



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From Period start date 1-Sep-22 To Period end date 31-Aug-23

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 | <b>We provide a curriculum around the Early Years Foundation Stage for children 2-5 years, children access 15 or 30 hours per week (funding entitlement) encourage parents to take part in their children's learning and development</b>                 |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>Yes, Trustees made aware</b>  |

## Additional information (optional)

You may choose to include further statements where relevant about:

|  | SORP reference |            |
|--|----------------|------------|
| Policy on grant making   | Para 1.38      | <b>N/A</b> |
| Policy on social investment including program related investment | Para 1.38      | <b>N/A</b> |
|  | Para 1.38      | <b>N/A</b> |

|                                 |  |     |
|---------------------------------|--|-----|
| Contribution made by volunteers |  |     |
| 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      | <p><b>We are raising the attainment level through the Early Years Curriculum of our preschool children to ensure when they transition to school they have the foundation in place to continue with their education.</b></p> <p><b>Parents are informed of their children's learning and development including what kind of learner their child is.</b></p> <p><b>Families signposted to multi-agencies to further help, support and advise</b></p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

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

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | A deficit arose in the year mainly due to staff costs which has been redressed in the current year and a surplus is expected. The Trustees consider the year- end financial position to be satisfactory and confirm that the Charity can meet all known obligations.   |
| 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 a deficit arose of £18,600 the Trustees monitor finances closely and in the next financial period have ensured that a surplus is generated, by reducing staff costs and achieving increased Funding, therefore the trustees do not have any concerns that the charity cannot continue as a going concern. |

### 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 | <b>Norfolk County Council Early Years Funding Source</b>                                |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <b>N/A</b>  |
| A description of the principal risks facing the charity                         | Para 1.46 | <b>Filling spaces in both rooms<br/>Recruitment<br/>Attracting Trustees<br/>Leasing</b> |
| Other   |           |   |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )  | Para 1.25 | <b>Constitution</b>  |
| How is the charity constituted?<br>(e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )  | Para 1.25 | <b>Unincorporated association</b>  |
| 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 | <b>New trustees are proposed and seconded at the AGM subject to DBS checks membership is open to any person over the age of 18 years interested in furthering our aims</b> |

### 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 | <b>Yes</b>   |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <b>We encourage group activities in which parents may help the children<br/>Supporting families working with outside agencies<br/>Promoting our Healthy Smiles Programme supporting teeth cleaning</b> |
| Relationship with any related parties   | Para 1.51 | <b>Co-operate with other charity, voluntary bodies and statutory bodies to meet the aims of our association</b>  |
| Other   |           |  |

## 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<br>Norwich<br>Norfolk<br>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  | Jacqueline Walker | Secretary       | 26 April 2012                     |   |
| 3  | Karen Chapman     | Treasurer       | 20 April 2021                     |   |
| 4  |                   |                 |                                   |   |
| 5  |                   |                 |                                   |   |
| 6  |                   |                 |                                   |   |
| 7  |                   |                 |                                   |   |
| 8  |                   |                 |                                   |   |
| 9  |                   |                 |                                   |   |
| 10 |                   |                 |                                   |   |
| 11 |                   |                 |                                   |   |
| 12 |                   |                 |                                   |   |
| 13 |                   |                 |                                   |   |
| 14 |                   |                 |                                   |   |
| 15 |                   |                 |                                   |   |
| 16 |                   |                 |                                   |   |
| 17 |                   |                 |                                   |   |
| 18 |                   |                 |                                   |   |
| 19 |                   |                 |                                   |   |
| 20 |                   |                 |                                   |   |

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

| Director name |  |  |
|---------------|--|--|
| N/A           |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

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

## 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  |
|-----------------|--------------------|--|
| <b>Auditor</b>  | Abacus Accountancy | The Willows, Ipswich Rd, Long Stratton, NR15 2TG |
|                 |                    |  |
|                 |                    |  |
|                 |                    |  |

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## 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                                | 24/06/2023   |               |



