will lead to our younger children accessing more sessions with us. We do, however, need to remain stringent due to the national rise in utility and general household costings and expected staff cost increases.

For 2023/24 we must continue to strive to run cost effectively:

- Further our reserve funds for a potential year of increased staffing costs and utility hikes.
- Continuing our financial obligation as employers, redundancy contingency fund and pension contributions.

## **7. Election of Trustees**

All existing Trustees stepped down from their positions and attendees were invited to put themselves forward if they wanted to become a Trustee and be nominated in during the meeting. Some people who could not be in attendance at the meeting had given permission for them to be voted in in their absence. A vote took place, the outcome of which was:

*Connor Tobin – proposed to be elected as Chair*

Supported by Emma Clack

Seconded by Annie Swann

*Sacha Glasgow-Smith – proposed to be elected as Treasurer*

Supported by Delia Alves

Seconded by Jess Baldwin

*Georgia Birch – proposed to be elected as Secretary (in absence)*

Supported by Sue Clements

Seconded by Michael Clarke

*Michael Clarke – proposed to be elected as Trustee*

Supported by Connor Tobin

Seconded by Roxanne Speede

*Jana Peake – proposed to be elected as Trustee*

Supported by Delia Alves

Seconded by Connor Tobin

Connor, Sacha and Michael gave a brief introduction to themselves and why they have become Trustees at Acorn.

## **8. AOB**

It was proposed that Acorn would create a 'wishlist' of toys/books/garden equipment that the setting would like/need and this could be shared with parents. It would be helpful to understand what items are needed at which time.

Fundraising was discussed and Emma and Annie thanked Jess Baldwin for her efforts with the Active Acorns and other fundraising activities over the past few years. Roxanne and Delia spoke of planned fundraising activities such as craft mornings. A fundraising team needs to be set up as a separate body to the Trustees.

**Meeting finished at 10am**





## ACORN PLAYGROUP AND PRE-SCHOOL FINANCIAL SUMMARY

### September 2022 – August 2023

	<b>2021/2022</b>	<b>2022/2023</b>
	<b>£</b>	<b>£</b>
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Whitehill, Welwyn, AL6 9FN  
 Telephone (01438) 840132  
 Email acornwelwyn@gmail.com  
 Registered Charity Number : 1054698





## Treasurer Annual Report 2022-2023

Provided by Chris Clements and Delia Alves

**February 2024**

### Financial Summary for 2022-2023

Acorn Playgroup and Pre-school started the academic year retaining the majority of our non-reception aged children who moved into our afternoon pre-school and/or full days sessions, in addition to welcoming new children and their families to the setting.

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In September 2022, following the stepping down of our interim manager into their previous role, Acorn recruited a temporary agency manager to cover the position until November 2022 and in the Autumn term 2022, one of our members of staff undertook redundancy. In addition, staffing costs increased in comparison to the previous year due to staff salary/hour increases; National Living Wage increases and pension increases. These factors all contributed to higher annual staffing costs.

Outgoings which Acorn were able to reduce were monitored with strict budgets to ensure our deficit figure would be as low as possible whilst still maintaining high levels of staffing and standards of learning and developmental opportunities for our children. Our utility outgoings doubled, and our household costings increased despite the introduction of children providing their own snacks, following the increase in inflation and the nationwide cost of living crisis.

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We have agreed to offer funded places to families accessing the new working parent childcare initiatives and believe that this will lead to our younger children accessing more sessions with us. We do, however, need to remain stringent due to the national rise in utility and general household costings and expected staff cost increases.

For 2023/24 we must continue to strive to run cost effectively:

- Further our reserve funds for a potential year of increased staffing costs and utility hikes.
- Continuing our financial obligation as employers, redundancy contingency fund and pension contributions.

Does anyone have any questions?.

**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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# Minutes of the Annual General Meeting 2022/23

Friday 27<sup>th</sup> January 2023, 9:15am at Acorn

Attendees: Amanda Birtles (Acorn Manager), Annie Fitt (Trustee), Emma Clack (Trustee), Chris Clements (Trustee), Kayleigh Petts (Parent), Alex Clements (Parent), Rebecca Wade (Parent), Clare Miller (Parent), Gabrielle Shakeshaft (Parent), Julie Barrett (Parent), Ben Williams (Parent), Katie Brunt (Parent), Jess Richardson (Parent), Michael Clarke (Parent), Amy Clarke (Parent), Alexis Bond (Parent), Claire Marsh (Parent).

Apologies: Delia Alves (Administrator), Linda McLellan (SenCo Manager), Lara Rulton (Parent), Jess Baldwin (Parent), Hilda Knee (Parent)

## 1. Welcome

Emma Clack welcomed everyone to the AGM. A great turnout!

## 2. Apologies for Absence

Noted above.

## 3. Minutes from 2021 AGM

The minutes from last year were distributed via email to all parents and staff on 8<sup>th</sup> November 2021 and again on Wednesday 25<sup>th</sup> January 2023 with no queries raised, therefore the minutes are confirmed as read and agreed.

## 4. Manager's Report – Amanda Birtles

Review of the academic year 2021 – 2022

- This was our first full year of operating post Covid-19 lockdown. We had operated as two independent 'bubbles' for most of the previous year with staff and children operating completely independently so it was going to be a change for everyone blending back into one setting.
- In September 2021 the updates to the Early Years Foundation Stage came into effect, another change for the Acorn team.
- In September a new manager started at Acorn who had been recruited from outside of the setting unfortunately she left at the end of November 2021.
- In January 2022, our Deputy Linda McLellan stepped up as Temporary Manager with Angela Lumsdon and Karen Redmond becoming our Deputies. They all did a sterling job working together running the setting to the end of the academic year.
- We had high levels of Covid and general illness in the setting throughout the year affecting both children and staff. Clearly everyone's immunity levels were lowered due to lockdown restrictions.
- The number of children attending settings had dropped following parents' worries of sending young children into early years settings. Acorn's numbers were lower than pre-Covid-19 years.

## Focus for the year ahead

- Development of the inside learning space to create a more neutral calming environment.
- Continuing to focus on quality over quantity of resources and equipment both for inside the classroom and in our garden.
- Develop specific areas of learning in the garden.
- Continue to enhance the extended learning for our pre-school children.
- Replace the old gross motor skill toys in the garden.
- To have a wonderful year full of fun and learning!

## 5. Chair's Report – Annie Fitt

### Welcome / Introduction

Firstly, a big “thank you” to all the Acorn staff, Trustees, fundraisers and parents for another successful year at Acorn despite being another very challenging 12 months with lots of change. We started the academic year in September 2021 with a new manager who we had externally recruited when Mrs Birtles retired for the first time. Unfortunately, our new appointment was not successful in her probationary period and we said goodbye in November 2021. By January 2022, the Acorn team had agreed to step up and we had 3 deputy managers running the setting to ensure we could stay open and operate. The team did a fantastic job of keeping the children safe and happy during what was a very difficult academic year for the setting. We would like to thank Mrs McLellan and Mrs Redmond for all their hard work. Mrs Lumsdon is no longer working with us but without her support we would not have been able to remain open.

### Numbers in attendance

We started the 2021 academic year concerned about the number of children at the setting, predominantly caused by the pandemic. September 2021 saw numbers less than at the same time in previous years and the deputy managers and Trustees had a plan in place to address this. We introduced new uniform so that the children were more visible in the local area, we had a real drive on our social media (Facebook), we had new signs added to the external setting and we held more open days than in previous years. The key factors in numbers returning however was the increase in parents returning to work – either hybrid or in the office – and also the normalisation of sending children back to preschool and playgroups following the pandemic.

The key to a successful operation at Acorn is not necessarily the number of children at the setting but the hours that the children are here, which is our key driver. This coming year we aim to have more 2 year olds in the morning sessions and 3-4 year olds in the afternoon as post-pandemic the age group structure became a little sporadic.

### Fundraising

2020-21 was a tricky year for fundraising and the focus from the Trustees was on ensuring the operational and financial stability of the setting in the day-to-day running. The Mature Oaks fundraising group raised a fantastic £1,000 for Acorn by running/walking/cycling throughout December 2021 -a big thank you to Jess Baldwin who organises these annual challenges and gets us moving during the Xmas period. Jess and the Mature Oaks have raised over £4,500 in the past 3 years for Acorn which is amazing, thank you. The staff also held a Mother's Day tea which was a great success. Thank you to everyone who supported this.

If any parents or carers would like to start up a fundraising group, or hold a fundraising activity then you are very welcome to do so - we can help you with planning and advising on what has worked well in the past.

