



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date  |       |      |
|------|-------------------|-------|------|----|------------------|-------|------|
|      | 1 <sup>st</sup>   | April | 2022 |    | 31 <sup>st</sup> | March | 2023 |

## 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<br>Rothersthorpe Road<br>Northampton<br>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 |
|-----|

## Section B Structure, governance and management

## Description of the charity's trusts

|   |                           |
|---|---------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | <b>Constitution</b>       |
| How the charity is constituted<br>(eg. trust, association, company) | <b>Trust</b>              |
| Trustee selection methods<br>(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 maintained the termly Parent Chat Times to keep parents well-informed of their child's progress and allow them to view and contribute to their children's learning journeys.

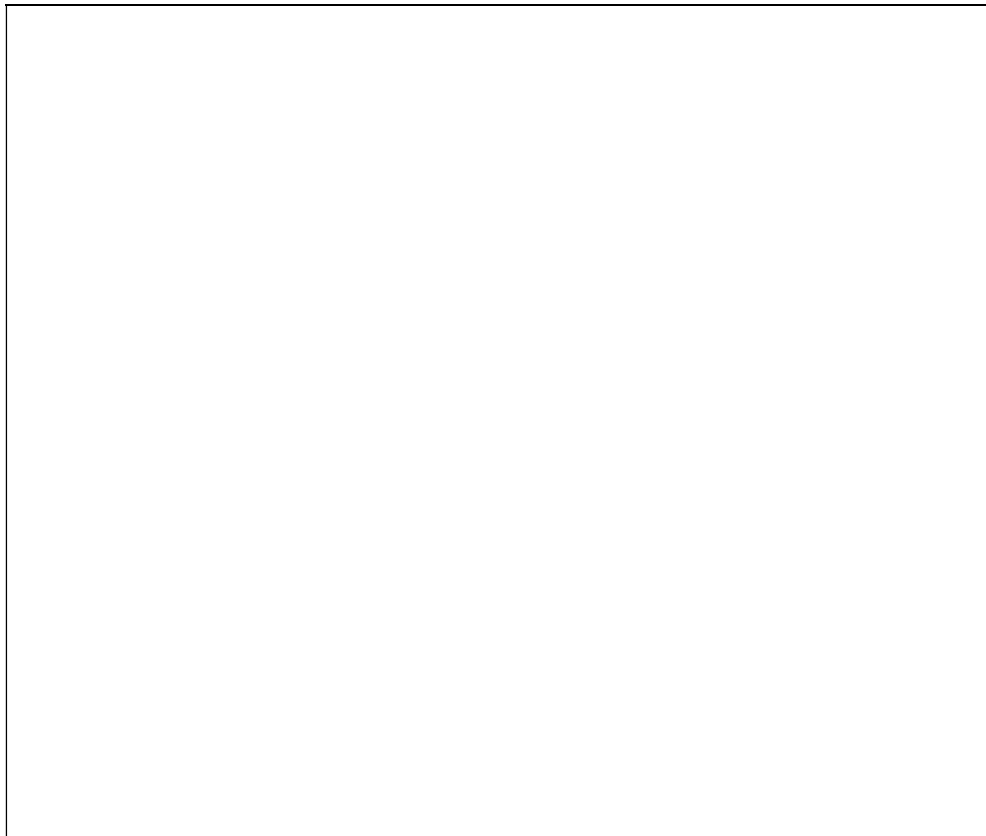
### **Additional details of objectives and activities (Optional information)**

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 a number of different courses that interest the staff and improve the setting for families that use it.
- We aim to provide 2 years old funding to ensure a good start to education for all.



## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

Sun Beams have 69 children on the books for the pre-school, 25 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, 6 staff on Level 3 , 1 staff on Level 2 and 1 apprentice.

We have provided numerous placements for students from Northampton College who are studying for NVQs in Childcare. Placements are three months long and students are provided with a valuable opportunity for experience and support from Sun Beams staff.

We have purchased new equipment and toys in order to improve the resources available to the children attending sessions.

The Pre-School and After School Club have enjoyed many activities and parents were also invited which help to maintain good links with the practitioners.

Sun Beams has also been involved in different fundraising activities.

## Section E Financial review

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

### Reserves policy

Financially this year Sun Beams made a deficit for the year ended 31 March 2023.

**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 year olds.

## 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>                        | S.HALFORD      |  |
| <b>Full name(s)</b>                        | SHARON HALFORD |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Trustee        |  |

