



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 06 Apr 2021 Period start date  
To 05 Apr 2022 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, curious, 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.</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	Volunteer members are beginning to plan fund-raising activities on the basis of one maore fund-raiser per academic year. In December 2021, this was a Christmas raffle for which volunteers approaced local shops/companies for prize donations. Members have also donated items for a table-top sale.
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>The PreSchool has made major efforts to support parental engagement as 'normal' day-day operations have returned. Parents have been consulted in the development of the new curriculum which was introduced in September 2021 with the aim of making sure that the children get the most out of it.</p> <p>We have produced a monthly newsletter which is distributed to parents/carers. This gives details of events and activities going on at the PreSchool and suggests ways in which parents/carers can support similar activities at home.</p> <p>In-person parental consultation appointments have been put back in place in which parents/carers have been invited to discuss their child's development and progress and to identify any areas of concern.</p> <p>We have also put in place a basic food stand (food bank) to support our families with essential supplies needed to tide them over. This is located in our entrance lobby and parents are encouraged to take what they need when they need it.</p> <p>All staff are up to date on mandatory training including child protection and first aid. A programme of refresher training has been set in place which will benefit children and families as new ideas and practice are brought into the setting from these courses.</p> <p>A named safeguarding officer has been appointed to the Management Committee in accordance with new regulations which require this.</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	Para 1.41	

against objectives		
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 2022 showed a surplus of £4K, which is what remains of the larger surplus of £16K accumulated in the previous financial year due to savings on rent and staff costs because of changed operations during the pandemic. As operations have returned to normal in this financial year, that surplus has been used to fund normal day-day running of the PreSchool.</p> <p>The PreSchool Reserve account now holds a balance of £30K, again down from that reported last year as funds have been drawn down to cover costs of normal running.</p> <p>It is anticipated that non-ringfenced reserves will continue to be needed to fund day-day running costs.</p> <p>The PreSchool also anticipates moving to new premises at the new Meadows Hub during the next financial year. There will be additional costs associated with the move (eg, nursery furniture/storage cupboards which are not being supplied as part of the new premises fit-out). While the Committee will be looking at what might be funded from grants, as long as the reserves account holds such a relatively high balance, this may have an adverse affect on any grant applications made.</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	£30,326
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 concern	Para 1.23	<p>The major uncertainty remains the gap between funding and our operational costs. We anticipate substantial increase in running costs in the 22-23 financial year as we move to new premises in an environment of overall cost increases on supplies and possibly in rent.</p> <p>While we do have reserves to fund some of these increases, we will need a full headcount in order to reduce the gap between funding and costs. However, a full headcount requires additional staff in order to keep to guidelines concerning staff and children ratios. Qualified staff have proven very difficult to recruit as there is simply not</p>

		<p>enough money to offer all staff pay rates which compete with that offered by employers in other sectors. We are not in a position such that our cost increases can simply be passed on to parents and families using our service. Most children coming to us are using their 'free' hours' entitlements funded by Government so increasing our fees for additional hours or for non-eligible children has very little impact on our turnover as so few children are fee-payers.</p>
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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	<p>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.</p>
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. The PreSchool requires a full headcount in order to be viable but this requires a full staff complement in order to meet standards for child ratios.</p> <p>Falling headcount: our long-term viability at the current premises requires a full or near-full headcount each term.</p> <p>Move to new premises: the PreSchool expects to move to the new community hub at the Meadows in December 2022.</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		
5	Dora Suberlak	Member		
6	Aimee Jakes	Member	Stepped down Nov 2021	
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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	
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### **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)



Full name(s)

