

# CAMBOURNE PRE-SCHOOL

England & Wales · Charity number 1122459

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2008-01-24

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Eastgate  
Great Cambourne  
Cambridge  
CB23 6DZ

**Phone** 01954 715150

**Email** [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)

**Website** [www.cambournepreschool.org.uk](http://www.cambournepreschool.org.uk)

## Activities

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**Objects:** The aims of the Pre-school are 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 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.

**Activities:** 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.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE CAMBRIDGESHIRE
- Cambridgeshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	-	-	-	-
2024-07-31	£169,154	£120,406	-	-
2023-07-31	£107,028	£121,786	-	-
2022-07-31	£137,399	£146,797	-	-
2021-07-31	£141,233	£144,202	-	-
2020-07-31	£144,755	£142,187	-	-

## Trustees

Name	Role	Appointed
David Wilson		2025-01-07
Philip David Perry		2024-11-26
Tara Sparks		2025-02-17

**CAMBOURNE PRE-SCHOOL**

England & Wales - Charity number 1122459

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# Accounts

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**Independent Examiner's Report  
To the trustees of Cambourne Pre-School**

I report on the accounts of the Trust for the year ended 30 June 2023, which are set out on pages 1 to 12.

**Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and,
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's report.**

The accounts have been prepared on a receipts and payments basis.

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**

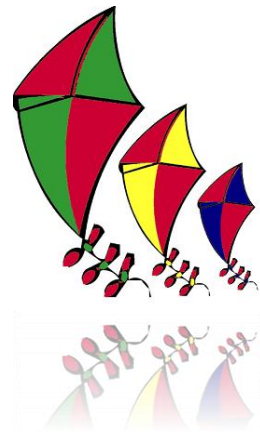
In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the following requirements have not been met:
  - to keep accounting records in accordance with section 130 of the 2011 Act, and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and
2. which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Barlow  
Thomas Quinn Chartered Accountants  
The Station House  
15 Station Road  
St Ives  
Cambs  
PE27 5BH

Date: 29 February 2024



## **Cambourne Pre-School**

The Blue School,  
Eastgate  
Great Cambourne  
Cambridge  
CB23 6DZ

Telephone: 01954 715150

Email: [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)

Website: [www.cambournepreschool.org.uk](http://www.cambournepreschool.org.uk)

# Cambourne Pre-School Accounts

## Reporting Year 2023



## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> July 2022 To 30<sup>th</sup> June 2023**

**Charity name: Cambourne Pre-School**

**Charity registration number: 1122459**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment. Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child. We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence. Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school. Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.
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	

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p><b>EYA:</b> We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.</p> <p><b>Professional Advisers:</b></p> <ul style="list-style-type: none"> <li>- The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP</li> <li>- Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD</li> <li>- Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB</li> </ul> <p><b>Trustees:</b> Chairperson – Hannah Bartram Treasurer – Poppy Chatzantonakis Secretary – Adam Ball Committee members – Emma Ball, Donna O’Shea, Petya Valcheva, Chara Kokori &amp; Lorraine Burdett (Joint Administrator and Committee Member – left both positions, April 2023)</p> <p><b>Election Process:</b> Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers’ Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed</p>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Committee met when possible, during the school year to discuss fundraising events and other important pre-school topics, where needed. Financial meetings were held on site with the chair, treasurer and pre-school manager and other committee members to ensure finances continued to be used effectively.</p> <p>We have been looking at ways in which we can raise funds for the pre-school and have held a Christmas Fete and Summer Party. Both events were well received by parents\carers as well as the wider community.</p> <p>We have also been working with staff to make sure that all relevant training is up to date, as well as working with 2 staff members to enable them to start on a Level 2 qualification.</p> <p>Outside of learning, the committee have worked under the guidance of the chairperson to update and rejuvenate tired areas of the pre-school to create a more welcoming and inviting setting. We have also undertaken some ground works within the pre-school to clear areas to enable safer play. A shed has also been purchased for the pre-school, using fundraising monies, that we anticipate to use for storage and upcoming events, including a Santa's grotto for our 2023 Christmas Fete.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	As at 30 <sup>th</sup> June 2023, we hold cash funds of £14896.63.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>We have still not paid rent since moving into our new building and await the town councils update on this. We have however, paid £7198.94 to the council for owed rent. Our rental arrears stands at £4634, however is still accruing. We have a zero balance with HMRC and NEST Pensions with all payments being up to date. We hold reserves to cover notice periods and unforeseen expenses.</p> <p>The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with four other full time members of teaching staff, three of which are Level 3 qualified and one is unqualified. We also have a part time member of staff who is unqualified, however, holds a degree in business.</p> <p>We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community. We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible. In September 2023, we increased our fees inline with other settings of a similar size in the area. We also reorganised our rooms and have split the children in to two classes – one with 2 years olds and the other 3 years olds. This enables us to increase our revenue through fee paying children in the 2 year old room as this is our highest fee rate.</p>
Amount of reserves held	Para 1.22	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

