



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06 Apr 2020 Period start date
To 05 Apr 2021 Period end date

Charity name: Moonbeams Playgroup

Charity registration number: 1068848

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The development and education of children under statutory school age. We do this by:</p> <p>(a) helping parents to understand and provide for the needs of their children;</p> <p>(b) identifying and encouraging study of the needs of such children and their families and promoting public interest in and recognition of such needs in our local community;</p> <p>(c) offering appropriate play, educational and care facilities;</p> <p>(d) providing opportunities for family learning together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;</p> <p>(e) Instigating, adhering to and furthering the aims and objectives of the Early Years Alliance.</p>
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	<p>We encourage children to be confident, independent and lifelong learners in a safe, welcoming and nurturing environment.</p> <p>We follow the statutory framework set out to support the Early Years Foundation Stage to provide children in our care with the high quality early learning to give them the best possible start in their learning journeys.</p> <p>We promote kindness and resilience in the children in our care. We believe strongly that children learn best when at play and we offer our children a variety of learning opportunities and experiences.</p> <p>We have developed and follow a comprehensive set of policies to ensure that we are delivering the best possible care to our children within our setting.</p> <p>We work alongside parents/carers to find more</p>

		<p>ways to encourage their input for the children's learning journeys and to be involved with the Pre-School.</p> <p>We continue to develop real-time conversations with parents to provide a comprehensive picture of the children's development and to identify areas where we can provide specific support.</p> <p>We encourage parents to approach staff with any concerns they may have about their children's development or well-being. Our welcoming ethos extends to parents and carers.</p> <p>Our staff work alongside families and can call on a variety of other professionals where need is indicated. We have put in place an 'open-door' policy for parents/carers to talk to staff.</p> <p>We continue to work to improve parental engagement and involvement with their children's development. The Covid-19 pandemic has presented some challenges to us in this respect as we have sought to engage with families online.</p> <p>The pandemic has curtailed many of our customary local community engagements – we have not been able to take part in visits to our local care-home for example. Other activities that we would normally take part in to raise the profile of the charity (eg, the local carnival) were cancelled. It was not possible to put on our usual small-scale fundraising activities.</p> <p>While the pandemic restricted some of our activities, staff have done their utmost to keep things as near to normal as possible for the children attending when we were able to open up in September 2020. Staff have worked hard to address the additional constraints and administrative measures required to provide a 'Covid-safe' environment for the children, including additional cleaning</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Guidance on public benefit has guided actions of the trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable.

Policy on social investment including program related investment	Para 1.38	Not applicable.
Contribution made by volunteers	Para 1.38	Events and activities at which our members and parents volunteer have been curtailed by the pandemic in this reporting period.
Other		

Achievements and Performance

	SORP reference	
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>Despite additional operational and administrative burdens placed on our setting by the pandemic, the PreSchool has remained open since returning after the summer break in September 2020.</p> <p>We have provided as normal an environment as possible for the children in our care whilst working within the confines of our risk assessment.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Financial accounts for the year end April 2021 showed a surplus of £16K. Note: this surplus does not represent a major turnaround in the finance of the PreSchool – this is just a reflection of the particular circumstances posed by the Covid-19 pandemic. The apparent surplus reflects savings of:</p> <ul style="list-style-type: none"> • Around £4K in rent – the PreSchool was closed from March through to September 2021 during which time no rent was due to BSNC. • Around £12K in staff costs – the PreSchool had one member of staff who was shielding throughout and so received 28 weeks' SSP rather than full salary. <p>Surplus funds have been accumulated in the PreSchool Reserve account which now holds a balance of £35K. We expect to draw down much of these reserves to cover costs as normal day-day running of the PreSchool returns.</p> <p>Looking ahead, as near-normal staffing occurs, we are aware of significant increases to our running costs. Next year will see a further rise in minimum wage (and hence increase in PAYE/NI/ pension bill) and the additional cost of the rise in NI announced this year. Both will have a major impact on the monthly payroll costs. In the absence of matching increases in funding rates, it is anticipated that non-ringfenced reserves will have to be used to fund day-day running costs.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to cover costs associated with wind-up of the charity, but may be used to meet exceptional liabilities as and when they arise and cover temporary gaps in cash flow.
Amount of reserves held	Para 1.22	£34,327
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going	Para 1.23	The major uncertainty we face is a funding gap which means that reserves will be depleted. We anticipate in the 21-22 financial year that we will need to drawdown reserves to cover increased