## **The year ahead**

The focus for us in 2022-23 is the stability of our management team and ensuring that we have a development pathway for staff who want to progress to deputy manager and manager. Amanda Birtles has returned on an interim basis whilst we focus on developing the team and ensuring we have the right people in place at Acorn. The Trustees are confident that we are building a team for the future and that the work we are doing now will ensure the successful running of the setting for many years to come.

We would like to thank Mrs Birtles for coming out of retirement to support Acorn and ensure it continues to meet the high standards that our children and parents expect.

## **6. Treasurer's Report – Chris Clements and Delia Alves**

### **Financial Summary for 2021-2022**

Acorn Playgroup and Pre-school started the academic year retaining most of our non-reception aged children who moved into our afternoon pre-school/full days sessions, in addition to welcoming new children and their families to the setting.

Acorn faced deficits to our expected income for the Autumn term 2021 impacted by the loss of several new starters due to the change in family circumstances. Our overall number of sessional hours being accessed were less than the previous year and the expected average remained at a lower than desired level for the duration of the year.

Our income and expenditure were also impacted from the previous year by the reduction in government financial support, following the Covid-19 pandemic, with both staff furlough payments and County childcare additional funding payments being completely removed. This contributed to an increase in staffing costs and a reduction in childcare income. In addition, staffing costs increased in comparison to the previous year due to staff salary/hour increases; National Living Wage increases and pension increases. These factors had been accounted for and financial planning had been carried out previously to ensure our reserves were sufficient to cover the proposed losses and it was an expectation that the effects of the Covid-19 pandemic would be financially faced in this academic year.

Outgoings which Acorn were able to reduce were monitored with strict budgets to ensure our deficit figure would be as low as possible whilst still maintaining high levels of staffing and standards of learning and developmental opportunities for our children.

Fundraising efforts were maintained with the successful operation of several fundraising events and campaigns and utility expenses were reduced by the resolution of an overpayment issue by one of our utility suppliers.

### **FINANCIAL SUMMARY**

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (1st September 2021 – 31 st August 2022), and those from the 2020/21 financial year for comparison.

(see overleaf)

	<b>2020/2021</b>	<b>2021/2022</b>
<b>INCOMINGS</b>	<b>£</b>	<b>£</b>
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	159,834.35	140,875.11
Fundraising	3,645.05	3,519.66
Other (Petty Cash; Misc)	2,590.00	935.00
Interest	0	0
<b>Total</b>	<b>166,069.40</b>	<b>145,329.77</b>
<b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension	(131,480.22)	(138,457.82)
Rent and Insurance	(2,326.35)	(3,089.91)
Utilities	(5,118.67)	(3,305.30)
Building and Garden	(8,717.97)	(3,442.61)
Uniform and Book bags	(133.35)	(664.60)
Snack and Household	(1,741.38)	(1,855.59)
Equipment; Stationary and Craft	(10,870.50)	(4,853.48)
Professional Fees and Memberships; Staff Training	(3,417.14)	(2,999.11)
Advertising	(105.00)	(105.00)
Banking fees	(122.40)	(117.03)
Other	(1,440.25)	(335.40)
<b>Total</b>	<b>(165,388.23)</b>	<b>(159,225.75)</b>
<b>ANNUAL PROFIT/(LOSS)</b>	<b>596.17</b>	<b>(13,895.88)</b>

We wish to thank the Acorn Trustee and staffing team, for their efforts in managing our outgoings and keeping costs as low as possible during a financially difficult year in addition to their fundraising efforts. Thank you to all of our families who have helped organise; attended and supported the years events.

In addition, we would like to say a huge thank-you to Keith Jones, Acorn's accountant, for his invaluable assistance during this time.

#### **Finances 2022-2023:**

As a charity, we do not aim to end each financial year with large amounts of profit and instead, prefer to spend our funds on improving the setting and ensuring the children enjoy the best learning experiences through quality teaching and resources.

Although Acorn returned a loss last year, we are hopeful that with the continued close monitoring of our outgoings and expenditure, our financial position will be more positive for the 2022-2023 academic year.

We have seen a large increase in our number of children and their hours being accessed with many of our sessions currently being at maximum/near maximum capacity. We do, however, need to remain stringent due to the national rise in utility and general household costings and expected staff cost increases.

For 2022/23 we must continue to strive to run cost effectively:

- Further our reserve funds for a potential year of increased staffing costs and utility hikes.
- Continuing our financial obligation as employers, redundancy contingency fund and pension contributions.

## **7. Election of Trustees**

All existing Trustees stepped down from their positions and attendees were invited to put themselves forward if they wanted to become a Trustee and be nominated in during the meeting. No attendees came forward so the proposal was motioned that the previous Trustees would be re-elected to their positions. A vote took place, the outcome of which was:

*Annie Fitt – proposed to be re-elected as Chair*

Supported by Amanda Birtles

Seconded by Chris Clements

*Chris Clements – proposed to be re-elected as Treasurer*

Supported by Gabrielle Shakeshaft

Seconded by Julie Barrett

*Emma Clack – proposed to be re-elected as Secretary*

Supported by Alex Clements

Seconded by Chris Clements

*Kayleigh Petts – proposed to be re-elected as Trustee*

Supported by Amanda Birtles

Seconded by Amy Clarke

A number of parents asked for further information on becoming a Trustee and they will be invited to the next Trustee meeting after Feb half term to see what the role entails. We will hold an SGM later in the year to vote in new Trustees.

## **8. AOB**

Questions re: Government funding and notice given by the Government, and who the EY section is in the Council who set the funding.

Chris confirmed that Central Government allocate a pot to local Government, who then decide on funding levels. They could give EY settings as little as 1 month's notice. We are waiting to hear from the local Council as to what funding levels will be for 2023 onwards.

**Meeting finished at 10am.**



**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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# Acorn Playgroup and Pre-school

## Annual General Meeting 2021

### Manager's Report

Here we are at my first AGM as Manager of Acorn. I would like to start by thanking everyone for making me feel so welcome over the past 6 months. I hope we have managed to carry out the smooth transition that we had hoped for.

#### Summary of the past year

At the start of the academic year - September 2020, we were all mid pandemic with Acorn split into bubbles under the leadership of Mrs Birtles. Although the bubbles greatly reduced the resources available to the children, it was the only way Acorn could reduce the risk of transmission and safeguard against full closure. It was a tough time for everyone; the staffing team were split in two, parents couldn't come into the setting and the children were kept apart.

In April I joined the team for a term long induction, and from May half term we collapsed the bubbles, bringing all of the children and staff back together. We managed to celebrate our leavers in July with a party and graduation and, although we couldn't have the party in the park we originally planned, the children had an amazing time.

#### Where are we now?

Since September 2021 we have welcomed the opportunity to ease many of the coronavirus restrictions, bringing back lots of the activities previously put on hold. The revision of the EYFS has brought about many changes to the statutory framework and learning and development guidance, with a focus on reducing paperwork for staff and also writing our own curriculum. We have started to build our curriculum and it will continue to grow over the coming weeks and months; we have already introduced new Tennis sessions on a Wednesday afternoon and have plans to include learning opportunities such as chick hatching and the butterfly experience. We will provide a balance of adult-led and child-initiated activities, exploring the children's interests as well as expanding their knowledge and vocabulary through a diverse range of topics.

Coronavirus is still very much a part of life at Acorn; we continually manage the threat of coronavirus on a daily basis within the setting, monitoring for symptoms and ensuring the setting maintains a high standard of cleanliness.

We have welcomed 15 new children so far this term, which is lower than we have seen over previous years. We suspect this is the impact of coronavirus and will need to pay close attention to our finances to make sure Acorn continues to be financially stable.

#### Plans for the coming year

We are hoping to be able to invite Parents in again for our Parents Evening on Thursday 25<sup>th</sup> November.

Fundraising projects will recommence from this half term with a Bag2school collection planned for 17<sup>th</sup> November, and plans are being made for a Christmas event for the children in December. The staff have volunteered to run an event each term and we are building a team of parent volunteers to run additional projects alongside these.

With funds raised we will continue to develop the garden area, enhancing the sensory garden and freshening up the fences. The kitchen appliances also need replacing and an additional sink fitted for hand washing.

We have new signs being fitted to the front of the building and the foot entrance to the car park. This will help increase Acorn's kerb appeal and help us stand out to the local community. We will then carry out some marketing in the local area to raise Acorn's profile and increase our occupancy.

#### Conclusion

I would like to take this opportunity to say Thank you to the whole of the staff team for everything they have done for Acorn over the past year: Amanda, Linda, Delia, Karen, Angela, Abbie, Sonia, Lisa, Roxanne and Chloe.

Amanda, our previous manager, retired at the end of last term and we wish her a very happy retirement.