**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	<p>We are in receipt of Council Funding which is paid to us 4 times a year based on predictive and actual head count. We also offer privately funded spaces for children whose parents\carers who are not in receipt of funded spaces. We also receive SENIF and EYPP.</p> <p>Fundraising is a key area for us, with the Christmas Fete and Summer Party being our biggest income streams. We also hold Mothers and Father's Day events as well as fruit payment donations for snack time.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The pre-school's greatest expenditure is its staff costs and we are continually reviewing head count to staff ratios and are always looking to cost save where needed. We will always 'shop around' for the best deals when purchasing for the setting.</p>

## Structure, Governance and Management

Description of charity's trusts:		We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011)
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
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 elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Manager:</b> Donna O'Shea <b>Assistant Manager:</b> Angela Seward <b>Safeguarding Lead:</b> Donna O'Shea <b>Chairperson:</b> Hannah Bartram <b>Treasurer:</b> Poppy Chatzantonakis <b>Secretary:</b> Adam Ball <b>Administrator:</b> Lorraine Burdett (vacated, April 2023)
Relationship with any related parties	Para 1.51	<b>Bank:</b> The co-operative Bank PLC <b>Early Years Advisor:</b> Pre-School Learning Alliance <b>Accountant:</b> Numbers Count Limited
Other		<b>Building Owner:</b> Cambourne Parish Council

## Reference and Administrative details

Charity name	Cambourne Pre-School
Other name the charity uses	N/A
Registered charity number	1122459
Charity's principal address	Cambourne Pre-School The Blue School, Eastgate Great Cambourne Cambridge CB23 6DZ

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Hannah Bartram	Chair	September 2022 - Present	
2	Poppy Chatzantonakis	Treasurer	As above	
3	Adam Ball	Secretary	As above	
4	Emma Ball	Committee Member	As above	
5	Donna O'Shea	Committee Member	As above	
6	Lorraine Burdett	Committee Member	September 2022 – April 2023	
7	Chara Kokori	Committee Member	As above	
8	Petya Valcheva	Committee Member	As above	
9				
10				
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20				

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

<b>Director name</b>		
<b>N/A</b>		

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
<b>N/A</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	<b>Extract from our Constitution:</b>
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<p><b>8.0 Property:</b></p> <p><b>8.1</b> If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time</p>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<p><b>11.0 Dissolution:</b></p> <p><b>11.4</b> If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways: (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.</p>

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		

# Statement of Accounts:

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Funding	81,204	-	-	81,204	114,453
Fees	21,664	-	-	21,664	22,393
Fundrasings & Donations	4,119	-	-	4,119	446
Other	41	-	-	41	0
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>107,028</b>	<b>-</b>	<b>-</b>	<b>107,028</b>	<b>137,292</b>

### Payments & Expenditure

Wages	89,290	-	-	89,290	117,571
Pension (NEST)	4,956	-	-	4,956	3,005
Tax and NI	11,963	-	-	11,963	12,745
Training	170	-	-	170	809
Equipment & Supplies (inc. Stationary)	4,025	-	-	4,025	1,587
Insurance	626	-	-	626	0
Tutors	-	-	-	-	-
Legal/Professional Services Fees	450	-	-	450	717
Repairs and Renewals	1,233	-	-	1,233	1,867
Other	118	-	-	118	18
Trips	-	-	-	-	-
Telephone, Print & other Admin	1,756	-	-	1,756	2,341
Rent	7,199	-	-	7,199	0
<b>Sub total</b>	<b>121,786</b>	<b>-</b>	<b>-</b>	<b>121,786</b>	<b>140,660</b>