## Receipts and payments accounts

CC16a

For the period  
from

01-Sep-22

To

31-Aug-23

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Norfolk County Council Funding                        | 102,777                                | -                                    | -                                   | 102,777                         | 102,766                       |
| Fees and Lunch Money                                  | 4,820                                  | -                                    | -                                   | 4,820                           | 7,780                         |
| Magdalene Gates Preschool closure                     | -                                      | -                                    | -                                   | -                               | 15,000                        |
| SSP Recovery  | -                                      | -                                    | -                                   | -                               | 270                           |
| West Earlham Association                              | -                                      | -                                    | -                                   | -                               | 500                           |
| Balancing amount reversal 2021                        | -                                      | -                                    | -                                   | -                               | 5                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>107,597</b>                         | <b>-</b>                             | <b>-</b>                            | <b>107,597</b>                  | <b>126,320</b>                |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>107,597</b>                         | <b>-</b>                             | <b>-</b>                            | <b>107,597</b>                  | <b>126,320</b>                |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Payroll   | 92,944                                 | -                                    | -                                   | 92,944                          | 86,169                        |
| Rent  | 15,075                                 | -                                    | -                                   | 15,075                          | 25,125                        |
| Insurance   | 857                                    | -                                    | -                                   | 857                             | 670                           |
| Stationery  | 1,137                                  | -                                    | -                                   | 1,137                           | 2,752                         |
| Equipment   | -                                      | -                                    | -                                   | -                               | 6,022                         |
| Communications and Website                            | 1,105                                  | -                                    | -                                   | 1,105                           | 769                           |
| Refreshment/Kitchen                                   | 1,069                                  | -                                    | -                                   | 1,069                           | 836                           |
| Administration  | 855                                    | -                                    | -                                   | 855                             | 570                           |
| Consumables   | 2,128                                  | -                                    | -                                   | 2,128                           | 697                           |
| Staff Training  | 79                                     | -                                    | -                                   | 79                              | 198                           |
| Repair and Maintenance                                | 1,033                                  | -                                    | -                                   | 1,033                           | -                             |
| TV Licence  | 159                                    | -                                    | -                                   | 159                             | 94                            |
| DBS Checks & Registrations                            | 79                                     | -                                    | -                                   | 79                              | 235                           |
| Examination of Accounts                               | 528                                    | -                                    | -                                   | 528                             | -                             |
| Accountancy Fees                                      | 2,106                                  | -                                    | -                                   | 2,106                           | -                             |
| Travel  | 11                                     | -                                    | -                                   | 11                              | 28                            |
| Balancing amount                                      | 5                                      | -                                    | -                                   | 5                               | -                             |
| Sundry Expenses                                       | 35                                     | -                                    | -                                   | 35                              | -                             |
| <b>Sub total</b>                                      | <b>119,205</b>                         | <b>-</b>                             | <b>-</b>                            | <b>119,205</b>                  | <b>124,165</b>                |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>119,205</b>                         | <b>-</b>                             | <b>-</b>                            | <b>119,205</b>                  | <b>124,165</b>                |
| <b>Net of receipts/(payments)</b>                     | <b>- 11,608</b>                        | <b>-</b>                             | <b>-</b>                            | <b>- 11,608</b>                 | <b>2,155</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>47,788</b>                          | <b>39,609</b>                        | <b>-</b>                            | <b>87,397</b>                   | <b>85,242</b>                 |
| <b>Cash funds this year end</b>                       | <b>36,180</b>                          | <b>39,609</b>                        | <b>-</b>                            | <b>75,789</b>                   | <b>87,397</b>                 |

### Section B Statement of assets and liabilities at the end of the period



B1 Cash funds

|  | to nearest £  | to nearest £  | to nearest £ |
|--|---------------|---------------|--------------|
|  | 36,123        | 39,609        | -            |
| Petty Cash   | 57            | -             | -            |
|  |               | -             | -            |
| <b>Total cash funds</b>                                | <b>36,180</b> | <b>39,609</b> | <b>-</b>     |
| (agree balances with receipts and payments account(s)) | OK            | OK            | OK           |

B2 Other monetary assets

| Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------|------------------------------------|----------------------------------|---------------------------------|
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |
|         | -                                  | -                                | -                               |

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 |
|-----------|------------|------------------|
|           |            |                  |
|           |            |                  |



## **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 2023

### **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

**4<sup>th</sup> December 2024**