Thank you to our trustees for all of their support, for donating their time and also giving me the opportunity to be a part of Acorn.

Last but not least, I would like to say Thank You to all of the Parents and Carers who have been so understanding about the changes in procedures due to covid, including the many times we have had to call and request a PCR test be taken.



## Treasurer Annual Report 2020-2021 Provided by Chris Clements and Delia Alves

### November 2021

#### Financial Summary for 2020-2021

Acorn started the academic year with most of our non-reception aged children moving into our pre-school/full days sessions, in addition to welcoming new children and their families to the setting. Acorn did, however, face deficits to our expected income and expenditure for the Autumn term 2020 impacted by the loss of several new starters and reductions in previously requested sessional hours due to change in financial circumstances. Our overall number of sessional hours being accessed were less than in previous years although they returned to normal by the summer term 2021.

Hertfordshire County Council offered all early years providers the ability to match the funding they received in the summer term 2021 for the Autumn term 2021, to reduce the financial impact of the pandemic. This allowance contributed to a slight increase in total childcare income received during the 2020/21 financial year.

September 2020 also began with the re-opening of Acorn to all our children. Following government Covid-19 guidance and a thorough review of our risk assessment policy, Acorn was split into two bubbles – one for our 2–3-year-old children and the other for our 3–4-year-old children. The split carried a large financial cost as both bubbles had to be suitably staffed; maintained; fully equipped and resourced to ensure all areas of the children's learning development were being effectively accommodated. Acorn were, in effect, running two settings within the one building. We also had to re-design our external area to ensure the safe social distancing of parents, children and staff during busy times.

Staffing costs increased significantly in comparison to the previous year. This was due to several factors: - the reduction in furlough payments received; additional manager salaries to ensure the smooth transition from Amanda Birtles to Alison Whelan; staff salary increases; the employment of a former student; National Living Wage increases and pension increases. All these factors had been accounted for and financial planning had been carried out previously to ensure our reserves were sufficient to cover the additional outlay.

Acorn invested heavily in the outdoor area – resurfacing the once muddy and often unusable grass hill, sensory garden, the purchase of large pieces of outdoor play equipment and new wet suits for each child to promote the use of the outdoor space. This had always been a long-term goal and thanks to careful financial planning in the previous year we were finally able to bring the plans to fruition.

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (30<sup>th</sup> September 2020 – 1<sup>st</sup> August 2021), and those from the 2019/20 financial year for comparison.

	<b>2019/2020</b>	<b>2020/2021</b>
	<b>£</b>	<b>£</b>
<b>INCOMINGS</b>		
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	158,282.96	159,834.35
Fundraising	3,328.02	3,645.05
Other (Petty Cash; Misc) *2019/20 includes uniform profit	*871.06	2,590.00
Interest	48.72	0
<hr/>		
Total	162,530.76	166,069.40
 <b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension	(104,877.73)	(131,480.22)
Rent and Insurance	(1,974.50)	(2,326.35)
Utilities	(6,318.41)	(5,118.67)
Building and Garden	(3,953.99)	(8,717.97)
Uniform and Book bags	(358.10)	(133.35)
Petty Cash	(343.85)	
Snack and Household	(1,341.70)	(1,741.38)
Equipment; Stationary and Craft	(7,378.02)	(10,870.50)
Professional Fees and Memberships; Staff Training	(4,013.74)	(3,417.14)
Advertising	(130.00)	(105.00)
Banking fees	(75.86)	(122.40)
Other	(0)	(1,440.25)
<hr/>		
Total	(130,765.90)	(165,388.23)
 <b>ANNUAL PROFIT/(LOSS)</b>	 <b>31,764.86</b>	 <b>596.17</b>

Although Acorn returned a small profit last year, we needing to ensure that our costings for at least the next year are tightly managed. We have again seen a reduction on the number of sessional hours being accessed, however, this is continuing to steadily increase week on week. The end of the government's furlough scheme may also see another increase in staffing costs this financial year, but we will continue to closely monitor our outgoings and expenditure.

As a charity, we do not aim to end each financial year with large amounts of profit and instead, prefer to spend our funds on improving the setting and ensuring the children enjoy the best learning experiences through quality teaching and resources.

We want to thank the Acorn team, for their efforts in not only continuing to keep Acorn operating during an exceptionally difficult time but for effectively managing our outgoings and keeping costs down. Thank you to our fantastic team of trustees for striving on with their fundraising efforts even in the face of a national pandemic where social events and interactions were simply not possible. We are extremely grateful for the hard work of all of the Acorn team.

In addition, we would like to say a huge thank-you to Keith Jones, Acorn's accountant, for his invaluable assistance during this time.

#### **Finances 20201-2022:**

For 2021/22 we must continue to strive to run cost effectively:

- Further our reserve funds for a potential year of increased staffing costs and utility hikes.
- Continuing our financial obligation as employers, redundancy contingency fund and pension contributions.

Does anyone have any questions?.



## Minutes of Special General Meeting (SGM) Wednesday 1<sup>st</sup> December 2021, 7:30pm via Zoom

**Attendees:** Linda McLellan (Deputy, Acorn), Emma Clack (Secretary), Annie Swan (Trustee), Kayleigh Petts (Parent), Amanda Birtles, Roxanne Speede (Staff member, Acorn)

**Apologies:** Chris Clements (Treasurer), Claire O'Connell (Chair), Delia Alves (Staff member, Acorn)

### Welcome

Emma Clack opened the meeting by welcoming everyone to the SGM and reminding all present that the SGM was called at the AGM on 2<sup>nd</sup> November 2021, when all present agreed to carry over agenda item 7 (nomination of Trustees) to a SGM in light of changes taking place at the setting

### Nomination of Trustees

All current Trustees stepped down from their role as per the Constitution.

Emma asked if there were any nominations for the role of Chairperson. Annie Fitt confirmed that she would take on this post with immediate effect. Annie was nominated by Linda McLellan and seconded by Emma Clack.

Emma asked if there were any nominations for the role of Secretary and expressed an interest in the role. Emma was nominated by Roxanne Speede and seconded Kayleigh Petts.

Emma asked if there were any nominations for Treasurer and confirmed that in his absence, Chris Clements had declared he would like to be nominated for the role. Annie Fitt nominated Chris for the role and Linda McLellan seconded this.

Emma asked if there were any nominations for the role of General Trustee – Amanda Birtles and Kayleigh Petts expressed interest. Amanda was nominated by Kayleigh and seconded by Annie. Kayleigh was nominated by Emma and seconded by Roxanne Speede.

### Confirmation of Trustees

The Acorn Playgroup and Pre-school Trustees from 1<sup>st</sup> December 2021 until the AGM in Autumn Term 2022, are therefore confirmed as:

Chair – Annie Swan  
Secretary – Emma Clack  
Treasurer – Chris Clements  
General Trustee – Amanda Rutherford-Birtles  
General Trustee – Kayleigh Petts

The Trustees would like to thank Claire O'Connell for her work as Chairperson for the past two years.

**Meeting closed at 7:45pm**

**ACORN PLAYGROUP AND PRE-SCHOOL**

England & Wales - Charity number 1054698

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# Accounts

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# Acorn Playgroup and Pre-School

Whitehill, Welwyn, AL6 9FN

Telephone (01438) 840132

Email [acornwelwyn@gmail.com](mailto:acornwelwyn@gmail.com)

## Minutes of Annual General Meeting

Thursday 15<sup>th</sup> October 2020

8pm online

Attendees: Amanda Birtles (Acorn Manager), Delia Alves (Acorn), Claire O'Connell (Trustee), Emma Clack (Trustee), Liz Ward (Parent), Jana Peake (Parent), Chris Clements (Parent), Annie Swan (Parent)

Apologies: Kim Hatt (Trustee), Lauren Walker (Trustee), Mrs McLellan (Deputy Manager)

### 1. Welcome

Amanda Birtles welcomed everyone to the meeting, Acorn's first online AGM.

### 2. Apologies for Absence

Noted above.

### 3. Minutes from 2018 AGM

The minutes from last year were distributed via email to all parents and staff on 27<sup>th</sup> October 2019 and again on 14<sup>th</sup> October 2020 with no queries raised, therefore the minutes were confirmed as read and agreed.

### 4. Manager's Report – Amanda Birtles

What a year we have had in 2020, we have almost forgotten about September to December 2019.

This time last year we were worrying about our impending Ofsted Inspection, planning on how we could enhance the garden whilst looking forward to our first whole year of running at full capacity. We were really looking forward to the year ahead. Never, ever did we anticipate that within six months such a catastrophic event as the coronavirus pandemic that would change everything.

