



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

Charity name

Magic Moments Pre-School

Other names charity is known by

Magic Moments Playgroup

Registered charity number (if any)

1059224

Charity's principal address

3 Elmwood Avenue

Baldock

Herts

Postcode

SG7 6JU

### 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	Bethany Goodall	Chair	From April 2019	
2	Siobhan Early	Secretary	From April 2019	
3	Leanne Lamus	Treasurer	From January 2020	
4	Joanna Simpson	Treasurer	Up to January 2020	
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20				

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

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution 2011
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Appointed by parents of children attending Magic Moments Pre-School

### 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.

A member of the committee must attend a Safeguarding course. Training courses can be attended which are relevant to helping the Committee.

Trustees that are stepping down from a role must give the new Trustees a handover period to show what is involved in their role.

Magic Moments continues to work together with the Letchworth and Baldock Family Centre, health visitors, speech therapists, educational psychologists and inclusion workers to enable them to meet the children's needs as necessary.

The Pre-school has volunteers and work experience placements from the local college and schools.

Risks are managed through a comprehensive set of policies and procedures which are regularly reviewed/updated by the management committee. All staff undertake continued training as required.

## Section C Objectives and activities

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

Magic Moments Pre-School aims to provide a safe, friendly, inclusive and stimulating environment for children to achieve the outcomes set by the Early Years Foundation Stage.



**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)**

Provide early years' education which supports children's progress and development in all 7 areas of learning.

Work with parents and carers to provide appropriate activities and resources which interest and stimulate their children.

Implement a key person system which ensures that children's progress and transition is fully met and the individual and unique needs of each child and family is respected.

Provide a safe and inclusive environment.

Provide a reflective environment where all adults contribute to the ongoing enhancement and improvement of practice – i.e. through supervision, training, evaluation, gathering views of parents and children.

Fundraising events to purchase new equipment and provide additional opportunities to enhance the children's experience.

The Trustees have taken the Charity Commission's guidance on public benefit into account when making decisions on the running of the pre-school.

**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.

All policies and procedures were reviewed and updated between April and August 2020

A new policy on Covid19 was created whilst the nursery was closed and continues to be monitored on a regular basis inline with government guidelines

Staff continue to be aided by one regular volunteer.

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

Magic Moments Pre-School continued to provide high quality, flexible care for 2 to 5 year olds.

Due to staff changes in the previous year less children were taken on in the autumn term and less sessions accessed. No 3-4 year olds remained at the nursery from the previous year.

A successful Christmas Performance with Santa's Grotto was held at the Pre-School, which was greatly enjoyed by parents and children, and raised additional funds for the pre-school.

A trip to Willows Farm at Christmas was organised and subsidised by the pre-school, which enabled parents and carers to take part in additional fun and educational activities with their children.

Funding from EYPP was used towards Sing & Sign sessions which was a new and enriching experience for the children.

One member of staff left during the year and another staff member started level 2 training. Total staff number is now 9.

A new treasurer was elected to the management committee.

The following Training Courses were attended by staff:

First Aid – 6 staff

FGM – 2 staff

Food Hygiene – 2 staff

Safeguarding – 4 staff

Designated Safeguarding – 1 staff

STEPS Behaviour Management – 2 staff

Supporting Children With Autism And Communication Difficulties – 1 staff

Over the summer of 2019 there was some significant vandalism to the site and equipment. This resulted in extra costs but also a reduction in rent for the autumn term.

In April the minimum wage was increased and also staff are now paid for time spent on training.

There was also an increase in the per hour funding rate.

## Section E

## Financial review

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

The Pre-School aims to hold reserve funds to cover one term's expenditure.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

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

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

From March to September 2020 the nursery had to close due to government enforced lockdown for COVID19. Council funding was still given but there were no fees collected. Also with the nursery closed there were no fundraising opportunities. The government run Job Retention Scheme was used to supplement a portion of the wage payments. Rent was not charged for the summer term.

Total income during 2019-20 was £88,606. The main sources of income were from Grants (80%) and fees (12%). Fundraising amounted to only £710 (0.8%).

Funding received for 2yr olds, 3&4yr olds and 30h provision were all decreased compared to the previous year due to fewer children. The number of fee paying children was significantly decreased compared to the previous year as they were only present for a term and a half.

Total expenditure during 2019-20 was £104,128. The majority was spent on Staff Salaries and HMRC (88%) and rent costs (7%). The remainder was spent on equipment, consumables, new toys, staff training and admin overheads associated with running the pre-school.

Overall, the nursery suffered a loss of £15,521. The income was approximately £40,000 less than last year but the expenditure only approximately £27,000 less than last year.

