



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	06	April	2020		05	April	2021

Section A Reference and administration details

Charity name Cygnets Pre-School Nursery

Other names charity is known by

Registered charity number (if any) 1055599

Charity's principal address Swanscombe & Greenhithe Town Council
Community Hall, The Grove
Swanscombe, Kent
Postcode DA10 0GA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nikita Luckins	Chairperson		Cygnets preschool nursery Committee
2	Rhianne Earl	Secretary		Cygnets preschool nursery Committee
3	Emma Ben Moussa	treasurer		Cygnets preschool nursery Committee
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16				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Preschool learning alliance constitution (2011)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by members of the Committee and stakeholders of the Pre-school (Parents/Carers)

Additional governance issues (Optional information)

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

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

Due to the coronavirus-covid 19 the town council made the decision to close the premises where the setting operates from 21/03/2020 – 31/05/2020, The setting reopened on 01/06/2020, the setting made the following decisions/adjustments in regard/response to the pandemic. A reduced number of children returned to preschool initially this increased gradually over the financial/academic period. numbers were low overall due to parents understandably being unable/unwilling to register their child for preschool.

Financial

- ☐ Furlough of one member of staff while the setting was closed..The member of staff returned to work when the setting reopened.
- ☐ Grant applications made including HMRC- job retention scheme, Dartford borough council,- premises hire costs

Operational

- ☐ Vulnerable children-if applicable. social workers informed of closure, parents signposted to local hub.

- A robust risk assessment of the setting was carried out
- Enhanced cleaning schedule put in place, quarantining of equipment
- Changes to outdoor entrance/exit points, strict limitations on persons outside of the settings bubble entering the premises .
- This list is ongoing and not exhaustive
- We were very sad to see our setting manager who had been with us for over twenty five years leave to take early retirement in February and wish them a long and happy retirement
- The settings deputy manager and a senior key person have stepped into the position jointly until a new setting manager is appointed. We thank them for stepping up and taking the extra work and responsibility.
- Two members of our committee ensured we were able to continue to open and offer afternoon sessions by volunteering to give up their personal time and come and help with the children when we were short staffed on some occasions, this was due to the manager leaving and one member of staff being off long term due to ongoing illness/

Section C

Objectives and activities

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, family learning , together with the right of parents to take responsibility for and to become involved in the activities of the group, ensuring that the group offer opportunities for all children whatever their race, culture, religion, means or ability; encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

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

Cygnets preschool nursery welcomes children and families from both the local and surrounding community, Cygnets preschool nursery values diversity and inclusion and has an equal opportunities policy. Our objective is to provide opportunities for children to learn and develop the appropriate skills needed so that they are ready to make a successful transition to primary school at age four. we recognise the importance of working in partnership with parents and carers to support their child's learning and development, we also work with outside agencies including children's social work services, early help, specialist teachers, paediatricians and speech and language therapists to support parents and carers and children's unique needs. We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

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

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

Summary of the main achievements of the charity during the year

- The staff and committee rose to the many challenges that the year posed, so that the setting continues to offer high levels of early years care and education to the children of our community.
- The setting was proud to see the successful transition of most of our morning group to primary school in July and to welcome a group of new children to the setting in September and throughout the year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Only such reserves as required to meet the charity's aims & objectives, fulfil any financial or legal responsibilities are held.

Details of any funds materially in deficit

N/a

Further financial review details (Optional information)

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

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

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RHIANNE EARL	AMY ROTHWELL
Position (eg Secretary, Chair, etc)	CHAIRPERSON	TRUSTEE
Date	11/11/2021	

CYGNETS PRE-SCHOOL NURSERY

FINANCIAL STATEMENT

YEAR ENDED 5 APRIL 2021

HEDLEY DUNK LIMITED
Chartered Accountants
3 Bullace Lane
Dartford
Kent
DA1 1BB

Cygnets Pre-school Nursery

(Registered Charity No. 1055599)

ANNUAL REPORT FOR THE YEAR ENDED 5 APRIL 2021

Cygnets Pre-School Nursery is a registered Charity No. 1055599. The address of the Pre-school is Swanscombe & Greenhithe Town Council Offices, Community Hall, The Grove, Swanscombe, Kent DA10 0GA.

The day to day affairs of the Pre-school are managed by a Committee. During the period the members of the Committee were:

Emma Ben Moussa	Chair
Emma Matheson	Secretary
Jo Clark	Treasurer

During the year the Pre-school employed 6 staff and 1 volunteer.

The object of the Pre-school is to care for and educate children from 2 to transition to school at 4.

Details of the Pre-school activities are disclosed in the accounts. There have been no significant activities during the year. There have been no material post balance sheet events.

E Ben Moussa
Chair

Independent Examiner's Report to the Committee of Cygnets Pre-school Nursery

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 5 April 2021 which are set out on pages 3 to 5.