I have written a full account of our actions to date with regards to Coronavirus at the end of this report. We are still 'in the thick of it' regarding the virus and I anticipate we will continue to be for the next 12 – 18 months. So for the time being, we need to continue to manage the threat of coronavirus on a daily basis within the setting, pay close attention to our finances to make Acorn is as robust as we can make it and always look ahead to the future.

Looking back to the start of last year everything was very positive; we had an excellent team of experienced staff, we were running at full capacity, we were planning lots of fundraising events with focus on building the Acorn community as well as raising funds. We were beginning our long term plan to raise funds to enhance our building and eventually replace all of our building with a more permanent one as well as

continuing with our short term plan of developing the garden. Things were looking good, our finances were looking excellent and the Trustees and I were hopeful for the year ahead.

In the setting, we changed our afternoons by adding outings to the local area, sports activities and cooking to enhance the experiences of our pre-schoolers which was a great success. We went on trips to the village, went on walks around the local area and playing fields incorporating the EYFS in all the activities with the focus on making learning fun and interesting for the children. The children particularly enjoyed the cooking activities and proudly took home what they had made at the setting. The apple turnovers were a particular success for children and staff alike!

We have always focused on the development of language, communication, interpersonal, listening, play, exploration and thinking skills at Acorn. Last year we enhanced our communication development by expanding our use of Makaton within the setting and introduced a new sign every week. We introduced a weekly story for our pre-school children which we extended with supporting activities in the setting. Our playgroup children continue to develop their language and communication skills through music, song and dance time in the morning. We all really enjoyed the new 9 o'clock "Shake and Wake" music that got our blood pumping and ready for the day ahead.

We had a great Christmas with a pre-school Christmas concert that was amazing and enjoyed by all the parents and carers. The Christmas Fair was a huge success and enjoyed by everyone who attended. We ended the term on a high, little did we know what was coming in 2020.

The New Year started and we began to hear of the coronavirus outbreak in China but it seemed far away and not something we should worry particularly about. Our term started well and all was settled at Acorn. We were constantly thinking of our Ofsted inspection, hoping that we had understood the new inspection criteria and could achieve another Outstanding Provider report. Every time the phone rang we worried that it was the dreaded one informing us of their visit. Eventually on February 3rd we got the call. No matter how much we strive to make Acorn the best we can, and we believe that we have, having an Ofsted Inspection is terrifying for all the staff. The inspector was very hard to read and we genuinely did not know how we had done until she announced it at the end of the inspection. But, we did it! Outstanding in all areas with no recommendations for changes to our practice. We were all so proud of what we had achieved. We always take great pride in how we operate as a setting and pride ourselves that the care, teaching and the nurture we give to all of the children in our care is to the highest standard that we can provide. Ofsted confirming that with our outstanding rating was amazing and important for our families; they need to be reassured that their decision to leave their children in our care was the right one and know that we are being judged by an outside agency on how we deliver our care.

So Acorn was Outstanding, again.

Never did we think that we would writing to parents informing them of Acorn closing for most of our children. Please read the Coronavirus section below for life at Acorn from the end of March 2020 until re-opening to all children in September 2020.

So what is next for Acorn over the next academic year? Most definitely challenging for everyone and Acorn is no exception. We have been told by local government that they will honour payments for funded children for this year which enables us to plan financially for the year ahead. We should be running at approx. 90% capacity from September 2020 to July 2021 but things do change, so we monitor this very closely. However, if capacity remains as it is now, we will be stable for this year. We did lose some children at the start of the term where parents were hesitant to start their child at any setting in the current climate and some parents had to reduce their hours due to Furlough. Last year through careful financial management we made a healthy profit which we planned to use for our medium and long term goals of developing our outside area and beginning to save for expanding or purchasing a new building. These goals may have to be postponed and this money placed in reserve to support Acorn if things change in the next 12 – 18 months bring. If we continue as we are, we are unlikely to need it but in these uncertain times it is good to have the stability that this money provides for Acorn.

Our focus is to continue to provide the outstanding care that we always have, deal with the ever changing climate of Coronavirus, keep smiling, keep looking to the future and keeping safe.

## **Conclusion**

I am going to repeat what I wrote last year about the Acorn team as I think it says it all for me. Acorn is made up of a group of dedicated, enthusiastic, committed, caring, professional, thoughtful, interested and on occasion slightly whacky team of individuals who make it the unique setting that it is. They make Acorn the outstanding setting that it is. Especially now, working in the current climate of coronavirus where it is stressful and really hard work but everyone has been incredible at trying to keep us all safe during this very demanding time. Thank you to Linda McLellan, Karen Redmond, Abbie Pearce, Delia Alves, Lisa Johnson, Angela Lumsdon, Sonia Wilsher, Roxanne Mann, Hazel Wright, Ann Duffett and Lesley Jordan. Lesley, our cleaner, retired during coronavirus and we hope that she is enjoying her retirement with her family and grandchildren.

I could not have managed the impact of Acorn's closure due to coronavirus without the support and help of Claire O'Connell (Chair) and Emma Clack (Secretary), thank you for supporting me during the scariest time of my career. Linda McLellan and Delia Alves were a constant support to me during our partial closure and continue to be during this pandemic, thank you.

The ongoing support of all the Trustees is essential to Acorn and they all do a super job supporting me and organising fundraising events, without you we would not be here, thank you.

Parents, thank you for entrusting your children in our care and supporting Acorn in all its endeavours.

Amanda Birtles, Manager

## **Coronavirus**

Coronavirus meant that we had to do something that we had never anticipated; closing Acorn to all but a few children during the country wide lock down. It was with a heavy heart I wrote to parents about the closure of Acorn but we needed to follow government policy and support the NHS. We remained opened during this time with a 'skeleton staff' for children whose parents were key workers. It was a surreal and scary experience it felt like the entire world was on hold but we were working as 'normal'. But we were proud to be able to support our Key Workers. Thank you to Sonia Wilsher, Delia Alves and Linda McLellan for working with me at Acorn during this time.

As a setting we are used to reading and embedding government guidelines in our everyday practice but normally local government provides us information from central government in the form of a draft document, we look through it, ask questions during the consultation period, then receive training or guidelines on how this will impact our practice before we then implement the changes.

This was not the case at this time. On a daily basis, coronavirus updates were emailed directly from central government, they could be amended within the next hour, sometime several times a day and actions needed to be implemented immediately. We became addicted to our phones checking for updates and changes to give us guidance on what to do and how to do it. Local government were given information at the same time as us and we could not rely on getting updates from them in time.

We had to adapt our practice before to we -opened to a few more children in June. Staff were given training about identifying children whose mental health had been affected by being in lock-down as well as identifying possible symptoms of abuse. We thoroughly reviewed how we would operate and ensured that we all understood and could work with the controls that we had put in place to minimise risk within the setting. At this time we welcomed Karen Redmond and Angela Lumsdon back into the setting. Although we were apprehensive about opening to more children, we were confident that we had put every control measure that we could to keep the children, staff and parents safe these were recorded in our comprehensive risk assessment. It was really good to re-open for the children, staff and parents. It enabled us to test our control measures which were robust and worked well. It enabled children who were starting primary school in September to return to the setting which helped their emotional wellbeing and

Acorn Playgroup and Pre-School

Registered Charity Number 1054698

social skills. Parents reported that their children's behaviour and general demeanour had improved once they returned to school.

Then we had to wait for government guidelines on if we would open and how we would operate if we opened to all children in September 2020.

However, we knew that we were unlikely to be given these guidelines from government in a timely manner, so we started our own plan on how we could re-open for all of our children.

We devised two bubbles, using two separate parts of the classroom and two separate parts of the garden with two separate teams of staff. Why? Separating the two bubbles means that if we have an outbreak in one, we can hopefully keep the other one open. We also were able to provide a very high ratio of staff for our 2 year old playgroup children who would need more support on personal hygiene which was essential to minimise transmission of any virus within the setting. We wanted to try to keep children at Acorn as much as possible.

Thank goodness we had planned because Government Guidelines were sent out one week before we opened, if we would have waited for these before we planned how to operate it would have been disastrous with a much less organised start to the term.

It has been a real test for us as a setting. We've had to make major adjustments in most areas of our operation and communication is a challenge for everyone. However, things are settling down and we are finding a way to work that feels a little bit like normal.

It is stressful for staff though, constant monitoring of children for signs of COVID; new coughs, raised temperatures and general symptoms of illness coupled with ensuring that they wash their hands more frequently, don't touch their faces, wash their hands after coughing and sneezing is exhausting and takes its toll on everyone.