concern		staff costs and cover substantial increase in other operational costs when the site redevelopment goes ahead. Our headcount is currently low which remains a concern in terms of receipt of future funding.
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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	Income derives from NEFs payments from Local Authority for early years childcare provision. Supplemented by fees charged for additional hours and from parents of non-funded children. The Charity has some limited fund-raising activities which may involve parents/siblings(eg parties for the children) or the wider community (eg participation in fetes/raffles etc). These activities are organised by volunteers on our Management Committee working with our setting Manager.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Retention of staff: recourse to agency staff to cover for staff absence has significant impact on the Charity's costs.</p> <p>Falling headcount: our long-term viability at the current premises requires a full or near-full headcount each term.</p> <p>Continued availability of our current premises: under one of the (many) options for development of the local area currently being considered by the local authority. We are actively engaged in the consultation process and are beginning to model the impact this may have on our longer-term viability. As part of this process, we may commence making enquiries about provision of alternative premises in the area in order to mitigate likely increases to overheads.</p> <p>Given the location of the Pre-School in an area of deprivation, large-scale fundraising is unlikely to become a reliable source of revenue for our day-day activities.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Revised constitution adopted May 2018
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	Trustees are elected from members or associate members annually and any member of the charity may put their name forward for election at the AGM; our constitution allows for a maximum of 12 members at any time. We currently have two members of staff serving on the management committee. All Committee volunteers must obtain an enhanced DBS which is registered with the update service.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Moonbeams Playgroup
Other name the charity uses	Moonbeams Pre-School
Registered charity number	1068848
Charity's principal address	Buchan Street Neighbourhood Centre 6 Buchan Street Kings Hedges Cambridge CB4 2XF

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	Heidi Scott	Chair		
2	Lynne Purchase	Treasurer		
3	Stephanie Champion	PreSchool Manager		
4	Kerry Ho	PreSchool Deputy	Joined Nov 2020	
5	Dora Suberlak	Member		
6	Aimee Jakes	Member		
7	Alison Ash	Member	Stepped down Nov 2020	
8	Danielle McClaren	Member	Stepped down Nov 2020	
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information



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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Heidi Scott Chair	Lynne Purchase Treasurer
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Date