Responsibilities and Basis of Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Dated:

Jack Fryer

ACA

Hedley Dunk Limited

CYGNETS PRE-SCHOOL NURSERY**ANNUAL FINANCE REPORT****06 04 2020-05 04 2021****GENERAL FUND**

	2021	2020
INCOME	110,496.94	93,654.18
LESS DEPOSITS HELD	<u>110,496.94</u>	<u>93,654.18</u>
EXPENDITURE	<u>106,809.41</u>	<u>100,335.98</u>
SURPLUS/(DEFICIT) FOR THE YEAR	<u><u>3,687.53</u></u>	<u><u>- 6,681.80</u></u>

FUND RAISING

INCOME	202.38	1,790.32
EXPENDITURE	<u>1,205.31</u>	<u>512.18</u>
SURPLUS FOR THE YEAR	<u><u>- 1,002.93</u></u>	<u><u>1,278.14</u></u>

OPENING BALANCE: GENERAL FUND	14,499.64	21,181.44
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OPENING BALANCE: FUND RAISING	<u>3,318.27</u>	<u>2,040.13</u>
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	17,817.91	23,221.57
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DEFICIT ON GENERAL FUND	3,687.53	- 6,681.80
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DEFICIT ON FUNDRAISING FUND	<u>- 1,002.93</u>	<u>1,278.14</u>
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CLOSING BALANCE ALL FUNDS	<u><u>20,502.51</u></u>	<u><u>17,817.91</u></u>
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CASH GENERAL	100.00	348.42
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CASH FUNDRAISING	<u>170.32</u>	<u>58.25</u>
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	<u>270.32</u>	<u>406.67</u>
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GENERAL FUND

BANK COMMUNITY ACCOUNT	16,995.64	13,060.19
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BANK BUSINESS SAVER ACCOUNT	<u>1,091.53</u>	<u>1,091.03</u>
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TOTAL	<u><u>18,087.17</u></u>	<u><u>14,151.22</u></u>
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FUNDRAISING

BANK COMMUNITY ACCOUNT	1,513.39	2,628.67
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BANK BUSINESS SAVER ACCOUNT	<u>631.63</u>	<u>631.35</u>
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	<u>2,145.02</u>	<u>3,260.02</u>
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TOTAL FUNDS CARRIED FORWARD	<u><u>20,502.51</u></u>	<u><u>17,817.91</u></u>
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CYGNETS PRE-SCHOOL NURSERY

ANNUAL FINANCE REPORT

06 04 2020-05 04 2021

BUSINESS

<u>INCOME</u>	2021	2020
FEES	3,485.00	3,840.80
LUNCH CLUB	290.00	105.00
SNACK BAR	878.92	198.00
EARLY YEARS FUNDING (3 & 4 Years)	65,112.15	63,618.00
FREE FOR 2 FUNDING	27,081.00	22,333.98
EARLY YEARS PUPIL PREMIUM FUNDING	1,782.39	2,051.10
SENI/SEN SUP/DAF	1,658.45	1,305.00
HMRC JRC	700.67	-
HMRC SSP GRANT	191.70	-
RENT DONATION	1,800.00	-
DBC GRANT	5,600.00	-
FUNDS A/C	151.48	-
ONECOM/BT REIMBURSEMENT	815.68	-
KCC/DBC GRANT	449.00	-
LB HOUNSLOW PEP	500.00	-
MISCELLANEOUS	-	200.00
BANK INTEREST	0.50	2.30
TOTAL	110,496.94	93,654.18

CYGNETS PRE-SCHOOL NURSERY

ANNUAL FINANCE REPORT 2020/2021

06 04 2020-05 04 2021

BUSINESS

<u>EXPENDITURE</u>	2021	2020
HUMAN RESOURCES	75,707.41	78,457.56
PREMISES HIRE	25,793.30	15,652.75
TELECOMMUNICATIONS/INTERNET	2,314.16	1,545.35
HOUSEKEEPING	574.17	872.76
LEARNING RESOURCES	40.35	50.25
SENIF	236.73	-
ITC/STATIONERY	429.60	442.59
INSURANCE	625.48	625.48
OUTINGS	-	5.98
PAT TESTING	-	32.40
STAFF TRAVEL	13.80	197.25
EYPP RESOURCES	-	741.70
INFORMATION COMMISSIONERS	35.00	35.00
FEE FUNDED REIMBURSEMENT	110.00	-
AMAZON MARKETPLACE RESOURCES	48.13	-
INDEPENDENT EXAMINER	516.00	516.00
FUNDRAISING TRANSFER	50.00	-
STAFF TRAINING	18.00	240.00
OFSTED REGISTRATION	50.00	50.00
PLA MEMBERSHIP	-	108.00
FIRST AID RESOURCES	86.92	7.37
DISCLOSURE & BARRING SERVICE	13.00	13.00
LEAFLET PRINTING	125.00	-
FIRST AID TRAINING	-	700.00
PUBLICATIONS	-	10.95
MISCELLANEOUS	22.36	31.59
TOTAL	106,809.41	100,335.98

CYGNETS PRE-SCHOOL NURSERY

ANNUAL FINANCE REPORT

06 04 2020-05 04 2021

FUNDRAISING

<u>INCOME</u>	2021	2020
PHOTOGRAPHIC	5.00	139.50
PUSH & PULL	-	425.00
RAFFLES & TOMBOLA	177.10	793.70
EASY FUNDRAISING	-	15.97
DONATIONS	20.00	415.00
BANK INTEREST	0.28	1.15
TOTAL	202.38	1,790.32

EXPENDITURE

PHOTOGRAPHIC	-	13.96
PUSH & PULL	-	6.50
RAFFLES PRIZES/TICKETS	36.49	35.45
CHILDRENS GIFTS - CHRISTMAS/LEAVING/EASTER	39.52	36.80
CREATIVE LEARNING RESOURCES	165.28	129.88
CHILDRENS CHRISTMAS PARTY FOOD	27.92	27.59
REPLACEMENT KETTLE	16.00	-
DONATION/TRANS TO BUSINESS A/C	900.00	-
PARENTS CHRISTMAS CALENDARS	19.11	-
CHRISTMAS CARDS	0.99	-
GRATUITIES	-	8.00
LEAFLET PRINTING	-	100.00
OUTINGS	-	154.00
TOTAL	1,205.31	512.18
FUNDRAISING EXPENDITURE/INCOME	- 1,002.93	1,278.14

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