



# Trustees' Annual Report for the period

Period start date		Period end date	
From	1 August 2023	To	31 July 2024

## Section A Reference and Administration Details

Charity name Ladybirds Pre-School

Other names charity is known by

Registered charity number (if any) 1058636

Charity's principal address Ladybirds Pre-School

St Francis Church Hall, Beatrice Road,

Salisbury, Wiltshire

Postcode

SP1 3PN

### 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	Jean de Garis	Chair		
2	Kris Richardson-Smith	Treasurer		
3	Sharon Goldie	Co-Treasurer	November 2023 to present	
4	Bill Wilson	Secretary		
5	Katie Rivaya	Parent Representative		
6	Anna Shuttlewood	Parent Representative	January 2024 to present	
7	Clive Hunter	Parent Representative	January 2024 to present	
8	Sophie Hunter	Parent Representative	January 2024 to present	

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

Name	Dates acted if not for whole year
As above	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	Key Accounting Services Salisbury	Penbryn House, Hilltop Business Park, Devizes Road, Salisbury, Wiltshire SP3 4UF

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

Barbara Defeo – Manager of the Pre-School



## Section B

## Structure, Governance and Management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. Trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	St Francis Church PCC can appoint some trustees, others (e.g. parent representatives) volunteer to join the Committee. All Committee members are trustees.

### 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.

We liaise with the relevant County authorities. Our contact is Emma Scammell, who is the relevant Quality Assurance Officer at Wiltshire County Council. She has been extremely helpful and supportive, particularly in the matter of appointing a new Manager of the Pre-School.

Ladybirds is part of the Pre-School Learning Alliance.

The Pre-School meets in St Francis Church Hall and pays a rent to St Francis PCC.

All Committee Members/Trustees go through the relevant DBS procedure and also the relevant Ofsted procedures.

The Committee meets up to six times a year and has an AGM once a year following the audit of the accounts.

## Section C

## Objectives and Activities

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

To enhance the development and education of children primarily under statutory school age.

To serve the whole community and warmly welcome children and their families, whatever their faith, culture, means or ability.

To ensure that each child knows that they are valued and supported so that they can reach their full potential in an ethos of Christian love, tolerance and care.

To provide a wide range of learning opportunities to enable each child to move confidently into the next phase of their spiritual, physical, moral, social and academic development.

To warmly welcome and encourage parents and families in the learning and development process and in the life of the Pre-School.

**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)**

Provision of Pre-School care and development opportunities for children between the ages of 2 and 5 (though most go on to school at 4). The Pre-School currently operates in school term-times at the following times:

Monday to Thursday 9.15 am - 3.15 pm.  
Friday 9.15 am – 12.15 pm.

There is no restriction on who may apply for their children to attend the Pre-School. Acceptance of children to attend the Pre-School is determined only by the availability of required and appropriate facilities and staffing. The Pre-School has a strong record in accepting and caring for children with additional needs; as a smaller institution, it is a setting in which such children can often flourish.

A significant proportion of the families whose children attend the Pre-School qualify for support from the Household Support Fund.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

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

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

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

The Pre-School does not make grants.

There is a simple investment policy where a Bank Savings Account is run alongside a Bank Current Account.

The Committee has been able to release the necessary funds for learning resources and premises to be kept up to date and safe. The buildings and surrounding site have been well maintained by volunteers from St Francis Church; as the landlord, St Francis Church has borne the costs of maintaining the buildings and surrounding area.

This year, there were no financial contributions made by volunteers.



## Section D

## Achievements and Performance

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

The Pre-School has flourished in the academic year 2023-24. The year started with 17 children from 16 families on the roll. The year finished with 22 children from 21 families on the roll, attending a total of 123 3-hour sessions per week. This expansion resulted in the need to appoint one additional temporary member of staff who works as required to maintain the necessary staffing levels. She has settled in well and is enjoying her work.

There has been an educational visit from the local Fire Service, and the children made decorations for the Ladybirds' contribution to the annual Christmas Tree Festival held at St Thomas' Church, Salisbury in December 2023. There have also been some very successful athletics classes provided for the Pre-School by Mini Athletics and paid for by a funding grant from Wiltshire Council.

The accession of three new parent representatives to the Committee has been very encouraging; satisfaction levels amongst parents would appear to be high, with the end-of-year picnic very well attended and positive comments much in evidence.

As well as the new parent representatives, Sharon Goldie has joined the Committee. She has professional experience of financial management in the Charities sector and is already proving to be a very significant asset in the work of the Committee.

This year has been the last year of our long-serving Manager, Barbara Defeo. There were warm words about her massive contribution to the Pre-School at the end-of-year picnic, at which a presentation to her was made. We wish her every happiness in her retirement. We have been very fortunate to secure the services of Nicola Mann-Rae as Manager from September 2024.

## Section E

## Financial Review

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

There is a policy of 3-months operating costs which is being met.

### Details of any funds materially in deficit

There are no funds materially in deficit.