4 th Nov 2021

Moonbeams Pre-School Accounts 2020-2021-Year Ending 5th April 2021																
				General												
			Restrict Fund	Fund	Totals	05-Apr-20	05-Apr-19	05-Apr-18	05-Apr-17	05-Apr-16	05-Apr-15	05-Apr-14	05-Apr-13	05-Apr-12	05-Apr-11	
	b/f from last year		£24,999.36	£4,363.28	£29,362.64	£33,117.16	£35,966.23	£14,387.53	£23,383.26	£34,868.37	£34,007.49	£47,803.90	£42,857.26	£34,309.58	£10,151.12	
	Income															
	Fees		£4,133.75		£4,133.75	£9,996.95	£9,754.25	£9,490.77	£5,104.90	£5,148.76	£6,652.28	£14,963.78	£11,741.95	£16,715.29	£18,701.00	
	Funding		£86,341.34		£86,341.34	£80,735.71	£81,610.85	£84,561.86	£56,946.45	£52,923.38	£58,999.52	£42,024.06	£51,858.52	£47,510.81	£55,237.78	
	Grants		£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,284.16	£0.00	£90.00	£0.00	£4,200.00	
	Fundraising etc		£0.00	£0.00	£0.00	£261.54	£638.87	£239.47	£71.53	£243.26	£526.00	£177.50	£1,046.11	£387.70	£1,097.81	
	Other Sundries		£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Other Income		£319.48	£159.74	£159.74	£420.00	£394.29	£109.28	£149.00	£175.00	£174.50	£63.15	£73.53	£81.75	£0.65	
			£90,794.57	£159.74	£90,634.83	£91,414.20	£92,398.26	£94,401.38	£62,271.88	£60,140.40	£67,584.46	£56,873.49	£64,810.11	£64,695.55	£79,237.24	
	Expenditure															
	Wages and Training		£61,850.13		£61,850.13	£75,348.46	£71,855.08	£52,667.61	£52,633.56	£51,776.04	£53,698.03	£50,939.81	£48,574.47	£45,986.57	£41,188.57	
	Subcontract labour		£781.56		£781.56	£2,673.35	£1,310.26	£2,388.81	4,162.40	6,367.09	1,662.60	£5,188.16				
	Rent		£5,576.00		£5,576.00	£9,916.94	£11,252.22	£9,852.67	£9,745.86	£7,859.66	£7,701.80	£8,409.60	£7,481.29	£6,660.84	£6,840.00	
	Equipment etc		£886.64		£886.64	£1,262.20	£4,523.33	£1,925.12	£1,735.75	£2,817.07	£1,310.58	£667.76	£653.00	£522.99	£4,919.92	
	Insurance		£0.00		£0.00	£0.00	£607.65	£496.69	£587.03	£573.09	£557.90	£548.88	£519.41	£506.90		
	Professional Fees		£660.00		£660.00	£720.00	£720.00	£3,079.92	600.00	480.00	600.00	£300.00	£0.00	£0.00	£0.00	
	Broadband and Phone		£1,538.86		£1,538.86	£1,346.75	£1,369.80	£1,017.62	377.09	382.06	373.83	£396.64	£310.82	£283.38	£302.38	
	Sundries		£0.00		£0.00	£82.78	£116.63	£69.77	£16.82	£0.00	£70.00	£940.00	£470.45	£440.00	£1,787.07	
	Other		£2,546.86	£0.00	£2,546.86	£3,818.24	£3,492.36	£1,324.47	£1,409.10	£1,370.50	£748.84	£3,279.05	£1,854.03	£1,747.19	£40.84	
	Totals		£73,840.05	£0.00	£73,840.05	£95,168.72	£95,247.33	£72,822.68	£71,267.61	£71,625.51	£66,723.58	£70,669.90	£59,863.47	£56,147.87	£55,078.78	
	c/f to next year		£41,953.88	£4,203.54	£46,157.42	£29,362.64	£33,117.16	£35,966.23	£14,387.53	£23,383.26	£34,868.37	£34,007.49	£47,803.90	£42,857.26	£34,309.58	
	Represented by:	Bank Reserve Account			34,326.91	23,336.65	24,936.65	19,899.00	10,099.00	20,399.00	20,399.00	£22,887.64	£25,771.02			
		Preschool			11,517.34	6,019.32	8,131.32	15,916.64	4,246.36	2,846.58	14,469.37	£11,119.85	£22,032.88			
		Cash			313.17	6.67	49.19	150.59	42.17	137.68	0.00	£0.00	£0.00			
					£46,157.42	£29,362.64	£33,117.16	£35,966.23	£14,387.53	£23,383.26	£34,868.37	£34,007.49	£47,803.90			
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Moonbeams Pre-School Accounts 2019-2020 Analysis of costs													
				2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	Accounts Classif.		
Restricted Funds	Accountancy Fees			660.00	720.00	720.00	2,520.00	600.00	480.00	600.00	Professional Fe	Accountancy Fees	
Restricted Funds	Bank Charges			0.00	0.00	0.00	63.12	126.08	113.57	78.10	Other	Bank Charges	
Restricted Funds	Cash Paid Into Bank			0.00	0.00	0.00	0.00	139.00	0.00	0.00	Other	Cash Paid In	
Restricted Funds	Environmental			712.71	526.64	479.19	315.00	0.00	0.00	0.00	Other	Environmental	
Unrestricted Funds	Fund Raising Costs			0.00	13.62	192.00	0.00	0.00	10.00	0.00	Other	Fund Raising Costs	
Restricted Funds	HMRC			-1,531.34	5,566.60	5,006.14	-5,322.45	2,800.57	0.00	327.10	Wages and Tra	HMRC	
Restricted Funds	Income-Bank Interest			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Other Income	Income-Bank Interest	
Restricted Funds	Income-Childcare Vouchers			0.00	0.00	-84.00	-247.50	0.00	0.00	-664.75	Funding	Income-Childcare Vouchers	
Unrestricted Funds	Income-Commission			0.00	0.00	0.00	-14.42	0.00	0.00	-174.50	Other Income	Income-Commission	
Unrestricted Funds	Income-Donations			-159.74	-70.00	-394.29	-94.86	0.00	0.00	0.00	Other Income	Income-Donations	
Restricted Funds	Income-Early Years			0.00	0.00	-271.35	-1,770.75	0.00	30.00	0.00	Fees	Income-Early Years	
Restricted Funds	Income-Fees			-4,133.75	-9,996.95	-9,482.90	-7,720.02	-5,104.90	-5,178.76	-6,652.28	Fees	Income-Fees	
Unrestricted Funds	Income-Fund Raising			0.00	-261.54	-638.87	-239.47	-71.53	-243.26	0.00	Fundraising etc	Income-Fund Raising	
Unrestricted Funds	Income-Grants			0.00	0.00	0.00	0.00	0.00	-2,000.00	-2,284.16	Grants	Income-Grants	
Restricted Funds	Income-Milk			0.00	-307.80	-388.90	0.00	0.00	0.00	0.00	Funding	Income-Milk	
Restricted Funds	Income-NEF's			-86,341.34	-80,427.91	-81,137.95	-84,314.36	-56,946.45	-52,923.38	-58,334.77	Funding	Income-NEF's	
Unrestricted Funds	Income-Sponsor Money			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Other Income	Income-Sponsor Money	
Unrestricted Funds	Income-Trips & Events			0.00	-350.00	0.00	0.00	-149.00	175.00	0.00	Other Income	Income-Trips & Events	
Restricted Funds	Insurance			0.00	0.00	607.65	496.69	£587.03	£573.09	£557.90	Insurance	Insurance	
Restricted Funds	Materials Equipment			886.64	1,262.20	4,523.33	1,925.12	1,735.75	2,817.07	1,310.58	Equipment etc	Materials Equipment	
Restricted Funds	Milk			30.05	355.20	386.38	-21.31	21.86	-60.40	-514.42	Other	Milk	
Restricted Funds	Other Expenses			1,252.76	2,451.84	1,545.30	486.40	1,567.47	1,702.62	1,693.06	Other	Other Expenses	
Restricted Funds	Pension			1,972.48	2,528.00	1,490.74	444.47	179.27	0.00	0.00	Wages and Tra	Pension	
Restricted Funds	Broadband and Phone			1,538.86	1,346.75	1,369.80	1,017.62	377.09	382.06	373.83	Broadband and	Phone Charges	
Restricted Funds	Professional Fees			0.00	0.00	0.00	559.92	0.00	0.00	0.00	Professional Fe	Professional Fees	
Restricted Funds	Query			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Other	Query	
Restricted Funds	Rent			5,576.00	9,916.94	11,252.22	9,852.67	9,745.86	7,859.66	7,701.80	Rent	Rent	
Restricted Funds	Agency			781.56	2,673.35	1,310.26	2,388.81	4,162.40	6,367.09	1,662.60	Subcontract	Agency	
Unrestricted Funds	Sales-Fee Refunds			0.00	0.00	0.00	0.00	0.00	0.00	526.00	Fundraising etc	Sales-Fee Refunds	
Restricted Funds	Staff Training			278.00	536.00	377.00	1,238.38	305.74	196.00	441.00	Wages and Tra	Staff Training	
Restricted Funds	Stationary			551.34	5.40	395.49	90.46	15.25	135.47	0.00	Other	Stationary	
Restricted Funds	Subscriptions			0.00	0.00	0.00	390.80	0.00	0.00	0.00	Other	Subscriptions	
Restricted Funds	Sundries			0.00	82.78	116.63	69.77	16.82	0.00	70.00	Sundries	Sundries	
Unrestricted Funds	Transfer from reserves			0.00	0.00	0.00	0.00	0.00	0.00	0.00	Other	Transfer from reserves	
Unrestricted Funds	Trips & Events			0.00	465.54	494.00	0.00	126.47	42.33	50.00	Other	Trips & Events	
Restricted Funds	Wages			61,130.99	66,717.86	64,981.20	56,307.21	49,347.98	51,580.04	52,929.93	Wages and Tra	Wages	
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				-16,794.78	3,754.52	2,849.07	-21,578.70	9,582.76	12,058.20	-302.98			
Unrestricted Funds				-£159.74	-£202.38	-£347.16	-£348.75	-£94.06	-£2,015.93	-£1,882.66			
Restricted Funds				-£16,635.04	£3,956.90	£3,196.23	-£21,229.95	£9,676.82	£14,074.13	£1,579.68			

