

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	April	2020		31 <sup>st</sup>	March	2021

## Section A Reference and administration details

Charity name	SUN BEAMS DELAPRE PRE-SCHOOL
Other names charity is known by	SUN BEAMS
Registered charity number (if any)	1106721
Charity's principal address	c/o Delapre Primary School Rothersthorpe Road Northampton Postcode NN4 8JA

### 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	Nichola Windle			
2	Sharon Halford			
3	Carol Halford			
4	Michelle Leach			
5				
6				
7				
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A
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## Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<b>Constitution</b>
How the charity is constituted (eg. trust, association, company)	<b>Trust</b>
Trustee selection methods (eg. appointed by, elected by)	<b>Elected By Parents</b>

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

### Relationship with related parties

Sun Beams was established in 2004. We operate within the grounds of Delapre Primary School. We have very close links with Delapre primary school.

### Risk Management

The major risks to the Pre-school have been reviewed, and systems established to manage those risks.  
The adequacy of the systems is kept under review in the light of changing circumstances.  
To help mitigate risk, the Trustees take full responsibility for strategic planning, budgeting, and appropriate financial control for the Pre-school.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by

- a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- b) encouraging the study of the needs of such children and their families and promoting public interest in and the recognition of such needs in the local areas;
- c) instigating and adhering to and furthering the aims and objects of the Pre-School learning Alliance

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

### **Charitable activities**

Sun Beams offers full day care, incorporating pre-school, breakfast and after school clubs operating from a rented purpose built facility within the grounds of Delapre School.

Our Breakfast Club and After School Club are valuable assets which are designed to help families to balance their work and family commitments, whilst knowing their children are safe and cared for on the school site.

Encouraging Learning and Development for each individual child has been a high priority this year. The staff team have concentrated hard on individualising our planning to ensure that key workers produce individualised planning for their key children based on observations. We have continued to work hard on developing good relationships with parents and carers. We have kept parents well-informed of their child's progress and allow them to view and contribute to their children's learning journeys.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### **Aims and objectives**

- We would like to send more staff on continuing professional development through several different courses that interest the staff and improve the setting for families that use it.
- We aim to provide 2-year-old funding to ensure a good start to education for all.


Section D	Achievements and performance
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## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Sun Beams have 50 children on the books for the pre-school, 20 for the after school club and the breakfast club is a drop in service which takes between 10-20 children per morning.

The Pre-School has an enthusiastic and committed staff, led by two Managers who are level 5 trained and two supervisors, both holding appropriate NVQ Level 4 qualifications. During the year they were supported by 11 other staff members, who all have wide experience in childcare and hold childcare qualifications at various levels. 2 staff on level 4, 8 staff on Level 3 and 1 staff on Level 2.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

### Reserves policy

Financially this year Sun Beams made a surplus for the year ended 31 March 2021.

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's main source of funding continues to be Government Funding for 2 ,3 and 4 years old.

### COVID19

Due to the impact of COVID19, Sun Beams took out £25000 loan provided by the Government Bounce Back Loan Scheme and, Secondly, made use of the Job Retention Scheme to keep the organisation running through the pandemic.

## Section F Other optional information

N/A

## Section G Declaration

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	N.WINDLE	
<b>Full name(s)</b>	NIKKI WINDLE	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	

**Date** 26/01/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

SUN BEAMS PRE-SCHOOL

1106721

## Receipts and payments accounts

CC16a

For the period  
from

1st April  
2020

To

31st March  
2021

### Section A Receipts and payments


	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
SESSION FEES	29,764	-	-	29,764	74,279
GOVERNMENT FUNDING	158,275	-	-	158,275	137,334
BANK INTEREST	-	-	-	-	6
JRS GRANT	47,910	-	-	47,910	-
LOAN	25,000	-	-	25,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>260,949</b>	<b>-</b>	<b>-</b>	<b>260,949</b>	<b>211,619</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>260,949</b>	<b>-</b>	<b>-</b>	<b>260,949</b>	<b>211,619</b>
<b>A3 Payments</b>					
BANK CHARGES	360	-	-	360	352
INSURANCE	977	-	-	977	575
HMRC	15,394	-	-	15,394	15,635
OTHER EXPENSES	1,960	-	-	1,960	4,230
PHONE BILLS	1,040	-	-	1,040	858
RENT	10,000	-	-	10,000	10,833
TRAINING	1,080	-	-	1,080	1,280
TOYS	96	-	-	96	1,054
WAGES	164,050	-	-	164,050	160,047
CLEANING	706	-	-	706	591
COUNCIL TAX	-	-	-	-	1,247
COOLERAID	327	-	-	327	651
ESPO	2,157	-	-	2,157	3,106
FOOD	1,282	-	-	1,282	1,838
EQUIPMENT	1,080	-	-	1,080	1,523
LEGAL FEES	-	-	-	-	-
STATIONERY	-	-	-	-	196
PENSION	6,993	-	-	6,993	6,648
SUBSCRIPTIONS AND REGISTRATION	977	-	-	977	-
REPAIRS AND MAINTENANCE	1,265	-	-	1,265	-
FEES REFUNDED	340	-	-	340	-
<b>Sub total</b>	<b>210,084</b>	<b>-</b>	<b>-</b>	<b>210,084</b>	<b>210,665</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>	210,084	-	-	210,084	210,665
<b>Net of receipts/(payments)</b>	50,865	-	-	50,865	954
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	25,273	-	-	25,273	-
<b>Cash funds this year end</b>	76,138	-	-	76,138	25,273

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

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
<b>B1 Cash funds</b>	Cash at Bank	76,138	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	76,138	-	-
	account(s)	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		N. WINDLE	26/1/22





Section A

Independent Examiner's Report

Report to the trustees/  
members of

SUN BEAMS DELAPRE PRE-SCHOOL

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1106721

Set out on pages

1 to 6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Arkar Peerno*

Date:

28/01/22

Name:

Arkar Peerno

Relevant professional  
qualification(s) or body  
(if any):

ACCA - PART QUALIFIED

Address:

23 WESTBURY CLOSE

NORTHAMPTON

NN5 6AN