<b><i>Net of receipts/(payments) Income - Expenditure</i></b>	-	<b>14,758</b>
<b>A5 Transfers between funds</b>		-
<b>A6 Cash funds last year end</b>		<b>27,445</b>
<b><i>Cash funds this year end</i></b>		<b>12,687</b>

**CAMBOURNE PRE-SCHOOL**

England & Wales - Charity number 1122459

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# Accounts

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# 2021-22 Trustees' Annual Report and Accounts



The Blue School, Eastgate, Great Cambourne, CB23 6DZ  
Ofsted EY456077

## Charity No. 1122459



Cambourne Pre-School



# operating activities

☆ Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child.

We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence.

Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school.

Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.

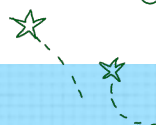
**OUR VISION:** to support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment.

**A UNIQUE CHILD** - Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

**POSITIVE RELATIONSHIPS** - Children learn to be strong and independent through positive relationships.

**ENABLING ENVIRONMENTS** - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers. Every parent and carer is encouraged to be involved in the pre-school, they can vote at general meetings and participate in continually developing the pre-school by joining the committee.

**LEARNING AND DEVELOPMENT** - Children learn and develop in different ways and at different times. They start to learn about the world around them from the moment they are born. By providing them with interesting and tailored to their stage of development, children can move onto the next stage of their schooling with confidence.



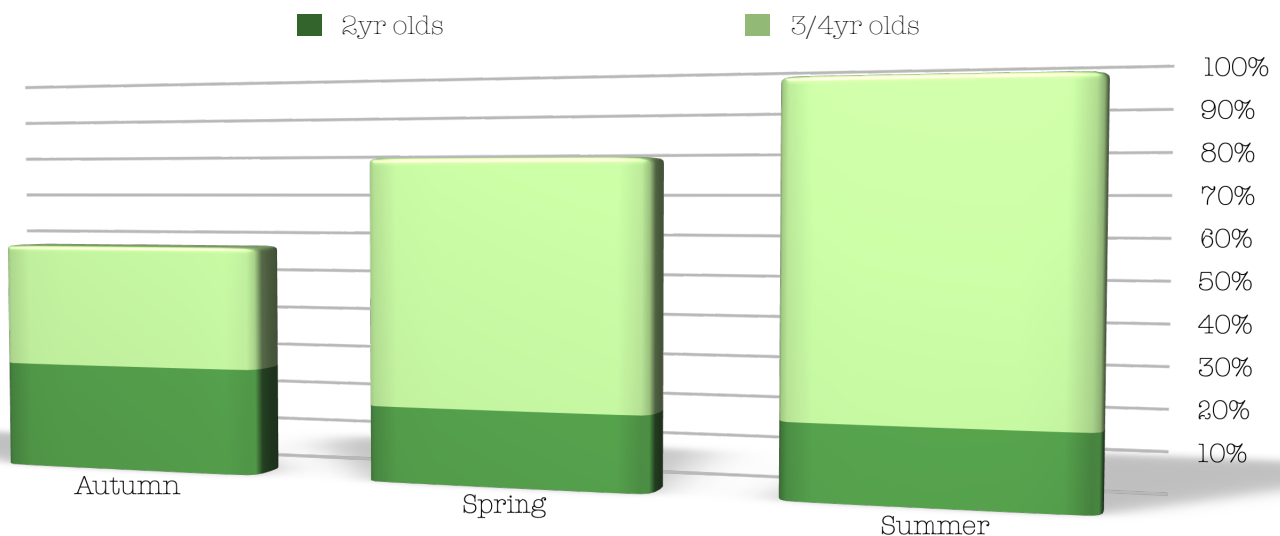
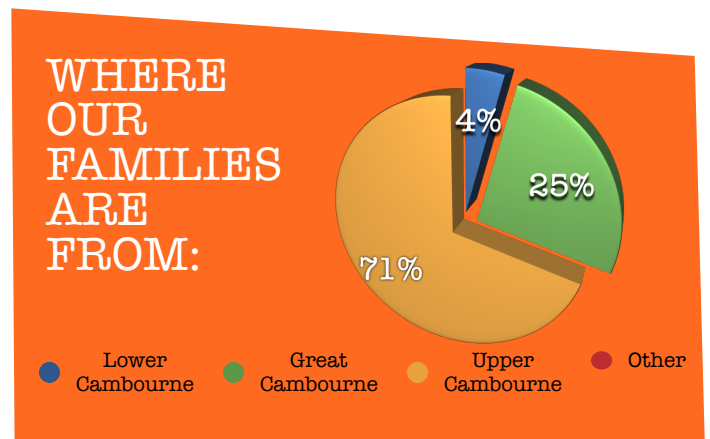
WE ARE OPEN 38 WEEKS A YEAR DURING TERM TIME.