## 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)	L. M. LAMUS	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	22/03/21	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**MAGIC MOMENTS PRE-SCHOOL**

No (if any)  
**1059224**

**CC16a**


## Receipts and payments accounts

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	7,867	-	-	7,867	31,306
Childcare vouchers	1,524	-	-	1,524	4,010
Tax free childcare	1,107	-	-	1,107	5,273
2yr old Grant	-	28,571	-	28,571	30,581
3&4yr old Nursery Grant	-	31,309	-	31,309	40,497
Early Years Pupil Premium	-	986	-	986	665
30hr Extended Care	-	8,074	-	8,074	10,762
Exceptional Needs Funding	-	2,139	-	2,139	-
Emerging Needs Funding	-	-	-	-	1,500
Savings Interest	151	-	-	151	127
NHDC Donation	-	-	-	-	250
Fundraising	711	-	-	711	3,623
Coronavirus Job Retention Scheme	-	6,168	-	6,168	-
<b>Sub total (Gross income for AR)</b>	<b>11,359</b>	<b>77,247.09</b>	<b>-</b>	<b>88,606</b>	<b>128,595</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>11,359</b>	<b>77,247.09</b>	<b>-</b>	<b>88,606</b>	<b>128,595</b>
<b>A3 Payments</b>					
Salaries, Pension, SSP and HMRC	21,719	69,713	-	91,433	106,686
Rent	-	6,842	-	6,842	15,240
Petty Cash	300	-	-	300	450
Equipment & Consumables	621	-	-	621	1,754
Toys	26	-	-	26	772
Outside Play Area	-	-	-	-	492
Signing Babies/living eggs	375	-	-	375	693
Daytrips and Leaver's trip	439	-	-	439	766
Printer/Photocopier	870	-	-	870	923
Training	976	-	-	976	641
Insurance, Ofsted Registration, Subscriptions & CRB	-	692	-	692	1,040
Bank charges	133	-	-	133	193
Accountant Fees	275	-	-	275	275
Payroll Costs	722	-	-	722	692
Phone & Postage	95	-	-	95	110
Website, Prospectus and Marketing	120	-	-	120	264
Staff / volunteers thank you	10	-	-	10	299
Donations	200	-	-	200	200
<b>Sub total</b>	<b>26,881</b>	<b>77,247.09</b>	<b>-</b>	<b>104,128</b>	<b>131,489</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>26,881</b>	<b>77,247.09</b>	<b>-</b>	<b>104,128</b>	<b>131,489</b>
<b>Net of receipts/(payments)</b>	<b>- 15,521</b>	<b>-</b>	<b>-</b>	<b>- 15,521</b>	<b>- 2,895</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>44,084</b>	<b>-</b>	<b>-</b>	<b>44,084</b>	<b>46,979</b>
<b>Cash funds this year end</b>	<b>28,563</b>	<b>-</b>	<b>-</b>	<b>28,563</b>	<b>44,084</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>	Lloyds Business Account	8,557		-
	Lloyds Treasurers Account	4	-	-
	Virgin Charity Deposit Account	20,001	-	-
	<b>Total cash funds</b>	<b>28,563</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			L. M. LEWIS	22/03/21





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name **MAGIC MOMENTS PLAYGROUP**

On accounts for the year  
ended

**31 AUG 2020**

Charity no  
(if any)

**1059224**

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

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

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

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

Independent  
examiner's statement

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

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

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

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

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

Signed:

Date:

**01 MAR 2021**

Name:

**Mr S O'Reilly**

Relevant professional  
qualification(s) or body

**MAAT**



(if any):

Address: 66 Bedford Rd, SG52UD

**Section B** **Disclosure**

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

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

Financial Independent Audit for  
**MAGIC MOMENTS PLAYGROUP**

Charity No 1059224

Period 01/09/2019 - 31/08/2020

Magic Moments are a playgroup centre for preschool children, based in Baldock. Manage My Accounts has compiled an independent financial audit for the accounts for the period 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020.

**Income**

Due to the COVID-19 pandemic, Magic Moments have been affected, like other pre-schools in the country, and the affect is shown on the income. The income has dropped to £89k compared to last years' income of £129k. A significant drop in fees from last year £31k to this year £8k.

**Expenditure**

Despite the pandemic, the government have provided the furlough scheme and salaries are stil at £91k and other overheads have continued. The total expenditure of £104k compared to £131k last year.

**Profit/Loss**

A reported loss for the second year of £15k has been reported this year to last years' loss of £3k.

**Balance Sheet**

The Balance Sheet has had a hit with the loss and is showing £28k compared to £44k last year. Magic Moments will need to look at the budgeted income for 2020/21, so that there isn't a further impact on the balance sheet.

• Business Account	£8,557
• Treasurers Account	£4
• Deposit Account	£20,001
Total	£28,563



Cont...

Financial Independent Audit for

**MAGIC MOMENTS PLAYGROUP**

Charity No 1059224

Period 01/09/2019 - 31/08/2020

Accounting

With the transition of Treasurer, I am glad to report that the accounts are kept in an excellent order, with good spreadsheets and filing. The income and expenditure is reported well.

Salaries /payroll – the reporting is in good order and payments to HMRC have been carried out correctly, this also includes payments to Nest for the Workplace Pension. All HMRC procedures are reported correctly and there are no current issues.

Fixed Assets – due to business type, I do not recommend that a fixed asset register is required.

Accruals and prepayments are not necessary and can be shown on the assets/liabilities form of CC16a for any large items the Charity may have.

Overall, I have found no issues of major concern and only have reported my findings and recommendations.

Report by

Shaun O'Reilly FMAAT

Trading as Manage My Accounts

[www.managemyaccounts.biz](http://www.managemyaccounts.biz)

Dated 01 March 2021