Autumn term is also the term when we see the most cases of general illness within the children and therefore staff and older children get their MMR and 4-in-1 pre-school booster immunisations. This has added yet another level of challenge for staff trying to monitor who is showing signs of possible coronavirus. We are not able to determine whether a child is presenting with Coronavirus/ a simple cold or reacting to their immunisation, all we know is that after two attempts within 20 minutes a child in our care has a raised temperature. All we can do is follow our Risk Assessment, in line with government guidelines, and send the child home and ask for them to be tested and request that the household follow government guidelines 'on suspected cases of coronavirus within a household'. It can be frustrating for parents but ultimately we all want to keep our family, friends, children, parents, carers and staff at Acorn safe and only be following government guidelines with we achieve this.

All the while, we are trying to run as 'normal' a session as we can to support, nurture and teach all the children in our care.

Everyone is absolutely exhausted at the end of the week.

The staff are doing an amazing job in very challenging circumstances.

Everyone is trying to keep positive, keep smiling and continuing to look to a better future. If we all work together with a little patience, understanding and think about others as well as ourselves, we will get through this together.

Amanda Birtles, Manager

15th October 2020

## **Chair's Report – Claire O'Connell**

### **Welcome/ Introduction**

Firstly a big "thank you" to all the team and trustees for another successful year at Acorn despite being one of the most challenging, if not the most challenging, that we have experienced as a setting. The dedication from Mrs Birtles and the staff team has been incredible so a huge 'thank you' to them all. Thank you also to the families that have supported Acorn over the year and especially over the past 6 months or so.

Donations, messages of support and for embracing the 'new normal' operations and practises that Acorn have had to set out to keep us all safe.

A special mention to Kim Hatt, who after many years supporting Acorn officially has decided to step down as treasurer. Thank you to Kim, and we hope she will continue to support our fundraising events. We are also sad to say goodbye to Lauren Walker who has been part of the trustee team for the past year. Thank you both for all your support.

### **Covid19**

This year's report could not happen without the mention of the pandemic which has shaped the year and will continue to shape the lives of our children. A huge amount of effort and research has gone into reworking the way Acorn operates and I am delighted that due to the stringent system and cleaning operations all staff and children are able to stay safe and healthy within the setting.

### **Ofsted**

The absolute highlight of the past year has of course been our Ofsted inspection and following report which graded Acorn as an 'Outstanding' setting. Mrs Birtles and the team have worked incredibly hard to maintain the standards and opportunities for the children so we are delighted for the recognition again from Ofsted. I think we can all agree it is a magical place to play and learn.

### **Waiting list**

Mrs Birtles and Mrs Alves regularly review our numbers and waiting list to ensure the stream of new families applying for and entering Acorn is a smooth process. We have managed to meet all the requests from parents for this term and next already and have some spaces left.

### **Fundraising**

The committee have raised a total of £3.6k in the last year through successful events and kind donations from individuals, which given that we were only an operational fundraising team for 6 months of the year is a fantastic amount!

Our most successful events were the Halloween/Autumn scavenger hunt and the Christmas fair. The Halloween scavenger hunt will be operating as usual again this month.

Sadly, we are not in a position to host a physical Christmas fair this year but we do have lots of ideas and plans in place for virtual events and activities for the children within the setting. The fun will go on!!

### **The future of Acorn/The year ahead**

As you will see from the financial statement, Acorn is in a very good position financially and has survived the recent loss of earnings through fees etc, incredibly well. Moving forward we have a healthy pot to be able to look into renovations for the building and continuing with plans for an extension and a separate staffroom/kitchen area.

## 5. Treasurer's Report – Delia Alves & Kimberley Hatt

### Financial Summary for 2018-2020:

Acorn started the academic year again continuing to thrive, with the majority of our playgroup children moving into our pre-school/full days sessions in addition to welcoming lots of new children and their families to the setting.

We were then faced with the national forced closure of educational settings on 20<sup>th</sup> March 2020 due to the Covid-19 pandemic – an event we could never have foreseen or accounted for. The closure of Acorn over this period undoubtedly had a financial impact on our year end profit with an approximate loss of £14,000 in invoiced fees for the Summer term, however, with extremely careful financial planning in addition to managing the opening of Acorn with a minimal number of staff for the duration of the lock down period, we are pleased to announce that Acorn managed to report a profit of just over £31,000 at the end of the financial year.

We have included a summary of Acorn Playgroup and Pre-school's finances over the last financial year (30<sup>th</sup> September 2019 – 1<sup>st</sup> August 2020), including those from the previous financial year for comparison for a more in-depth view of both our incoming and expenditure.

	2018/2019	2019/2020
	£	£
<b>INCOMINGS</b>		
Fees (Hertfordshire County; Invoice; lunch club; reg fees)	139,845.52	158,282.96
Fundraising	6,001.68	3,328.02
Other (Uniform; Petty Cash)	430.00	871.06
Interest	60.00	48.72
<b>Total</b>	<b>146,337.21</b>	<b>162,530.76</b>
<b>OUTGOINGS</b>		
Wages; NI; Tax; Staff pension; (Furlough 2020 only)	(107,726.65)	(104,877.73)
Rent and Insurance	(3,974.89)	(1,974.50)
Utilities	(6,002.35)	(6,318.41)
Building and Garden	(19,984.82)	(3,953.99)
Uniform and Book bags	(148.25)	(358.10)
Petty Cash	(205.36)	(343.85)
Snack and Household	(1,965.81)	(1,341.70)
Equipment; Class and Office Stationary and Craft	(6,448.32)	(7,378.02)
Professional Fees and Memberships; Staff Training	(1,204.17)	(4,013.74)
Advertising	(215.00)	(130.00)
Banking fees	(91.42)	(75.86)
Other	(0)	(0)
<b>Total</b>	<b>(147,967.04)</b>	<b>(130,765.90)</b>
<b>ANNUAL PROFIT/(LOSS)</b>	<b>(1,629.83)</b>	<b>31,764.86</b>

Although Acorn returned a profit last year, we have already faced several deficits to our expected income and expenditure for the current financial year. The loss of a number of new starters and reductions in previously requested sessional hours due to change in financial circumstances; the expense of facilitating the staffing and resourcing of two separate classrooms; the ongoing threat of the Covid-19 pandemic and the closure of the government's furlough scheme at the end of this month result in Acorn needing to ensure that our costings for at least the next two financial years are tightly managed.

As a charity, we do not aim to end each financial year with large amounts of profit and instead, prefer to spend our funds on improving the setting and ensuring the children enjoy the best learning experiences through quality teaching and resources. Whilst the profits from the 2019/20 financial year will be retained as an indemnity in case of further income reductions caused by the current pandemic, any remaining funds will be saved towards our long-term goal of replacing the current Acorn building.

We would like to thank Amanda Birtles and the Acorn team, for their efforts in not only continuing to keep Acorn operating during an exceptionally difficult time but for effectively managing our outgoings and keeping costs down. Thank you to our fantastic team of trustees for striving on with their fundraising efforts even in the face of a national pandemic where social events and interactions were simply not possible. We are extremely grateful for the hard work of all of the Acorn team.

In addition, we would like to say a huge thank-you to Keith Jones, Acorn's accountant, for his invaluable assistance during this time.

### **Finances 2020 -2021:**

For 2020/21 we must continue to strive to run cost effectively:

- Further our reserve funds in the event of another forced closure
- Purchase of additional equipment and services to complete the renovation of our outdoor area
- Refresher training for teaching staff
- Continuing financial obligation as employers, redundancy contingency fund and pension contributions.
- Increase in staffing levels and costs associated with the operation of separate teaching areas within Acorn.

## **6. Election of Trustees**

Amanda Birtles confirmed that Acorn are looking for new trustees to join the team. All current trustees who wished to remain could nominate themselves and be seconded. Amanda also invited any new trustees to come forward or to express an interest and ask any questions. It was confirmed that Kim Hatt and Lauren Walker would step down in their role as trustees but would continue to support fundraising events.

The new trustee team for 2019/2020 were confirmed as:

- Claire O'Connell – seconded by Emma Clack – position of Chairperson
- Emma Clack – seconded by Amanda Birtles – position of Secretary
- Chris Clements – seconded by Delia Alves – position of Treasurer
- Annie Swan – seconded by Claire O'Connell - General Trustee
- Liz Ward – seconded by Annie Swan – support role in fundraising
- Jana Peake – seconded by Liz Ward – support role in fundraising

## **7. AOB & Questions**

A question was raised for Amanda Birtles re: the Ofsted inspection and learnings from the inspection and result. Amanda confirmed that the setting was already in the process of changing ways of working for staff i.e. not working unpaid out of hours, and that Ofsted were happy with that progress. In addition, the setting were already focussing on each child as a unique child before February. Amanda discussed safe recruitment of staff which has always been important to the setting. It was acknowledged that more work could be done on home learning following the experiences of this year and the unprecedented closure.