MONDAY	9am - 12pm	12pm - 3pm
TUESDAY	9am - 12pm	12pm - 3pm
WEDNESDAY	9am - 12pm	12pm - 3pm
THURSDAY	9am - 12pm	12pm - 3pm
FRIDAY	9am - 12pm	(staff meetings)



# uptake of sessions

Throughout the year we had a total of 52 children enrolled at Cambourne Pre-School. We currently have 38 children due to start in September, many families have chosen to defer their start due to Covid-19 therefore our expected uptake is lower than usual.



# fees & funding

Children who are not yet eligible for free hours, or who wish to attend sessions beyond their entitlement are invoiced at an amount depending upon their age. The difference in price represents the additional staff costs related to younger children and is determined by the funding levels we receive for these ages.

---☆ Age 2 £16.50 per session

---☆ Age 3/4 £12.50 per session

In total we received income of **£10,706** from paying children in 2020/2021.

All three and four year olds are able to claim universal funding of up to 15 free hours each week in the term following their third birthday. We also offer extended 30 hours free childcare to eligible three and four year olds, 11% of funded hours claimed were for extended hours.

Eligible two year olds are also able to claim up to 15 hours of free childcare each week, 17% of our funded hours were for free 2's.

For the academic year, we received income of **£127,889** in Early Years Funding which includes **£24,456** restricted funds.

The funding rates we receive per session are:

---☆ 2yr olds £16.47

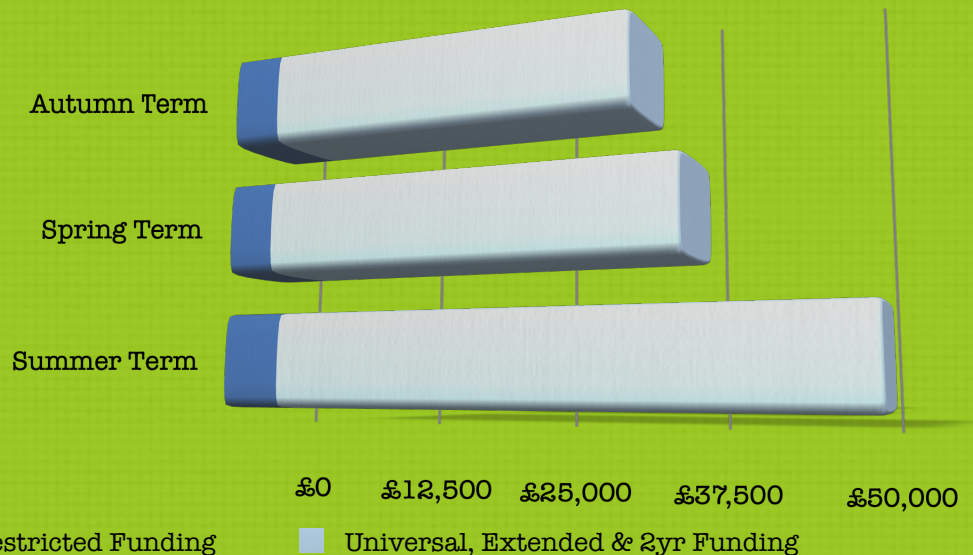
---☆ 3/4yr olds £12.42

Restricted funds represent **Early Years Pupil Premium (EYPP), Deprivation Funding, Disability Access Funding and SENIF**. We had eleven children in receipt of EYPP at an increased rate of £14.01 per session. This additional funding is used to close the gap between the child's progress and that of their peers by improved staff training, resources or support for children. Any spend must benefit these particular children, but may also be of benefit to others at the pre-school.

