



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2022		31	08	2023

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	31 Hillcrest Baldock Herts Postcode SG7 6NF

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	Alice Small	Chair	From Nov 2022	
2	Siobhan Early	Secretary	From April 2019	
3	Leanne Lamus	Treasurer	From January 2020	
4				
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18				
19				
20				

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

Name	Dates acted if not for whole year

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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.

Courses:

Early Years Leadership and Management for the deputy manager

Safeguarding for 3 staff members

First Aid for all staff

Food Hygiene for all staff

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 24 children attending in the Autumn term, 29 in the Spring term and 28 in the Summer term.

The centre manager retired after the May half term with the deputy manager stepping into the manager role.

There was high staff turnover this year and recruiting was difficult, meaning extra cover was needed for interviews to take place.

Staff received another pay rise in April 2023;

Non qualified 23+ £10.42 (minimum wage)

Level 2 £10.50 - £10.60

Level 3 £10.70 - £10.80

Deputy / Senco £11.70 - £11.80

Manager £14-14.60/h

There are now 6 staff members. A new chair person was recruited to the committee, officially starting Nov 2022 but wishes to step down as of Sept 2023.

The nursery fees were increased in April 2023 to £6.50/h and will be increasing again in September 2023.

It was a difficult year with recruitment costs, staff training, the new holiday pay implications and holiday backpay for the last 2 years. Rent will be increasing in September 2023, possibly also losing free set-up and pack-away time.

Fundraising events were compromised by the staffing issues and recruitment and management changeover. Also there was no beer festival this year which impacts fundraising. The nursery made £524 in fundraising, £188 of which was banked during the 2022-2023 timeframe and £336 of which was banked during the 2023-2024 timeframe.

Fundraising 2022-2023

- Bag2school collection 2023 - £140
- Amazon/giving machine - £40
- Christmas Fayre 2022 – raised £113
- Photos – raised £57
- Sports Day 2023 - £63
- Summer Fayre stall 2023 - £160

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 2022-23 was £88,349. The main sources of income were from Grants (87%) and fees (10%). Fundraising amounted to £188 (0.2%).

Total expenditure during 2022-23 was £96,195. The majority was spent on Staff Salaries and HMRC (85%) and rent costs (10%). The remainder was spent on equipment, consumables, printer and admin overheads associated with running the pre-school.

Overall, the nursery suffered a loss of £7,846. The income was equivalent to last year however the expenditure approximately £17,500 more 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) Leanne Lamus

Full name(s) Leanne Lamus

Position (eg Secretary, Chair, etc) Treasurer

Date 01/02/24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name MAGIC MOMENTS PRE-SCHOOL	No (if any) 1059224
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CC16a

Receipts and payments accounts

For the period from	Period start date 9/1/2022	To	Period end date 8/31/2023
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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	8,538		-	8,538	12,203
Childcare vouchers			-	-	-
Tax free childcare	2,644			2,644	-
2yr old Grant		36,159	-	36,159	40,756
3&4yr old Nursery Grant		26,668	-	26,668	24,375
Early Years Pupil Premium		1,363	-	1,363	1,485
30hr Extended Care		4,969	-	4,969	633
Exceptional Needs Funding		886	-	886	912
SEN		6,634	-	6,634	2,851
Savings Interest	60		-	60	18
NHDC Grant/Herts CC Bursary		240		240	1,035
Fundraising	188		-	188	3,253
Coronavirus Job Retention Scheme			-	-	358
Sub total(Gross income for AR)	11,431	76,918.44	-	88,349	87,879
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,431	76,918.44	-	88,349	87,879
A3 Payments					
Salaries, Pension, SSP and HMRC	15,877	66,304	-	82,181	65,122
Rent		9,294	-	9,294	9,600
Petty Cash	400		-	400	385
Equipment & Consumables	378		-	378	431
Toys	24		-	24	-
Outside Play Area	61		-	61	-
Signing Babies/living eggs/enrichment			-	-	26
Daytrips and Leaver's trip			-	-	-
Printer/Photocopier	911		-	911	954
Training	854		-	854	344
Insurance, Ofsted Registration, Subscriptions & CRB		1,320	-	1,320	779
Bank charges	84		-	84	120
Accountant Fees			-	-	275
Payroll Costs	566		-	566	427
Phone & Postage	93		-	93	90
Website, Prospectus and Marketing	29		-	29	60
Staff / volunteers thank you			-	-	17
Donations			-	-	-
Sub total	19,277	76,918.44	-	96,195	78,631
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,277	76,918.44	-	96,195	78,631
Net of receipts/(payments)	- 7,846	-	-	- 7,846	9,249
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,516.00		-	29,516	20,268
Cash funds this year end	21,670	-	-	21,670	29,516

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	6,665		-
	Lloyds Treasurers Account	4	-	-
	Virgin Charity Deposit Account	15,001	-	-
	Total cash funds	21,670	-	-
	(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	2/1/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Magic Moments Pre-School

On accounts for the year
ended

2022-2023

Charity no
(if any)

1059224

Set out on pages

1 & 2

(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 **31/08/2023**.

Responsibilities and
basis of report

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 (other than that disclosed below *) 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.

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

Signed:

Rebecca Edwards

Date:

16/06/2024

Name:

Rebecca Edwards

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

Address:

61 Hillcrest

Baldock

SG7 6NF

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.