Moonbeams Pre-School

Charity No. 1068848

& Lunch Club

Buchan Street Neighbourhood Centre
6, Buchan Street, Cambridge, CB4 2XF
Tel: (01223) 727481

E-mail: moonbeams.preschool@gmail.com web-site: www.moonbeams-preschool.btck.co.uk

To whom it may concern,

I have prepared the enclosed accounts which I believe to be an accurate record of the finances of Moonbeams Pre-School for the year 2020-2021.

I have conducted an independent examination of the enclosed accounts of Moonbeams Pre-School in accordance with requirements laid down by the Charities Commission for England and Wales. Original documents have not been seen, but have used a spreadsheet produced from within Moonbeams.

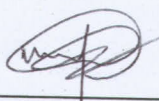
Comments:

Reserves have increased by £16,794.78 within Financial Year 20/21

Overheads are well controlled and as per comments in previous years the recording and narration within the books of account continues to be of a very high standard.

Monthly payroll reconciliation has been carried out this year, which compares net wages and HMRC payments. This reconciled to the penny. SMP was also claimed Payroll records show that £5,625.56 should have been claimed for tax year 20/21, although £5,981.50 was actually received due to an advance early claim, which no doubt was based on expected earnings for that year. An advance payment for tax year 21/22 of £1,408.76 was also received.

Signature



Print Name

MARTIN SMITH (DALLAS AND MARTIN ACCOUNTANCY LTD)

Occupation

ACCOUNTANT

Date

9th.AUGUST 2021