An additional eighteen children received deprivation funding at an increased rate of £13.32 per session. This funding should be used to maximise the quality of teaching, improve the quality of the setting, help with language development, provide parenting support and help with school transitional arrangements, all proven areas that help the more disadvantaged children progress.

We had four children in receipt of the Disability Access Funding, which is currently £615 per annum for each child. This fund is to ensure all

## EARLY YEARS FUNDING INCOME



children with SEND have access to the provision and all the benefits and services provided. ☆

# FUNDRAISING

Each year we aim to raise around £1,000 with our various fundraising activities.

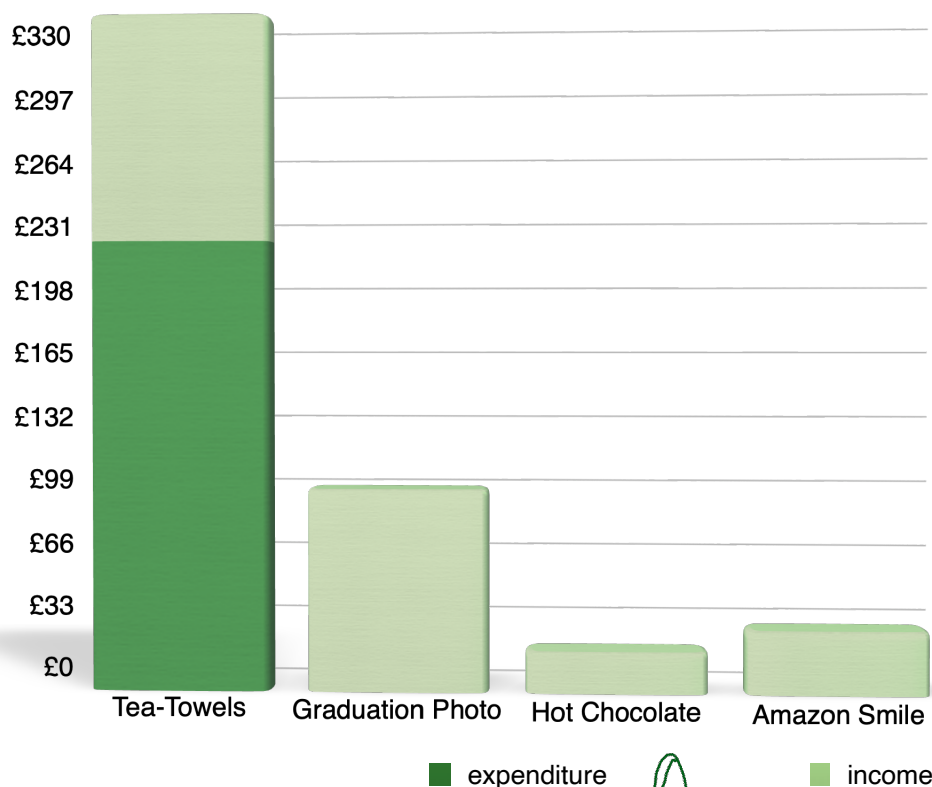
Most of our fundraising is planned for the summer term and has again unfortunately not been possible due to the continued social distancing guidelines.

Each year the majority of our fundraising is achieved at our summer fete where we usually make around £600, we also historically have fundraised a further £200 at our summer party and graduation, where we sell yearbook posters, graduation photographs and cakes.

We have managed to raise £261 this year by selling tea-towels the children have designed and selling graduation photos of the children leaving for primary school.

Monies raised will be used in conjunction to the grant we received from the Co-op Local Community Fund to improve our outside spaces, which are proving more important than ever during the pandemic.

We have received in total £1,243 from the grant.



Our pre-schoolers raised £35 for 'Children in Need' by holding a cake sale giving a £1 donation to come into pre-school wearing pyjamas!



WE ARE  
MANAGED BY A  
COMMITTEE OF  
VOLUNTEERS  
NOMINATED  
BY THE  
PARENTS OF  
THE PRE-  
SCHOOL.  
TOGETHER  
THEY  
FORM THE  
TRUSTEES  
OF THE  
CHARITY.



# trustees and governance

We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.