## Further financial review details (Optional information)

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

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

The Charity's principal source of funding is Wiltshire County Council, relating to school fees. There are some parents who pay privately so a small proportion is from school fees for these children.

There has not been any fundraising carried out this year.

All expenditure has been spent in running the Pre-School to enable the staff to provide the best learning environment experience for the children, in order to help them grow in confidence and ability.

The only investment made by the Charity is using the Bank Savings Account to receive interest income.

The Charity made a loss this Financial Year of £3,209. This was expected and includes a bonus given to the Pre-School Manager on her retirement as she had worked at the Pre-School for over 20 years.

## Section F

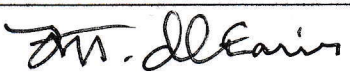
## Other Optional Information

## 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)	REV JEAN DE GARIS	
Position (e.g. Secretary, Chair, etc)	CHARIMAN	
Date	18 DECEMBER 2024	





## Receipts and payments accounts

For the period  
from

01/08/2023

To


31/07/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
School Fees	12,676	-	-	12,676	5,713
Wiltshire Council Funding	51,579	-	-	51,579	62,873
DofE Traineeship Incentive Payment	-	-	-	-	1,000
Bank Interest Received	791	-	-	791	455
Ladybirds Apparel	15	-	-	15	28
Other Income	-	-	-	-	18
<b>Sub total</b> (Gross income for AR)	<b>65,061</b>	<b>-</b>	<b>-</b>	<b>65,061</b>	<b>70,087</b>
<b>A2 Asset and investment sales, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>65,061</b>	<b>-</b>	<b>-</b>	<b>65,061</b>	<b>70,087</b>
<b>A3 Payments</b>					
Cost of Goods Sold	-	-	-	-	20
Staff Wages, NI and PAYE	56,689	-	-	56,689	55,969
Pension Contributions	347	-	-	347	651
Staff Costs	257	-	-	257	1,344
Rent and Rates	4,599	-	-	4,599	5,650
Office Costs	1,397	-	-	1,397	2,057
Advertising	77	-	-	77	697
Telephone and Internet	346	-	-	346	312
Accounting Fees	1,182	-	-	1,182	1,086
Insurance	544	-	-	544	415
Bad Debts	248	-	-	248	-
Pre-School Costs	2,010	-	-	2,010	533
Pre-School Maintenance	306	-	-	306	1,696
Pre-School Equipment	268	-	-	268	1,730
<b>Sub total</b>	<b>68,270</b>	<b>-</b>	<b>-</b>	<b>68,270</b>	<b>72,160</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>68,270</b>	<b>-</b>	<b>-</b>	<b>68,270</b>	<b>72,160</b>
<b>Net of receipts/(payments)</b>	<b>- 3,209</b>	<b>-</b>	<b>-</b>	<b>- 3,209</b>	<b>- 2,073</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	58,741	-	-	58,741	60,814
<b>Cash funds this year end</b>	<b>55,532</b>	<b>-</b>	<b>-</b>	<b>55,532</b>	<b>58,741</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Savings Account	53,923	-	
	Bank Current Account	1,583		
	Petty Cash / Cash in Hand	26	-	
	<b>Total cash funds</b>	<b>55,532</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	N/A	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Bank Savings Account	Unrestricted	-	53,923
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Laptop	Unrestricted	-	
	Fixtures and Fittings	Unrestricted	-	-
	Children's Stock (Toys / Books)	Unrestricted	-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Trade Creditors (mostly Rent)	Unrestricted	1,365	Paid 2.8.24
	PAYE	Unrestricted	673	Paid quarterly, due 6.9.24
	Pension	Unrestricted	145	Paid 9.8.24
	Signature	Print Name	Date of Approval	
<b>Signed by one or two Trustees on behalf of all the Trustees</b>		J.H.T. DE GARIS	18/12/24	

### Notes to the Accounts

The Accounts have been prepared in accordance with the Charity Commission for England and Wales guidance for "Receipts and Payments Accounts", using the Commission's recommended format template CC16a which meets the minimum recommended level of accountability.

The Accounts have been analysed and prepared under the "natural" basis where income and expenditure has been grouped together under similar 'activity' headings / categories.

There are no significant assets held, apart from the bank savings account which attracts monthly interest. Liabilities are as per B5 above. There has been a write-off of a debt this Financial Year of £248 which was payment due for a child's attendance from early 2023 which did not get paid. After several attempts to reclaim the debt, even using a legally-advised recovery template, it was decided by the Committee to write it off.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ladybirds Pre-School

On accounts for the year  
ended

31/07/2024

Charity no  
(if any)

1058636

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2024.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

13/01/2025

Name:

Adeel Sahi

Relevant professional  
qualification(s) or body  
(if any):

Associated of Chartered Certified Accountants (ACCA)

Address:

Bowdon Accounting Services Ltd

Bartle House, Oxford Court

Manchester M2 3WQ