Heidi Scott  
Chair

Lynne Purchase  
Treasurer

Date

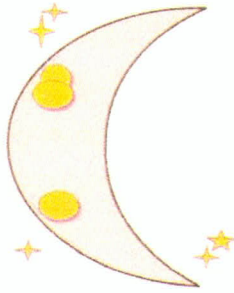
14<sup>th</sup> Nov 2022

Moonbeams Pre-School Accounts 2021-2022-Year Ending 5th.April 2022															
			General												
		Restrict Fund	Fund	Totals	05-Apr-21	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
b/f from last 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
Income															
Fees		£9,886.03		£9,886.03	£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
Funding		£81,433.93		£81,433.93	£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
Grants		£0.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00	£2,284.16		£0.00	£90.00	£0.00
Fundraising etc		£903.00	£451.50	£451.50	£0.00	£261.54	£638.87	£239.47	£71.53	£243.26	£526.00		£177.50	£1,046.11	£387.70
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		£280.00	£140.00	£140.00	£159.74	£420.00	£394.29	£109.28	£149.00	£175.00	£174.50		£63.15	£73.53	£81.75
		£92,502.96	£591.50	£91,911.46	£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
Expenditure															
Wages and Training		£63,519.86		£63,519.86	£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
Subcontract labour		£685.50		£685.50	£781.56	£2,673.35	£1,310.26	£2,388.81	4,162.40	6,367.09	1,662.60		£5,188.16		
Rent		£11,920.00		£11,920.00	£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
Equipment etc		£4,818.75		£4,818.75	£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
Insurance		£0.00		£0.00	£0.00	£0.00	£607.65	£496.69	£587.03	£573.09	£557.90		£548.88	£519.41	£506.90
Professional Fees		£2,648.22		£2,648.22	£660.00	£720.00	£720.00	£3,079.92	600.00	480.00	600.00		£300.00	£0.00	£0.00
Broadband and Phone		£1,361.62		£1,361.62	£1,538.86	£1,346.75	£1,369.80	£1,017.62	377.09	382.06	373.83		£396.64	£310.82	£283.38
Sundries		£114.64		£114.64	£0.00	£82.78	£116.63	£69.77	£16.82	£0.00	£70.00		£940.00	£470.45	£440.00
Other		£2,062.95	£7.31	£2,055.64	£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
Totals		£87,131.54	£7.31	£87,124.23	£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
c/f to next year		£47,325.30	£3,619.35	£50,944.65	£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
Represented by:	Bank Reserve Account			30,326.91	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			20,399.42	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			218.32	313.17	6.67	49.19	150.59	42.17	137.68	0.00		£0.00	£0.00	
				£50,944.65	£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	
MOVEMENT IN FUNDS YEAR ON YEAR				£4,787.23	£16,794.78	£3,754.52	£2,849.07	£21,578.70	£8,995.73	£11,485.11	£860.88		£13,796.41	£4,946.64	£8,547.68