## PROFESSIONAL ADVISERS

The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP  
Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD  
Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB

## TRUSTEES

Chairperson - Elizabeth Smith  
Treasurer - Sam Corban  
Secretary - Andreia Da Silva  
Committee members - Jonathan Buwert, Donna O'Shea, Lorraine Burdett

Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

# financial review

We have **£27,445** in total cash funds this year end. (2020-21: £30,414)

We have still not paid rent since we moved into our new building as we wait for the town council to take ownership, but we have been advised to accrue £11,832 for past rent owed. This amount will be carried forward in our cashflow forecast and increased each month to reflect expected costs. We are also accruing £698 for tax and national insurance costs for July. This will be paid to HMRC in October along with upcoming August and September amounts. Both of these amounts are listed in the Statement of Assets and Liabilities.

We hold reserves to cover notice periods and unforeseen expenses.

---★ We did not experience any serious incidents in 2020/2021 that should have been brought to the Charity Commission's attention.

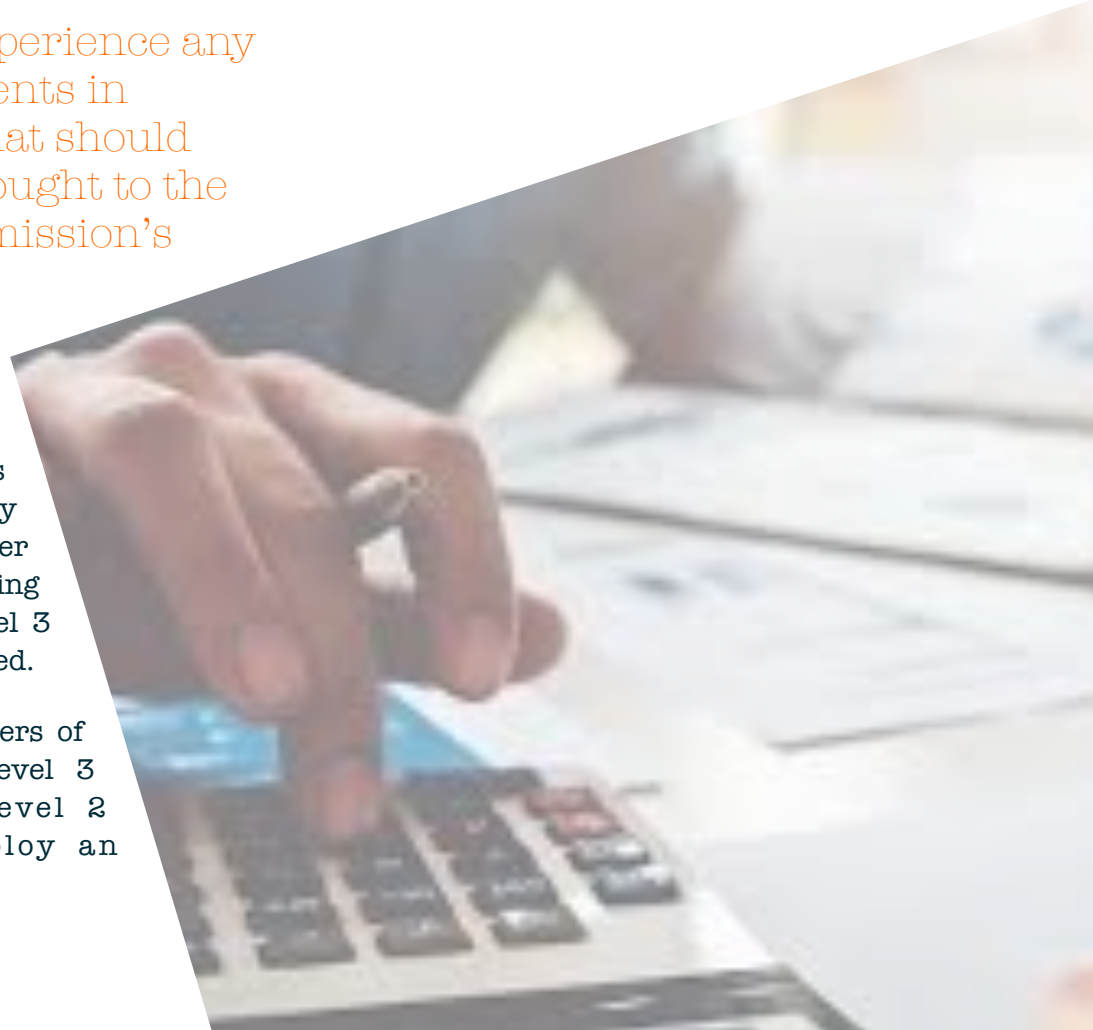
The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with three other full time members of teaching staff, two of which are Level 3 qualified and one is unqualified.