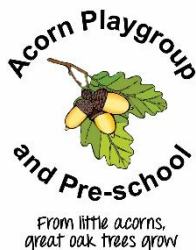
A question was raised for Amanda Birtles re: how to get sight of families who may have increased worry and anxiety following the coronavirus pandemic. Amanda confirmed that the Key Person role was critical to

all children at the setting and that the wellbeing of all children is discussed weekly between the Key Person and Amanda to ensure any potential issues are addressed, if they are known. Acorn promotes Families First to parents if needed and will do more work on promoting this service.

A question was raised re: parents evening being held on Zoom. All agreed that parents evening was a positive event and should continue to happen. Amanda stressed that it is a challenge for the setting if held on Zoom however the staff will explore all options available.

Trustee meeting scheduled for week of 2<sup>nd</sup> November 2020 – date to be confirmed.

**Meeting ended 9:45pm**



## Treasurer 2019-2020 Annual Report

Provided by Kimberley Hatt and Delia Alves

### October 2020

#### Financial Summary for 2018-2020:

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 Registered Charity Number 1054698



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Does anyone have any questions?.

## Your Company Tax Return

If we send the company a Notice to deliver a Company Tax Return it has to comply by the filing date or we charge a penalty, even if there is no tax to pay.

A return includes a Company Tax Return form, any supplementary pages, accounts, computations and any relevant information. The CT600 Guide tells you how the return must be formatted and delivered. It contains general information you may need to deliver your return, links to more detailed advice and box-by-box guidance for this form and the supplementary pages.

The forms in the CT600 series set out the information we need and provide a standard format for calculations.

## Company information

1	Company name	Acorn Playgroup & Pre-School
2	Company registration number	
3	Tax reference	9222951219730
4	Type of company	8

Northern Ireland (This section is currently not in use )

Put an 'X' in the appropriate box(es) below

<b>5</b> NI trading activity	<input type="checkbox"/>	<b>6</b> SME	<input type="checkbox"/>
<b>7</b> NI employer	<input type="checkbox"/>	<b>8</b> Special circumstances	<input type="checkbox"/>

About this return

This is the above company's return for the period

<b>30</b> From DD MM YYYY	<input type="text" value="01/09/2019"/>	<b>35</b> To DD MM YYYY	<input type="text" value="31/08/2020"/>
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Put an 'X' in the appropriate box(es) below

<b>40</b> A repayment is due for this return period	<input type="checkbox"/>
<b>45</b> Claim or relief affecting an earlier period	<input type="checkbox"/>
<b>50</b> Making more than one return for this company now	<input type="checkbox"/>
<b>55</b> This return contains estimated figures	<input type="checkbox"/>
<b>60</b> Company part of a group that is not small	<input type="checkbox"/>
<b>65</b> Notice of disclosable avoidance schemes	<input type="checkbox"/>
Transfer Pricing	
<b>70</b> Compensating adjustment claimed	<input type="checkbox"/>
<b>75</b> Company qualifies for SME exemption	<input type="checkbox"/>
Accounts and computations	
<b>80</b> I attach accounts and computations for the period to which this return relates	<input type="checkbox"/>
<b>85</b> I attach accounts and computations for a different period	<input type="checkbox"/>

## About this return continued

<b>90</b>	<b>If you are not attaching the accounts and computations, say why not</b>	
	<input type="text" value="Not within charge to CT"/>	
	<b>Supplementary pages enclosed</b>	
<b>95</b>	<b>Loans and arrangements to participators by close companies – form CT600A</b>	<input type="checkbox"/>
<b>100</b>	<b>Controlled foreign companies and foreign permanent establishment exemptions - form CT600B</b>	<input type="checkbox"/>
<b>105</b>	<b>Group and consortium - form CT600C</b>	<input type="checkbox"/>
<b>110</b>	<b>Insurance – form CT600D</b>	<input type="checkbox"/>
<b>115</b>	<b>Charities and Community Amateur Sports Clubs (CASCs) - form CT600E</b>	<input checked="" type="checkbox"/>
<b>120</b>	<b>Tonnage Tax - form CT600F</b>	<input type="checkbox"/>
<b>125</b>	<b>Northern Ireland - form CT600G (This section is currently not in use)</b>	<input type="checkbox"/>
<b>130</b>	<b>Cross-border Royalties - form CT600H</b>	<input type="checkbox"/>
<b>135</b>	<b>Supplementary charge in respect of ring fence trades - form CT600I</b>	<input type="checkbox"/>
<b>140</b>	<b>Disclosure of Tax Avoidance Schemes - form CT600J</b>	<input type="checkbox"/>
<b>141</b>	<b>Restitution Tax – form CT600K</b>	<input type="checkbox"/>

## Tax calculation

### Turnover

<b>145</b>	<b>Total turnover from trade</b>	<input type="text" value="£"/>
<b>150</b>	<b>Banks, building societies, insurance companies and other financial concerns –</b> <i>put an 'X' in this box if you do not have a recognised turnover and have not made an entry in box 145</i>	<input type="checkbox"/>

### Income

<b>155</b>	<b>Trading profits</b>	<input type="text" value="£"/>
<b>160</b>	<b>Trading losses brought forward claimed against profits</b>	<input type="text" value="£"/>
<b>165</b>	<b>Net trading profits</b> - box 155 minus box 160	<input type="text" value="£"/>
<b>170</b>	<b>Bank, building society or other interest, and profits from non-trading loan relationships</b>	<input type="text" value="£"/>
<b>172</b>	<b>Put an 'X' in box 172 if the figure in box 170 is net of carrying back a deficit from a later accounting period</b>	<input type="checkbox"/>
<b>175</b>	<b>Annual payments not otherwise charged to Corporation Tax and from which Income Tax has not been deducted</b>	<input type="text" value="£"/>

## Income continued

<b>180</b>	<b>Non-exempt dividends or distributions from non-UK resident companies</b>	£ <input type="text"/>
<b>185</b>	<b>Income from which Income Tax has been deducted</b>	£ <input type="text"/>
<b>190</b>	<b>Income from a property business</b>	£ <input type="text"/>
<b>195</b>	<b>Non-trading gains on intangible fixed assets</b>	£ <input type="text"/>
<b>200</b>	<b>Tonnage Tax profits</b>	£ <input type="text"/>
<b>205</b>	<b>Income not falling under any other heading</b>	£ <input type="text"/>

## Chargeable gains

<b>210</b>	<b>Gross chargeable gains</b>	£ <input type="text"/>
<b>215</b>	<b>Allowable losses including losses brought forward</b>	£ <input type="text"/>
<b>220</b>	<b>Net chargeable gains</b> - box 210 minus box 215	£ <input type="text"/>

## Profits before deductions and reliefs

<b>225</b>	<b>Losses brought forward against certain investment income</b>	£ <input type="text"/>
<b>230</b>	<b>Non-trade deficits on loan relationships (including interest) and derivative contracts (financial instruments) brought forward set against non-trading profits</b>	£ <input type="text"/>
<b>235</b>	<b>Profits before other deductions and reliefs</b> - net sum of boxes 165 to 205 and 220 minus sum of boxes 225 and 230	£ <input type="text"/>

## Deductions and reliefs

<b>240</b>	<b>Losses on unquoted shares</b>	£ <input type="text"/>
<b>245</b>	<b>Management expenses</b>	£ <input type="text"/>
<b>250</b>	<b>UK property business losses for this or previous accounting period</b>	£ <input type="text"/>
<b>255</b>	<b>Capital allowances for the purposes of management of the business</b>	£ <input type="text"/>
<b>260</b>	<b>Non-trade deficits for this accounting period from loan relationships and derivative contracts (financial instruments)</b>	£ <input type="text"/>
<b>263</b>	<b>Carried-forward non-trade deficits from loan relationships and derivative contracts (financial instruments)</b>	£ <input type="text"/>

