



Trustees' Annual Report for the period

Period start date	From
Period end date	To

01
09
2021

31
08
2022

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)

1

Bethany Goodall

Chair

April 2019-Nov 2022

2

Siobhan Early

Secretary

From April 2019

3

Leanne Lamus

Treasurer

From January 2020

4

Joanne Simpson

Trustee

Up to September 2022

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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.

In May 2022 the Behaviour policy was updated to be in line with the TAB (therapeutic approach to behaviour)

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 had 16 children attending in the Autumn term, 26 in the Spring term and 32 in the Summer term.

As of April 2022 the funding rates were £5.55/h for 3&4 year olds and £5.79/h for 2 year olds. The nursery fees were still £6/h

As a cost cutting measure the two salaried staff members had their hours decreased by a third.

From April 2022 wages were increased

A 6.6% pay rise for:

New starter/non-qualified - £9.50/h (minimum wage)

Level 3 - £9.60

A 7.7% pay rise for all other roles:

Supervisor - £10.10

Deputy/SENCO - £10.60

Manager - £13.95

This will lead to an extra £5100 per year if the hours are roughly the same as the previous year

Two staff members left and a new staff member was recruited in the summer term. There are now 6 staff members. Two committee members stepped down at the end of the academic year.

Fundraising events were back to pre-pandemic levels and through a variety of community events, sponsored events, recycling schemes and donations, the nursery made £3200 in fundraising.

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.

Total income during 2021-22 was £87,879. The main sources of income were from Grants (81%) and fees (14%). Fundraising amounted to £3,253 (4%).

Total expenditure during 2021-22 was £78,630. The majority was spent on Staff Salaries and HMRC (83%) and rent costs (12%). The remainder was spent on equipment, consumables, printer and admin overheads associated with running the pre-school.

Overall, the nursery achieved a profit of £9,248. The income was approximately £4,000 more than last year and the expenditure approximately £13,000 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)

Leanne Lamus

Full name(s)

Leanne Lamus

	Position (eg Secretary, Chair, etc)
Treasurer	
30/11/22	Date



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 9/1/2021	To	Period end date 8/31/2022
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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	12,203	-	-	12,203	10,190
Childcare vouchers	-	-	-	-	-
Tax free childcare	-	-	-	-	6,539
2yr old Grant	-	40,756	-	40,756	26,487
3&4yr old Nursery Grant	-	24,375	-	24,375	24,197
Early Years Pupil Premium	-	1,485	-	1,485	1,089
30hr Extended Care	-	633	-	633	1,739
Exceptional Needs Funding	-	912	-	912	2,367
SEN	-	2,851	-	2,851	-
Savings Interest	18	-	-	18	34
NHDC Grant/Herts CC Bursary	-	1,035	-	1,035	1,820
Fundraising	3,253	-	-	3,253	946
Coronavirus Job Retention Scheme	-	358	-	358	8,397
Sub total (Gross income for AR)	15,474	72,405.03	-	87,879	83,805
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,474	72,405.03	-	87,879	83,805
A3 Payments					
Salaries, Pension, SSP and HMRC	3,096	62,026	-	65,122	77,087
Rent	-	9,600	-	9,600	10,776
Petty Cash	385	-	-	385	300
Equipment & Consumables	431	-	-	431	724
Toys	-	-	-	-	-
Outside Play Area	-	-	-	-	26
Signing Babies/living eggs/enrichment	26	-	-	26	30
Daytrips and Leaver's trip	-	-	-	-	-
Printer/Photocopier	954	-	-	954	704
Training	344	-	-	344	12
Insurance, Ofsted Registration, Subscriptions & CRB	-	779	-	779	767
Bank charges	120	-	-	120	91
Accountant Fees	275	-	-	275	275
Payroll Costs	427	-	-	427	777
Phone & Postage	90	-	-	90	90
Website, Prospectus and Marketing	60	-	-	60	378
Staff / volunteers thank you	17	-	-	17	15
Donations	-	-	-	-	50
	-	-	-	-	-
Sub total	6,226	72,405.03	-	78,631	92,101
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,226	72,405.03	-	78,631	92,101
Net of receipts/(payments)	9,249	-	-	9,249	- 8,295
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,267.53	-	-	20,268	28,563
Cash funds this year end	29,516	-	-	29,516	20,268

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	14,511		-
	Lloyds Treasurers Account	4	-	-
	Virgin Charity Deposit Account	15,001	-	-
	Total cash funds	29,516	-	-
	(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	
	Leanne Lamus	Leanne Lamus	11/30/2022	



Section A

Independent Examiner's Report

**Report to the
trustees/ members
of**

Charity Name
Magic Moments Pre-School

**On accounts for the
year ended**

31 August 2022

**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 **31/08/2022**.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

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:

- ☐ the accounting records were not kept in accordance with section 130 of the 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.

Signed:

Date: 20/06/2023

Name: Rebecca Louise Edwards

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

Address: 61 Hillcrest, Baldock, N Herts, SG7 6NF

Section B

Disclosure

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

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

