



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **Period start date 1-Sep-21 To** **Period end date 31-Aug-22**

Charity name: Little Sparks Preschool

Charity registration number: 1079011

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL IN NORWICH A) PROVIDING SAFE AND SATISFYING GROUP PLAY, IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART B) ENCOURAGING OTHER CHARITABLE ACTIVITIES THROUGH WHICH PARENTS MAY HELP 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 | The charity is established to provide parents with an Ofsted approved pre-school educational facility for children. The pre-school aims to give the children social and educational skills to make the transition to primary school as smooth as possible. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Charity's activities they have had regards to this guidance. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|---------------------------------------|----------------|------------|
| Policy on grant making | Para 1.38 | N/A |
| Policy on social investment including | Para 1.38 | N/A |

| | | |
|---------------------------------|-----------|------------|
| program related investment | | |
| Contribution made by volunteers | Para 1.38 | N/A |
| Other | | N/A |

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 | The primary aim of ensuring that staff are fully supported by the Trustees, to enable the preschool to continue to operate successfully, has been achieved. The children continue to receive a 1/3 of a pint of milk per day free of charge in accordance with government strategy. Targeted funding has been used to narrow the gap for socially disadvantaged children. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
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| Achievements against objectives set | Para 1.41 | Children's progress is monitored throughout their time at the setting using developmental strands and those needing extra help and support are referred to relevant agencies, parents/carers are involved in children's learning with termly feedback |
| Performance of fundraising activities against objectives set | Para 1.41 | Where applicable Trustees would monitor |
| Investment performance | Para 1.41 | N/A |

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| against objectives | | |
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Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | <p>During the year, the Charity saw a slight fall in overall income and income generated from fees received. This is due to the fact of a deficit of government funding by 9k compared to 2021. A rise in fee paying children generated an additional 4k this year reducing the deficit. Removing these, the Charity actually had an increase in comparable income of £10,344 to £126,320. This is as a result of the Charity receiving a donation of 15k.</p> <p>Expenditure for the Charity is closely monitored. The main cost being that of wages which rose to £88,533 from £86,365 as a result of statutory changes in pension and the national living wage.</p> <p>The overall expenditure rose to £123,687 (2021: £113,295) due to an increase in premises rent and includes investment of £6,691 in play equipment.</p> <p>The Trustees consider the year- end financial position to be satisfactory and confirm that the Charity can meet all known obligations.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves are retained to primarily cover redundancy costs, and fixed overhead liabilities. Reserves are not to be used for other costs. |
| Amount of reserves held | Para 1.22 | 39,609 |
| Reasons for holding zero reserves | Para 1.22 | Reserves are held |
| Details of fund materially in deficit | Para 1.24 | There are no funds in deficit for this financial year. Receipts and payments accounts are prepared. |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Although this year, government funding has dropped from £112k for y/e 2021 to £103k, fees have increased from £4k for y/e 2021 to nearly £8k and a donation of £15k was received from Magdalene Gates Preschool. Rent has increased significantly too but cash funds remain healthy at £87k therefore the trustees do not have any concerns that the charity cannot continue as a |

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| | | going concern. |
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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 | Principle sources of funding are from: <ul style="list-style-type: none"> • Norfolk County Council for 2/3 & 4 year old free hours, plus additional for SEN – these are tracked and reconciled • Parent/carers – regular hours for children outside the free hour provision • Parents/carers – additional hours for children • Parent/Carers – voluntary contribution for consumable services |
| 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 | <p>The biggest expense to the pre-school is the staff on site to meet the ratio requirement for children, and the rent payable to the academy.</p> <p>This is not expected to change going forward, and the viability of the preschool very much depends on child numbers and Government funding levels which are not increasing in line with costs.</p> <p>The Trustees will monitor very carefully the financial aspect to ensure the preschool, at all times, is able to fulfil it's financial obligations.</p> |
| 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 association |
| 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 appointed at the Annual General Meeting. The minimum number of Trustees is 3, together with a further 3 co- opted members and no more than 10 members including trustees. The Trustees of the Charity are currently parents of current children or parents of previous children and one employee. |

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 are subject to DBS checks and encouraged to review the Charity's constitution, the latest accounts of the Charity and keep abreast of their duties and responsibilities. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | We encourage group activities in which parents may help the children. |
| Relationship with any related parties | Para 1.51 | Co-operate with other charity, voluntary bodies and statutory bodies to meet the aims of our association. |
| Other | | The trustees have agreed to convert to a CIO in the coming year. |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Little Sparks Preschool |
| Other name the charity uses | Little Sparks Playgroup (Previous name) |
| Registered charity number | 1079011 |

| | |
|-----------------------------|---|
| Charity's principal address | Knowland grove Norwich Norfolk NR5 8YB |
| | |

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 | Karen Rowley | Chair | 17 July 2018 | |
| 2 | Tara Macfarlane | Trustee | 6 November 2014 | |
| 3 | Emily Barker | Trustee | 6 November 2014 | |
| 4 | Jacqueline Walker | Trustee | 26 April 2012 | |
| 5 | Karen Chapman | Treasurer | 20 April 2021 | |
| 6 | Michelle Heather | Trustee | 26 October 2013 | |
| 7 | | | | |
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Corporate trustees - names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| N/A | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| N/A | | |
| | | |

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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 |
|-----------------|--------------------|--|
| Auditor | Abacus Accountancy | The Willows, Ipswich Rd, Long Stratton, NR15 2TG |
| | | |
| | | |
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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)

KMRowley

JAWalker

Full name(s)

Karen Rowley

Jackie Walker

**Position (eg
Secretary, Chair, etc)**

Chair

Secretary

Date

14/06/2022

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 | | 47,474 | 39,609 | - |
| | Petty Cash | 314 | - | - |
| | | | - | - |
| | Total cash funds | 47,788 | 39,609 | - |
| | (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 | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | 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 | |
| | | | | |



Independent examiner's report to the trustees of the "Little Sparks Pre School"

I report on the accounts of the above charity number 1079011 for the year ended 31 August 2022

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An 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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable 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.

Peter Bussey FFA FIPA
24th July 2022