## Deductions and Reliefs continued

<b>265</b>	<b>Non-trading losses on intangible fixed assets</b>	£	<input type="text"/>
<b>275</b>	<b>Total trading losses of this or a later accounting period</b>	£	<input type="text"/>
<b>280</b>	<b>Put an 'X' in box 280 if amounts carried back from later accounting periods are included in box 275</b>		<input type="checkbox"/>
<b>285</b>	<b>Trading losses carried forward and claimed against total profits</b>	£	<input type="text"/>
<b>290</b>	<b>Non-trade capital allowances</b>	£	<input type="text"/>
<b>295</b>	<b>Total of deductions and reliefs - total of boxes 240 to 275 ,285 and 290</b>	£	<input type="text"/>
<b>300</b>	<b>Profits before qualifying donations and group relief - box 235 minus box 295</b>	£	<input type="text"/>
<b>305</b>	<b>Qualifying donations</b>	£	<input type="text"/>
<b>310</b>	<b>Group relief</b>	£	<input type="text"/>
<b>312</b>	<b>Group relief for carried forward losses</b>	£	<input type="text"/>
<b>315</b>	<b>Profits chargeable to Corporation Tax - box 300 minus boxes 305,310 and 312</b>	£	<input type="text"/>
<b>320</b>	<b>Ring fence profits included</b>	£	<input type="text"/>
<b>325</b>	<b>Northern Ireland profits included (This section is currently not in use )</b>	£	<input type="text"/>

## Tax calculation

Enter how much profit has to be charged and at what rate of tax

	Financial year (yyyy)		Amount of profit		Rate of tax %		Tax
<b>330</b>		<b>335</b>	£	<b>340</b>		<b>345</b>	£ p
		<b>350</b>	£	<b>355</b>		<b>360</b>	£ p
		<b>365</b>	£	<b>370</b>		<b>375</b>	£ p
<b>380</b>		<b>385</b>	£	<b>390</b>		<b>395</b>	£ p
		<b>400</b>	£	<b>405</b>		<b>410</b>	£ p
		<b>415</b>	£	<b>420</b>		<b>425</b>	£ p

**Corporation Tax** *total of boxes 345, 360, 375, 395, 410 and 425*

430	£	
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**Marginal relief for ring fence trades**

435	£	
-----	---	--

**Corporation Tax chargeable** *box 430 minus box 435*

440	£	
-----	---	--

### Reliefs and deductions in terms of tax

445	<b>Community investment relief</b>	£	
450	<b>Double taxation relief</b>	£	
455	<b>Put an 'X' in box 455 if box 450 includes an underlying Rate relief claim</b>		<input type="checkbox"/>
460	<b>Put an 'X' in box 460 if box 450 includes any amount carried back from a later period</b>		<input type="checkbox"/>
465	<b>Advanced Corporation Tax</b>	£	
470	<b>Total reliefs and deduction in terms of tax</b> <i>- total of boxes 445, 450 and 465</i>	£	

## Calculation of tax outstanding or overpaid

<b>475</b>	<b>Net Corporation Tax liability</b> – box 440 minus box 470	£	<input type="text"/>
<b>480</b>	<b>Tax payable on loans and arrangements to participators</b>	£	<input type="text"/>
<b>485</b>	<b>Put an 'X' in box 485 if you completed box A70 in the supplementary pages CT600A</b>		<input type="checkbox"/>
<b>490</b>	<b>CFC tax payable</b>	£	<input type="text"/>
<b>495</b>	<b>Bank Levy payable</b>	£	<input type="text"/>
<b>496</b>	<b>Bank surcharge payable</b>	£	<input type="text"/>
<b>500</b>	<b>CFC tax , bank Levy and bank surcharge payable</b> – total of box 490 ,495 and 496	£	<input type="text"/>
<b>505</b>	<b>Supplementary charge (ring fence trades) payable</b>	£	<input type="text"/>
<b>510</b>	<b>Tax chargeable</b> – total of boxes 475, 480, 500 and 505	£	<input type="text"/>
<b>515</b>	<b>Income Tax deducted from gross income included in profits</b>	£	<input type="text"/>
<b>520</b>	<b>Income Tax repayable to the company</b>	£	<input type="text"/>
<b>525</b>	<b>Self-assessment of tax payable payable before restitution tax</b> – box 510 minus box 515	£	<input type="text"/>
<b>527</b>	<b>Restitution tax</b>	£	<input type="text"/>
<b>528</b>	<b>Self-assessment of tax payable</b> – total of boxes 525 and 527	£	<input type="text"/>

## Tax reconciliation

530	Research and Development credit	£	<input type="text"/>
535	Vaccine tax credit (not currently used)	£	<input type="text"/>
540	Creative tax credit	£	<input type="text"/>
545	<b>Total of Research and Development credit and creative tax credit</b> – total box 530 to 540	£	<input type="text"/>
550	Land remediation tax credit	£	<input type="text"/>
555	Life assurance company tax credit	£	<input type="text"/>
560	<b>Total land remediation and life assurance company tax credit -</b> <i>total box 550 and 555</i>	£	<input type="text"/>
565	Capital allowances first-year tax credit	£	<input type="text"/>
570	<b>Surplus Research and Development credits or creative tax credit payable</b> – box 545 minus box 525	£	<input type="text"/>
575	<b>Land remediation or life assurance company tax credit payable -</b> <i>total of boxes 545 and 560 minus boxes 525 and 570</i>	£	<input type="text"/>
580	<b>Capital allowances first-year tax credit payable -</b> <i>boxes 545, 560 and 565 minus boxes 525, 570 and 575</i>	£	<input type="text"/>
585	Ring fence Corporation Tax included	£	<input type="text"/>
586	NI Corporation Tax included (This section is currently not in use)	£	<input type="text"/>
590	Ring fence supplementary charge included	£	<input type="text"/>
595	Tax already paid (and not already repaid)	£	<input type="text"/>
600	<b>Tax outstanding –</b> <i>box 525 minus boxes 545, 560, 565 and 595</i>	£	<input type="text"/>
605	<b>Tax overpaid including surplus or payable credits -</b> <i>total sum of boxes 545, 560, 565 and 595 minus 525</i>	£	<input type="text"/>
610	Group tax refunds surrendered to this company	£	<input type="text"/>
615	Research and Development expenditure credits surrendered to this company	£	<input type="text"/>

## Indicators and information

<b>620</b>	Franked investment income/Exempt ABGH distributions	£	<input type="text"/>
<b>625</b>	Number of 51% group companies		<input type="text"/>
Put an 'X' in the relevant boxes, if in the period, the company:			
<b>630</b>	should have made (whether it has or not) instalment payments as a large company under the Corporation Tax (Instalment Payments) Regulations		<input type="checkbox"/>
<b>631</b>	should have made (whether it has or not) instalment payments as a very large company under the Corporation Tax (Instalment Payments) Regulations		<input type="checkbox"/>
<b>635</b>	is within a group payments arrangement for the period		<input type="checkbox"/>
<b>640</b>	has written down or sold intangible assets		<input type="checkbox"/>
<b>645</b>	has made cross-border royalty payments		<input type="checkbox"/>

## Information about enhanced expenditure

### Research and Development (R&D) or creative enhanced expenditure

<b>650</b>	Put an 'X' in box 650 if the claim is made by a small or medium-sized enterprise (SME), including a SME subcontractor to a large company		<input type="checkbox"/>
<b>655</b>	Put an 'X' in box 655 if the claim is made by a large company		<input type="checkbox"/>
<b>660</b>	R&D enhanced expenditure	£	<input type="text"/>
<b>665</b>	Creative enhanced expenditure	£	<input type="text"/>
<b>670</b>	R&D and creative enhanced expenditure <i>total box 660 and 665</i>	£	<input type="text"/>
<b>675</b>	R&D enhanced expenditure of a SME on work sub contracted to it by a large company	£	<input type="text"/>
<b>680</b>	Vaccine research expenditure	£	<input type="text"/>

### Land remediation enhanced expenditure

<b>685</b>	Enter the total enhanced expenditure	£	<input type="text"/>
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## Information about capital allowances and balancing charges

### Allowances and charges in calculation of trading profits and losses

	Capital allowances	Balancing charges
Annual investment allowance	690 £ <input type="text"/>	
Machinery and plant - special rate pool	695 £ <input type="text"/>	700 £ <input type="text"/>
Machinery and plant - main pool	705 £ <input type="text"/>	710 £ <input type="text"/>
Structures and buildings	711 £ <input type="text"/>	
Electric charge - points	713 £ <input type="text"/>	714 £ <input type="text"/>
Business premises renovation	715 £ <input type="text"/>	720 £ <input type="text"/>
Enterprise zones	721 £ <input type="text"/>	722 £ <input type="text"/>
Zero emissions goods vehicles	723 £ <input type="text"/>	724 £ <input type="text"/>
Other allowances and charges	725 £ <input type="text"/>	730 £ <input type="text"/>

### Allowances and charges not included in calculation of trading profits and losses

	Capital allowances	Balancing charges
Annual investment allowance	735 £ <input type="text"/>	
Structures and buildings	736 £ <input type="text"/>	
Electric charge-points	737 £ <input type="text"/>	738 £ <input type="text"/>
Business premises renovation	740 £ <input type="text"/>	745 £ <input type="text"/>
Enterprise zones	746 £ <input type="text"/>	747 £ <input type="text"/>
Zero emissions goods vehicles	748 £ <input type="text"/>	749 £ <input type="text"/>
Other allowances and charges	750 £ <input type="text"/>	755 £ <input type="text"/>