**Date** 24/01/24



CHARITY COMMISSION  
FOR ENGLAND AND WALES

SUN BEAMS PRE-SCHOOL

1106721

## Receipts and payments accounts

CC16a

For the period  
from

1st April  
2022

To

31st March  
2023

### Section A Receipts and payments

|   | Unrestricted<br>funds | Restricted<br>funds | Endowment<br>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  | 59,982                | -                   | -                  | 59,982           | 46,005           |
| GOVERNMENT FUNDING                                    | 184,187               | -                   | -                  | 184,187          | 169,821          |
| OTHER   | 500                   | -                   | -                  | 500              | 1,500            |
| BANK INTEREST   |                       | -                   | -                  | -                | -                |
|   |                       | -                   | -                  | -                | -                |
|   |                       | -                   | -                  | -                | -                |
| <b>Sub total</b> (Gross income for AR)                | 244,670               | -                   | -                  | 244,670          | 217,326          |
| <b>A2 Asset and investment sales, (see table).</b>    |                       |                     |                    |                  |                  |
|   |                       | -                   | -                  | -                | -                |
|   |                       | -                   | -                  | -                | -                |
| <b>Sub total</b>                                      |                       | -                   | -                  | -                | -                |
| <b>Total receipts</b>                                 | 244,670               | -                   | -                  | 244,670          | 217,326          |
| <b>A3 Payments</b>                                    |                       |                     |                    |                  |                  |
| BANK CHARGES  | 360                   | -                   | -                  | 360              | 360              |
| INSURANCE   | 697                   | -                   | -                  | 697              | 658              |
| HMRC  | 23,614                | -                   | -                  | 23,614           | 20,252           |
| OTHER EXPENSES  | 3,136                 | -                   | -                  | 3,136            | 3,933            |
| PHONE BILLS   | 963                   | -                   | -                  | 963              | 1,051            |
| RENT  | 10,000                | -                   | -                  | 10,000           | 10,000           |
| TRAINING  | 1,105                 | -                   | -                  | 1,105            | 1,068            |
| TOYS  | 1,165                 | -                   | -                  | 1,165            | 2,603            |
| WAGES   | 182,189               | -                   | -                  | 182,189          | 169,419          |
| CLEANING  | 492                   | -                   | -                  | 492              | 674              |
| BUSINESS RATES  | 1,306                 | -                   | -                  | 1,306            | 333              |
| COOLERAID   | 609                   | -                   | -                  | 609              | 553              |
| ESPO  | 3,677                 | -                   | -                  | 3,677            | 3,164            |
| FOOD  | 2,617                 | -                   | -                  | 2,617            | 2,383            |
| EQUIPMENT   | 2,709                 | -                   | -                  | 2,709            | 3,162            |
| LEGAL FEES  | -                     | -                   | -                  | -                | 35               |
| STATIONERY  | 535                   | -                   | -                  | 535              | 1,020            |
| PENSION   | 9,459                 | -                   | -                  | 9,459            | 7,614            |
| SUBSCRIPTIONS AND REGISTRATION                        | 2,006                 | -                   | -                  | 2,006            | 1,197            |
| REPAIRS AND MAINTENANCE                               | 2,038                 | -                   | -                  | 2,038            | 1,437            |
| FEES REFUNDED   | 403                   | -                   | -                  | 403              | 246              |
| LOAN REPAYMENT  | 5,476                 | -                   | -                  | 5,476            | 4,188            |
| <b>Sub total</b>                                      | 254,553               | -                   | -                  | 254,553          | 235,350          |
| <b>A4 Asset and investment purchases, (see table)</b> |                       |                     |                    |                  |                  |
|   |                       | -                   | -                  | -                | -                |
|   |                       | -                   | -                  | -                | -                |
| <b>Sub total</b>                                      |                       | -                   | -                  | -                | -                |

|                                   |               |   |   |               |               |
|-----------------------------------|---------------|---|---|---------------|---------------|
| <b>Total payments</b>             | 254,553       | - | - | 254,553       | 235,350       |
| <b>Net of receipts/(payments)</b> | - 9,883       | - | - | - 9,883       | - 18,024      |
| A5 Transfers between funds        |               | - | - |               | -             |
| A6 Cash funds last year end       | 58,114        | - | - | 58,114        | 76,138        |
| <b>Cash funds this year end</b>   | <b>48,231</b> |   | - | <b>48,231</b> | <b>58,114</b> |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £   | Endowment funds<br>to nearest £  |
|---|--|---|--|--|
| <b>B1 Cash funds</b>  | <div>Cash at Bank</div> <div></div> <div></div> <div></div> <div><b>Total cash funds</b></div> <div>(agree balances with receipts and payments account(s))</div> | <div>48,231</div> <div></div> <div></div> <div></div> <div>48,231</div> <div>OK</div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div> | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div> |
|   | Details  | Unrestricted funds<br>to nearest £  | Restricted funds<br>to nearest £   | Endowment funds<br>to nearest £  |
| <b>B2 Other monetary assets</b>                             | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>         | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  |
|   | Details  | Fund to which asset belongs   | Cost (optional)  | Current value (optional)   |
| <b>B3 Investment assets</b>                                 | <div></div> <div></div> <div></div> <div></div> <div></div>  | <div></div> <div></div> <div></div> <div></div> <div></div>                           | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>               | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>               |
|   | Details  | Fund to which asset belongs   | Cost (optional)  | Current value (optional)   |
| <b>B4 Assets retained for the charity's own use</b>         | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>  | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>               | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>  |
|   | Details  | Fund to which liability relates   | Amount due (optional)  | When due (optional)  |
| <b>B5 Liabilities</b>                                       | <div></div> <div></div> <div></div> <div></div> <div></div>  | <div></div> <div></div> <div></div> <div></div> <div></div>                           | <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>               | <div></div> <div></div> <div></div> <div></div> <div></div>                    |
| Signed by one or two trustees on behalf of all the trustees | Signature  | Print Name  | Date of approval   |  |
|   |  |   |  |  |





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### 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 2023

Charity no  
(if any)

1106721

Set out on pages

1 to 6

(Remember to include the pages numbered in the plan)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023.

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:

A. Peerod

Date:

26/01/24

Name:

AKTAR PEEROD

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

ACCA - PART QUALIFIED

Address:

23 WESTBURY CLOSE

NORTHAMPTON

NN5 6AN