



Trustees' Annual Report for the period

Period start date	From
Period end date	To

01
09
2020

31
08
2021

Section A	Reference and administration details
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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

TAR

Name of person (or body) entitled to appoint trustee (if any)

Bethany Goodall
Chair

1

Siobhan Early
Secretary

2

Leanne Lamus
Treasurer

3

Joanna Simpson
Committee

4

10

11

12

13

14

15

16

17

18

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)

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.

Section D

Achievements and performance

Section D

Achievements and performance

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.

The nursery opened in September with few children and therefore few hours for staff. Due to this one member of staff was made redundant. Also 2 salaried staff members were placed on the government's flexible furlough scheme from January 2021 to March 2021.

From January - March 2021 the country was placed into lockdown again. The nursery was allowed to remain open however not all the children returned. Funding was still paid and fees were still charged. With fewer children attending all staff were flexi-furloughed 1-16 January. The nursery closed 17-31 January due to a coronavirus outbreak. Staff were placed on full furlough however wages were only partially reclaimed under the Job Retention Scheme. Fees had to be repaid.

In April 2021 minimum wage was raised and 4 staff members had their wages raised. Also in April fees were raised from £5.50/h to £6/h and funding was raised by £0.06/h.

Fundraising events were practically impossible due to closures, restrictions and the cancellation of large events (eg Christmas and summer fayre). However the children's Christmas party and a sponsored event raised over £200.

An NHDC grant was awarded and used to buy kitchen role play equipment and a replacement laptop.

Total staff number is now 8, including 1 for lunchtime cover.

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.

During this year there was still disruption caused by the pandemic with lower numbers of children, closures, restrictions and very limited fundraising opportunities. The government run Job Retention Scheme was used to supplement a portion of the wage payments.

Total income during 2020-21 was £83,805. The main sources of income were from Grants (75%) and fees (12%). Fundraising amounted to only £946 (1%).

Total expenditure during 2020-21 was £92,101. The majority was spent on Staff Salaries and HMRC (84%) and rent costs (11%). The remainder was spent on equipment, consumables, printer and admin overheads associated with running the pre-school.

Overall, the nursery suffered a loss of £8,295. The income was approximately £5,000 less than last year and the expenditure approximately £12,000 less than last year.

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)

Position (eg Secretary, Chair, etc)

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name MAGIC MOMENTS PRE-SCHOOL	No (if any) 1059224
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Receipts and payments accounts

CC16a

For the period from	Period start date 9/1/2020	To	Period end date 8/31/2021
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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 £
A1 Receipts					
Fees	10,190	-	-	10,190	7,867
Childcare vouchers	-	-	-	-	1,524
Tax free childcare	6,539	-	-	6,539	1,107
2yr old Grant	-	26,487	-	26,487	28,571
3&4yr old Nursery Grant	-	24,197	-	24,197	31,309
Early Years Pupil Premium	-	1,089	-	1,089	986
30hr Extended Care	-	1,739	-	1,739	8,074
Exceptional Needs Funding	-	2,367	-	2,367	2,139
Emerging Needs Funding	-	-	-	-	-
Savings Interest	34	-	-	34	151
NHDC Donation	-	1,820	-	1,820	-
Fundraising	946	-	-	946	711
Coronavirus Job Retention Scheme	-	8,397	-	8,397	6,168
Sub total (Gross income for AR)	17,709	66,096.18	-	83,805	88,606
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,709	66,096.18	-	83,805	88,606
A3 Payments					
Salaries, Pension, SSP and HMRC	22,533	54,554	-	77,087	91,433
Rent	-	10,776	-	10,776	6,842
Petty Cash	300	-	-	300	300
Equipment & Consumables	724	-	-	724	621
Toys	-	-	-	-	26
Outside Play Area	26	-	-	26	-
Signing Babies/living eggs/enrichment	30	-	-	30	375
Daytrips and Leaver's trip	-	-	-	-	439
Printer/Photocopier	704	-	-	704	870
Training	12	-	-	12	976
Insurance, Ofsted Registration, Subscriptions & CRB	-	767	-	767	692
Bank charges	91	-	-	91	133
Accountant Fees	275	-	-	275	275
Payroll Costs	777	-	-	777	722
Phone & Postage	90	-	-	90	95
Website, Prospectus and Marketing	378	-	-	378	120
Staff / volunteers thank you	15	-	-	15	10
Donations	50	-	-	50	200
	-	-	-	-	-
Sub total	26,004	66,096.18	-	92,101	104,128
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,004	66,096.18	-	92,101	104,128
Net of receipts/(payments)	- 8,295	-	-	- 8,295	- 15,521
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,562.60	-	-	28,563	44,084
Cash funds this year end	20,267	-	-	20,267	28,563

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 £
B1 Cash funds	Lloyds Business Account	5,262		-
	Lloyds Treasurers Account	4	-	-
	Virgin Charity Deposit Account	15,001	-	-
	Total cash funds	20,267	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	

Financial Independent Audit for
MAGIC MOMENTS PLAYGROUP

Charity No 1059224

Period 01/09/2020 - 31/08/2021

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 1st September 2020 to 31st August 2021.

Income

Due to aftermath of COVID, the income has dropped slightly to £83k compared to last years' income of £89k. The pre-school is making a turnaround for the forthcoming year.

Expenditure

Overheads have also dropped to £92k compared to £104k last year. Salaries mostly affected.

Profit/Loss

A reported loss for the third year of £8k has been reported this year to last years' loss of £15k.

Balance Sheet

The Balance Sheet has had a hit with the loss and is showing £20k compared to £28k last year. Magic Moments will need to look at the budgeted income for 2021/22, so that there isn't a further impact on the balance sheet.

- Business Account £5,262
- Treasurers Account £4
- Deposit Account £15,001
- Total £20,627

Cont...

Financial Independent Audit for

MAGIC MOMENTS PLAYGROUP

Charity No 1059224

Period 01/09/2020 - 31/08/2021

Accounting

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

Dated 8 April 2022