## Qualifying expenditure

<b>760</b>	Machinery and plant on which first year allowance is claimed	£	<input type="text"/>
<b>765</b>	Designated environmentally friendly machinery and plant	£	<input type="text"/>
<b>770</b>	Machinery and plant on long-life assets and integral features	£	<input type="text"/>
<b>771</b>	Structures and buildings	£	<input type="text"/>
<b>775</b>	Other machinery and plant	£	<input type="text"/>

## Losses, deficits and excess amounts

### Amount arising

	Amount		Maximum available for surrender as group relief
Losses of trades carried on wholly or partly in the UK	<b>780</b> £ <input type="text"/>		<b>785</b> £ <input type="text"/>
Losses of trades carried on wholly outside the UK	<b>790</b> £ <input type="text"/>		
Non-trade deficits on loan relationships and derivative contracts	<b>795</b> £ <input type="text"/>		<b>800</b> £ <input type="text"/>
UK property business losses	<b>805</b> £ <input type="text"/>		<b>810</b> £ <input type="text"/>
Overseas property business losses	<b>815</b> £ <input type="text"/>		
Losses from miscellaneous transactions	<b>820</b> £ <input type="text"/>		
Capital losses	<b>825</b> £ <input type="text"/>		
Non-trading losses on intangible fixed assets	<b>830</b> £ <input type="text"/>		<b>835</b> £ <input type="text"/>

## Excess amounts

Amount	Maximum available for surrender as group relief
Non-trade capital allowances	840 £ <input type="text"/>
Qualifying donations	845 £ <input type="text"/>
Management expenses	850 £ <input type="text"/> 855 £ <input type="text"/>

## Northern Ireland information (This section is currently not in use )

856	Amount of group relief claimed which relates to NI trading losses used against rest of UK/mainstream profits	£ <input type="text"/>
857	Amount of group relief claimed which relates to NI trading losses used against NI trading profits	£ <input type="text"/>
858	Amount of group relief claimed which relates to rest of UK/mainstream losses used against NI trading profits	£ <input type="text"/>

## Overpayments and repayments

### Small repayments

860	Do not repay sums of £ <input type="text"/> or less
Read the overpayments and repayments section of the Company Tax Return Guide for specific guidance on when and how to make an entry in this box.	

### Repayments for the period covered by this return

865	Repayment of Corporation Tax	£ <input type="text"/>
870	Repayment of Income Tax	£ <input type="text"/>
875	Payable Research and Development tax credit	£ <input type="text"/>
880	Payable Research and Development expenditure credit	£ <input type="text"/>
885	Payable creative tax credit	£ <input type="text"/>
890	Payable land remediation of life assurance company tax credit	£ <input type="text"/>
895	Payable capital allowances first-year tax credit	£ <input type="text"/>

## Surrender of tax refund within group

### Including surrenders under the Instalment Payments Regulations

900 The following amount is to be surrendered

£

Put an 'X' in the appropriate box(es) below  
the joint Notice is attached

905

or  
will follow

910

915 Please stop repayment of the following amount  
until we send you the Notice

£

## Bank details (for person to whom a repayment is to be made)

920 Name of bank or building society

925 Branch sort code

930 Account number

935 Name of account

940 Building society reference

## Payments to a person other than the company

945 Complete the authority below if you want the repayment to be made to a person other than the company  
I, as (enter status – company secretary, treasurer, liquidator or authorised agent, etc.)

950 of (enter company name)

955 authorise (enter name)

960 of address (enter address)

965 Nominee reference

to receive payment on company's behalf

970 Name

## Declaration

### Declaration

I declare that the information I have given on this Company Tax Return and any supplementary pages is correct and complete to the best of my knowledge and belief.

*I understand that giving false information in the return, or concealing any part of the company's profits or tax payable, can lead to both the company and me being prosecuted.*

975 **Name**

J K MINERVA LLP

980 **Date** DD MM YYYY

13/10/2020

985 **Status**

Authorised Agent

# Company Tax Return – supplementary page

HM Revenue  
& Customs

Charities and Community Amateur Sports Clubs (CASCs)  
CT600E (2015) Version 3 for accounting periods starting on or after 1 April 2015

## Guidance

Guidance about when and how to complete this supplementary page can be found in the CT600 Guide.

For further information read What supplementary pages do I need to complete and include as part of the Company Tax Return? to find out what supplementary pages you need to complete..

Also, read the Important points about all supplementary pages and CT600E – Charities and Community Amateur Sports Clubs (CASCs) for further guidance about completing this supplementary page.

## Company information

E1	Company name (name of charity or CASC)	Acorn Playgroup & Pre-School
E2	Tax reference	9222951219730
Period covered by this supplementary page (cannot exceed 12 months)		
E3	from DD MM YYYY	01/09/2019
E4	to DD MM YYYY	31/08/2020

## Claims to exemption (this section should be completed in all cases)

Charity/CASC repayment reference	E5	ZD04247
Charity Commission registration number, or OSCR number (if applicable)	E10	1054698
Put an 'X' in the relevant box if during the period covered by these supplementary pages:		
The company was a charity/CASC and is claiming exemption from all tax on all or part of its income and gains (Also put an 'X' in box E15 if the company was a charity/CASC but had no income or gains in the period)	E15	X
All income and gains are exempt from tax and have been, or will be, applied for charitable or qualifying purposes only	E20	X
Some of the income and gains may not be exempt or have not been applied for charitable or qualifying purposes only, and I have completed form CT600	E25	
I claim exemption from tax		
Name	E30	J K MINERVA LLP
Status	E35	Authorised Agent
Date DD MM YYYY	E40	13/10/2020

## Repayments

To make a repayment claim for the period covered by these supplementary pages, please register and enrol to use the Charities Online service. See CT600 guide for further information.

Put an 'X' in the box if during the period covered by these supplementary pages you have over claimed tax.

E45

## Information required

Enter details of any income received from the following sources, claimed as exempt from tax in the hands of the charity/CASC. Enter the figure included in the charity's/CASC'S accounts for the period covered by this return.

Non-exempt amounts should be entered on form CT600 in the appropriate boxes.

Type of income	Amount
Enter total turnover from exempt charitable trading activities	E50 £ 162530.00
Investment income – exclude any amounts included on form CT600	E55 £
UK land and buildings – exclude any amounts included on form CT600	E60 £
Gift Aid – exclude any amounts included on form CT600	E65 £
From other charities – exclude any amounts included on form CT600	E70 £
Gifts of shares or securities received	E75 £
Gifts of real property received	E80 £
Other sources (not included above)	E85 £
<b>Total of boxes E50 to E85</b>	<b>E90 £ 162530.00</b>

Enter details of expenditure as shown in the charity's/CASC's accounts for the period covered by these supplementary pages

Type of expenditure	Amount
Trading costs in relation to exempt charitable activities (in box E50)	E95 £ 130690.00
UK land and buildings costs in relation to exempt charitable activities (in box E60)	E100 £
All general administration/governance costs	E105 £ 76.00
All grants and donations made within the UK	E110 £
All grants and donations made outside the UK	E115 £
Other expenditure not included above, or not used in calculating figures entered on the form CT600	E120 £
<b>Total of boxes E95 to E120</b>	<b>E125 £ 130766.00</b>

## Information required

Charity/CASC assets	Disposals in period (total consideration received)	Held at the end of the period (use accounts figures)
<b>Tangible fixed assets</b>	E130 £ <input type="text"/>	E135 £ <input type="text"/>
<b>UK investments (excluding controlled companies)</b>	E140 £ <input type="text"/>	E145 £ <input type="text"/>
<b>Shares in, and loans to, controlled companies</b>	E150 £ <input type="text"/>	E155 £ <input type="text"/>
<b>Overseas investments</b>	E160 £ <input type="text"/>	E165 £ <input type="text"/>
<b>Loans and non-trade debtors</b>		E170 £ <input type="text"/>
<b>Other current assets</b>		E175 £ <input type="text" value="74538.00"/>
<b>Qualifying investments and loans</b> <i>Applies to charities only. See CT600 Guide</i>		E180 <input type="text"/>
<b>Value of any non-qualifying investments and loans</b> <i>Applies to charities only. See CT600 Guide</i>		E185 £ <input type="text"/>
<b>Number of subsidiary or associated companies the charity controls at the end of the period. Exclude companies that were dormant throughout the period</b>		E190 <input type="text" value="0"/>