Moonbeams Pre-School Accounts 2021-2022 Analysis of costs												
			2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	Accounts Classif.	
Restricted Funds	Accountancy Fees		822.00	660.00	720.00	720.00	2,520.00	600.00	480.00	600.00	Professional Fees	Accountancy Fees
Restricted Funds	Bank Charges		0.00	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	0.00	139.00	0.00	0.00	Other	Cash Paid In
Restricted Funds	Environmental		514.64	712.71	526.64	479.19	315.00	0.00	0.00	0.00	Other	Environmental
Unrestricted Funds	Fund Raising Costs		0.00	0.00	13.62	192.00	0.00	0.00	10.00	0.00	Other	Fund Raising Costs
Restricted Funds	HMRC		4,827.00	-1,531.34	5,566.60	5,006.14	-5,322.45	2,800.57	0.00	327.10	Wages and Training	HMRC
Restricted Funds	Income-Bank Interest		0.00	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	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	0.00	-14.42	0.00	0.00	-174.50	Other Income	Income-Commission
Unrestricted Funds	Income-Donations		-140.00	-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	0.00	-271.35	-1,770.75	0.00	30.00	0.00	Fees	Income-Early Years
Restricted Funds	Income-Fees		-9,886.03	-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		-451.50	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	0.00	-2,000.00	-2,284.16	Grants	Income-Grants
Restricted Funds	Income-Milk		0.00	0.00	-307.80	-388.90	0.00	0.00	0.00	0.00	Funding	Income-Milk
Restricted Funds	Income-NEF's		-81,433.93	-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	0.00	Other Income	Income-Sponsor Money
Unrestricted Funds	Income-Trips & Events		0.00	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	0.00	607.65	496.69	£587.03	£573.09	£557.90	Insurance	Insurance
Restricted Funds	Materials Equipment		4,818.75	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		40.81	30.05	355.20	386.38	-21.31	21.86	-60.40	-514.42	Other	Milk
Restricted Funds	Other Expenses		1,363.83	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		1,582.00	1,972.48	2,528.00	1,490.74	444.47	179.27	0.00	0.00	Wages and Training	Pension
Restricted Funds	Broadband and Phone		1,361.62	1,538.86	1,346.75	1,369.80	1,017.62	377.09	382.06	373.83	Broadband and Phone	Phone Charges
Restricted Funds	Professional Fees		1,826.22	0.00	0.00	0.00	559.92	0.00	0.00	0.00	Professional Fees	Professional Fees
Restricted Funds	Query		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Other	Query
Restricted Funds	Rent		11,920.00	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		685.50	781.56	2,673.35	1,310.26	2,388.81	4,162.40	6,367.09	1,662.60	Subcontract labour	Agency
Unrestricted Funds	Sales-Fee Refunds		0.00	0.00	0.00	0.00	0.00	0.00	0.00	526.00	Fundraising etc	Sales-Fee Refunds
Restricted Funds	Staff Training		678.00	278.00	536.00	377.00	1,238.38	305.74	196.00	441.00	Wages and Training	Staff Training
Restricted Funds	Stationary		35.24	551.34	5.40	395.49	90.46	15.25	135.47	0.00	Other	Stationary
Restricted Funds	Subscriptions		108.43	0.00	0.00	0.00	390.80	0.00	0.00	0.00	Other	Subscriptions
Restricted Funds	Sundries		114.64	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	0.00	Other	Transfer from reserves
Unrestricted Funds	Trips & Events		-7.31	0.00	465.54	494.00	0.00	126.47	42.33	50.00	Other	Trips & Events
Restricted Funds	Wages		56,432.86	61,130.99	66,717.86	64,981.20	56,307.21	49,347.98	51,580.04	52,929.93	Wages and Training	Wages
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			-4,787.23	-16,794.78	3,754.52	2,849.07	-21,578.70	9,582.76	12,058.20	-302.98		
Unrestricted Funds			-£598.81	-£159.74	-£202.38	-£347.16	-£348.75	-£94.06	-£2,015.93	-£1,882.66		
Restricted Funds			-£4,188.42	-£16,635.04	£3,956.90	£3,196.23	-£21,229.95	£9,676.82	£14,074.13	£1,579.68		

## BANK BAL BFWD & CFWD

Moonbeams Bank and Cash Balances as at 5th.April 2022		
BANK BALANCES CFWD		
Reserves account	30,326.91	
Preschool	20,399.42	
Cash	218.32	
	-----	
	50,944.65	
	-----	
In accounts	50,944.65	
Written off to Other Overheads	0.00	
BANK BALANCES BFWD		
Reserves account	34,326.91	
Preschool	11,517.34	
Cash	313.17	
	-----	
	46,157.42	
	-----	



# Moonbeams PreSchool & Lunch Club

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

Website: [www.moonbeamspreschool.org](http://www.moonbeamspreschool.org)

email: [moonbeams.preschool@gmail.com](mailto:moonbeams.preschool@gmail.com)

Registered Charity 1068848 OFSTED Registration EY542760  
Mon-Fri term time only 9am-3pm

To whom it may concern:

I have prepared the enclosed accounts which I believe to be an accurate record of the finances of Moonbeams PreSchool for the year 2021-2022.

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

Have seen bank statements for opening and closing balances and payroll records.

Comments:

Reserves have increased by £4,787.23 within Financial Year 21/22

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

Monthly payroll reconciliation has been carried out this year, which compares net wages and HMRC payments. Apart from an unpaid amount £190.76 in November 21 payroll everything reconciled in terms of net wages, PAYE and gross wages. Technically year end payroll reports should be corrected to remove this amount, as November and December 21 payments agreed with December 21 payroll.

No statutory accounts and Corporation Tax return have been prepared for year ending 5<sup>th</sup>.April 2022, because the HMRC portal has shown accounting periods 5<sup>th</sup>.April 2022 through to 5<sup>th</sup>.April 2025 as being exempt from filing. If this changes, please advise.

Signature

Print Name MARTIN SMITH (DALLAS AND MARTIN ACCOUNTANCY LTD)

Occupation ACCOUNTANT

Date 5<sup>TH</sup>.OCTOBER 2022.