



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2021 to 31st August 2022

Charity name: Bushytails Pre-school

Charity registration number: 1067576 (England and Wales)

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Bushytails Pre-school is a charity run, community-based Pre-school for children aged 2-5 years. We are Ofsted registered and are part of the EYFS. We provide a safe, fun learning environment with a multisensory (secure) play area. All money raised by the charity pays for it to run. It covers the costs of staff, premises and a lot of vital equipment for the benefit of the children.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Our main activity is to deliver, within our fully inclusive setting for 2–5 year olds, the Early Year Foundation Stage. To do this, we employ childcare managers and assistants who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to improve our work. We accurately assess our children and provide this information as requested. We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and

		meetings to ensure all staff are fluent in these. We follow the recommendations offered by specialists and the guidance available from the Pre-School Learning Alliance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In all our work, we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We have no policy of grant making and are not involved in grant making.
Policy on social investment including program related investment	Para 1.38	Similarly, we have no policy on social investment as we are not involved in social investments
Contribution made by volunteers	Para 1.38	We are grateful to those parents, beyond our committee of volunteers, who regularly give up their time for free to help at the Pre-school
Other		

Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have established a stable and proactive committee and trustees after a period of instability within the Committee. During this academic year, the Committee have worked hard to ensure the future financial stability of the Pre-School by adopting new procedures for the invoicing of parents and the collection of fees. We now have robust systems in place to ensure that all fees are collected and have adopted robust systems for monitoring expenditure, monthly and cashflow.</p> <p>We have further built on our positive Ofsted report of summer 2018. All of our staff continue to complete regular bespoke training to ensure that they are confident and fluent in the latest Early Years practice. Our most experienced staff continue to support newly qualified staff and apprentices as they learn the skills of the role.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year (31 August 2022) we had a balance of £37561.30
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our new reserves policy is to hold the equivalent of a term's local educational funding (from Hampshire County Council) funding as a reserve
Amount of reserves held	Para 1.22	Currently hold an operating balance of £37561.30 but zero funds allocated separately to a reserve account
Reasons for holding zero reserves	Para 1.22	A review is currently being undertaken to establish a reserve fund of £40,000 with the view to a separate reserves account
Details of fund materially in deficit	Para 1.24	No funds are materially in deficit currently
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funds are fees collected from children (mainly aged 2 years) attending the Pre-School and income received from Hampshire County Council for those children aged 3 and above who are entitled to funded sessions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	One of the principal risks facing the charity is the continued low government funding of childcare places. Inflation is also increasing costs associated with running the charity
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees may be nominated and appointed by current Trustees or committee members

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees complete DBS checks in line with statutory requirements. Trustees meet regularly and work collaboratively on all aspects of the role. Induction and training take place as part of regular meetings.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The work of the Bushytails Pre-school is overseen by a committee of parents and former parents. The Pre-School management structure consists of one well qualified and experienced Childcare Managers alongside an equally trained Deputy Manager . The Pre-School additionally employs part time assistants and SENCO designated staff.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Bushytails Pre-school
Other name the charity uses	
Registered charity number	1067576
Charity's principal address	Bushytails Pre-school Springwood Avenue Waterlooville PO7 8ED

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	Scott CORDEROY	CHAIR	01 MAY 2022 – present	
2	Carly TAYLOR	SECRETARY	01 MAY 2022– present	
3	Katie FINN	TREASURER	01 MAY 2022– present	

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Jane WHILEY (Pre-school Manager)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A


Other optional information

N/A

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		CARLY TAYLOR (Electronic)
Full name(s)	SCOTT CORDEROY	CARLY TAYLOR
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	26 October 2022	

Registered number
1067576

Bushytails Preschool

Report and Accounts

31st August 2022

Bushytails Preschool 1067576

Report of the Independent Examiner to the trustees on the accounts of the Charity for the year ended 31st August 2022

I report on the financial statements of the Charity for the year ended 31st August 2022 which have been prepared on a Receipts and Payments basis. A Receipts and Payments basis does not account for debtors, creditors, accruals and prepayments, but such a presentation is permitted by law for smaller charities.

The Charity's trustees are responsible for the preparation of the accounts. The trustees are satisfied that the audit requirement of Section 144(1)) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the accounts be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:-

- a) examine the accounts under section 145 of the Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5))(b) of the Act; and;
- c) to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the accounts, and in particular, I express no opinion as to whether the accounts give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that this is a report in respect of an examination carried out under section 145 of the Act and in accordance with any directions given by the Commission under subsection (5)(b) of that section which are applicable; and that no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 130 of the Act;

(ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act;

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached;

9th December 2022
D B Heelan
Licenced Accountant MAAT

1 The Briars
Waterberry Drive
Waterlooville
Hampshire
PO7 7YH

Receipts and Payments Account
Unrestricted Funds

Income Receipts

Fees	8,682.20	
Grant	110,291.14	118,973.34

Other Income

Fundraising	100.00	
School clothing	75.00	
Food voucher grants	930.00	
Training grants	-	
Bank interest received	0.03	
Other miscellaneous	23.10	1,128.13

Total Receipts		<u>120,101.47</u>
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Direct Charitable Expenditure

Rent	2,400.00	
Wages, PAYE & pensions	108,037.14	
Equipment	1,001.68	
Consumables	964.23	
Food vouchers	930.00	
Other grant expenditure	79.77	
Funding transfers	-	113,412.82

Other Expenditure

Administration costs	2,894.60	
Fundraising costs	59.94	
Building expenses	-	
Stationery	9.75	
Telephone & photocopying	498.93	
Computer requisites	992.19	
CRB checks	111.80	
Subscriptions/Advertising	634.60	
Insurance	495.27	
Function costs	124.35	
Cleaning expenditure	957.97	
Training costs	520.50	
Clothing costs	132.50	
Bad debt written off	617.50	
Bank charges	270.92	
Other miscellaneous	92.89	8,413.71

Total Expenditure		<u>121,826.53</u>
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Net Receipts/Payments for the year		<u><u>(1,725.06)</u></u>
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Cash and Bank balances at 31 August 2021	(Unrestricted Funds)	<u>39,313.23</u>
Net Receipts/Payments for the year	-	1,725.06
Cash and Bank Balances as at 31 August 2022	(Unrestricted Funds)	<u>37,588.17</u>
Balances per bank statement as at 31/08/2022		
Current Account	37561.30	
Cash	1.87	
Float	25.00	
	(Unrestricted Funds)	<u>37,588.17</u>

Notes to the accounts

Income

31st August 2022	31st August 2021	Variance
£	£	£
8,682.20 Fees	11,486.75	- 2,804.55
<u>110,291.14</u> Grant	<u>100,749.41</u>	<u>9,541.73</u>
1,128.13 Other income	815.93	312.20
<u>120,101.47</u>	<u>113,052.09</u>	<u>7,049.38</u>

Fee income decreased; Increased charge rates in the coming year.

Grant income increased due to additional support for special needs children.

Expenditure

113,412.82 Direct	108,588.71	4,824.11
8,413.71 Other	6,480.72	1,932.99
<u>121,826.53</u>	<u>115,069.43</u>	<u>6,757.10</u>

Increased expenditure mainly due to additional resources for special needs children.

Related party transactions

There were no such transactions in the year.

Trustees Expenses / Remuneration

No trustees were remunerated or paid expenses above those incurred on behalf of the charity.

Funds policy

There were no endowment or restricted funds in the year.

Reserves Policy

A specific policy (BT-POL-009) was introduced in the year with a target working capital figure.

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