



# Trustees' Annual Report

for the period

From (start date)  to (end date)

## Section A

### Reference and administration details

Charity name

CYGNETS (WHELVETHAM)

Other names the charity is known by

Registered charity number (if any)

1107009

Charity's principal address

THE OLD SCHOOL HALL

STANINGFIELD ROAD

GT. WHELVETHAM, BURY ST.

EDMUNDS

Postcode

1P300UA

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	LISA TAYLOR	CHAIR.		
2	SARAH MILLICHAMP			
3	VICTORIA FRENCH	SECRETARY		
4	ELIZABETH YOUNG	TREASURER		
5	CHARLOTTE COE		2.5.23	
6	KAREL TENWENT		2.5.23	
7	SOPHIE FEARNES		2.5.23	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address

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

## Section B

## Structure, governance and management

Description of the charity's trusts

Type of governing document  
(eg trust deed, constitution)

CONSTITUTION

How the charity is constituted  
(eg trust, association, company)

ELECTED COMMITTEE

Trustee selection methods  
(eg appointed by, elected by)

NOMINATED & ELECTED COMMITTEE

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.



## Section C

## Objectives and activities

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

CHGNETS IS OFSTED REGISTERED TO PROVIDE WRAPAROUND CARE & EARLY YEARS EDUCATION. WE PROVIDE CARE FOR UP TO 24 CHILDREN PER SESSION.

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)

WE OPERATE A FLEXIBLE FEES POLICY & CLAIM EARLY YEARS FUNDING FOR ELIGIBLE 2,3 & 4 YEAR OLDS, INCLUDING THE 30 HOUR OFFER FOR WORKING PARENTS. WE ARE A MEMBER OF THE EARLY YEARS ALLIANCE, ADOPTING THEIR CONSTITUTION & ACCESSED TRAINING FOR THE COMMITTEE

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.

COHED  
TO SUPPORT OUR WORK.  
OUR STRONG ETHOS OF INCLUSION MEANS OUR SERVICES & FACILITIES ARE OPEN TO ALL CHILDREN & FAMILIES.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

WE CONTINUE TO SEE THE IMPACT OF COVID ON CHILDREN'S DEVELOPMENT. OUR TEAM ARE WORKING HARD TO MEET THESE CHILDREN'S NEEDS & CLOSE ANY GAPS IN THEIR DEVELOPMENT.  
  
OFSTED INSPECTED OUR SETTING IN NOVEMBER 2022 WHEN WE WERE RATED 'OUTSTANDING'.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

AS EXPECTED, 2022 SHOWS ANOTHER FINANCIAL LOSS. WITH RISING COSTS (EG. JMW) + POOR GOVERNMENT FUNDING RATES, WE ARE WORKING HARD TO REMAIN FINANCIALLY VIABLE.

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.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

L. Taylor.

Full name(s)

LISA TAYLOR

Position (eg Secretary, Chair, etc)

CHAIR.

Date

3 0 1 0 2 3.





# 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

Charity Name  
Cygnets Childcare

On accounts for the year  
ended

31 December 2022

Charity no  
(if any)

1107009

Set out on pages

3-5

(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 31/12/2022.

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 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: S. LEAST

Date: 30.10.23

Name: S. LEAST.

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

CIMA.

Address:

4 TOTELINA RD  
GREAT WHELNETHAM  
IP30 0TX.

### Section B

### Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**

**CYGNETS CHILDCARE**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED**  
**31 DECEMBER 2022**

**John Parker & Co**  
**Accountants**

61 The Glebe  
Lawshall  
Bury St Edmunds  
Suffolk  
IP29 4PN

We have prepared the foregoing Financial Report for the year ended 31 December 2022 from the records, vouchers and other information furnished to us, and to the best of our knowledge and belief the said Financial Report is properly drawn up in accordance with such information.

We have not carried out an audit.

Date: 02 March 2023

**CYGNETS CHILDCARE  
FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2022**

	£	£	2021	£
<b>INCOME</b>				
Outstanding fees brought forward		(1,177.76)		(1,143.55)
Registration fees		20.00		40.00
Pre-school fees		4,446.05		6,252.50
Breakfast club		3,278.02		2,315.35
After school club		14,003.76		11,531.90
EEF grant		4,466.56		960.56
EYPP grant		41,284.20		60,208.53
Snacks		2,684.13		629.50
Outings		1,994.74		1,404.90
Supply cover/donation		8.99		527.68
Deposit account interest		21.99		2.58
Outstanding fees		1,981.50		811.79
Other amounts unbanked		<u>0.00</u>		<u>365.97</u>
		73,012.18		83,907.71
<b>Less:</b>				
<b>EXPENDITURE</b>				
Staff salaries	66,988.69		68,448.08	
Workplace pension contributions	2,691.02		2,371.79	
Electricity	1,709.46		893.97	
Water	222.83		82.57	
Rates	709.48		186.74	
Insurance	1,187.42		1,170.35	
Telephone	1,332.20		1,171.99	
PLA membership	115.00		115.00	
Ofsted membership	50.00		50.00	
Maintenance	3,171.86		2,944.35	
Accountancy	1,254.00		1,062.00	
Advertising	223.20		151.88	
Administration	223.31		121.62	
Cleaning	1,869.19		4,126.50	
Training	311.70		445.40	
Gifts	354.51		243.74	
Play equipment	362.96		497.24	
Resources	356.17		0.00	
IT equipment	161.98		151.99	
Stationery	736.41		913.31	
Uniform purchases	0.00		235.50	
Outings costs	549.53		0.00	
Consumables	1,952.49		1,673.67	
Lunches/snacks	2,416.66		1,408.34	
Miscellaneous expenses	760.70		494.86	
Outstanding amounts brought forward	<u>(234.84)</u>		<u>0.00</u>	
		<u>89,475.93</u>		<u>88,960.89</u>
Deficit for the year		<u>(16,463.75)</u>		<u>(5,053.18)</u>



# CYGNETS CHILDCARE

## FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

	£	2021 £
Reserves @ 1 January	80,274.19	85,327.37
Less:		
Deficit for the year	<u>(16,463.75)</u>	<u>(5,053.18)</u>
Reserves @ 31 December	<u>63,810.44</u>	<u>80,274.19</u>

### Represented by:

Bank balance – 71894186	11,554.65	24,306.14
Bank balance – 67219614	24,017.73	28,883.27
Bank balance – 03490130	26,004.69	25,982.70
Petty cash	251.87	159.16
Outstanding amounts owed	1,981.50	1,177.76
Outstanding amounts owing	<u>0.00</u>	<u>(234.84)</u>
	<u>63,810.44</u>	<u>80,274.19</u>

Approved by: - L Taylor  
On behalf of the Charity Committee

Date: - 30 June 2023



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I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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