We have 5 part time members of teaching staff, two are Level 3 qualified and one is Level 2 qualified. We also employ an administrator.

Our expenditure on staff including wages, pensions, tax, national insurance, training and uniform costs represents more than 88% of our total expenditure this year. We have spent over £6,000 on equipment this year from restricted income, equipment specifically designed to benefit the children who receive Early Years Pupil Premium.

We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community.

We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible.



# receipts & payments

for the period 1 August 2021 to 31 July 2022	Unrestricted Funds (£)	Restricted Funds (£)	YE 2022 Total Funds (£)	YE 2021 Total Funds (£)
<b>RECEIPTS</b>				
Early Years Funding/SENIF	104,421	10,032	114,453	127,889
Fees Invoiced	22,393		22,393	10,706
Fundraising/Donations/Grants	446		446	1,558
Uniform	107		107	265
Other Income			0	815
	<b>127,367</b>	<b>10,032</b>	<b>137,399</b>	<b>141,233</b>
<b>PAYMENTS</b>				
<b>Staff costs:</b>				
Wages	112,167	5,404	117,571	114,137
Pension (NEST)	3,005		3,005	3,226
Tax & National Insurance	12,745		12,745	10,064
Training	719	90	809	-
Uniform	540		540	163
<b>Indirect Expenses:</b>				
Cost of Fundraising			0	220
Christmas & Leavers' Parties	85	170	255	-
Equipment/Toys - Consumable	527	929	1,456	1,334
Insurance			0	623
Additional Tutors			-	-
Legal/Professional Fees	717		717	732
Maintenance	1,867		1,867	2,809
Other Expenses	18		18	85
Postage & Stationery	126	5	131	219
Rent				
Summer Outing			-	-
Teacher Resources & Publications		135	135	583
Telephone & Other Admin	2,341		2,341	3,470
Uniform			0	334
	<b>134,857</b>	<b>6,733</b>	<b>141,590</b>	<b>137,999</b>
<b>Asset Purchases</b> Furniture		16	16	51
<b>Asset Purchases</b> Equipment	52	5,140	5,191	6,152
Sub Total	52	5,156	5,207	6,203
Total Payments	<b>134,909</b>	<b>11,888</b>	<b>146,797</b>	<b>144,202</b>
Net of Receipts & Payments	-7,542	-1,856	-9,398	
Cash Funds Last Year End	22,567	4,878	27,445	
Cash Funds This Year End	<b>15,025</b>	<b>3,022</b>	<b>18,047</b>	

# statement of assets & liabilities

	Unrestricted Funds (£)	Restricted Funds (£)	Total (£)
<b>CASH FUNDS</b>			
Cash at Bank	17,997		17,997
Petty Cash	50		50
<b>TOTAL CASH FUNDS</b>	<b>18,047</b>	<b>0</b>	<b>18,047</b>
<b>OTHER MONETARY ASSETS</b>			
Stock - children's uniform	200		200
Outstanding fees/invoices	26		26
TTS Limited - Credit Balance (Equipment FA Restricted)	58		58
	<b>284</b>	<b>0</b>	<b>284</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Furniture	2,332	944	3,276
Equipment	3,878	14,086	17,964
	<b>6,210</b>	<b>15,030</b>	<b>21,240</b>
<b>LIABILITIES</b>			
Pre-School Learning Alliance (Estimated from last year)	623		623
Rent - (Updated figure from Cambourne Town Council)	14,199		14,199
Tax & NI	1,057		1,057
United Technologies UK Ltd			0
	<b>15,256</b>	<b>0</b>	<b>15,256</b>

# trustees signature and declaration

I DECLARE IN MY CAPACITY OF CHARITY TRUSTEE  
THAT:

★ THE TRUSTEES HAVE APPROVED THE  
TRUSTEES' ANNUAL REPORT AND  
ACCOUNTS; AND

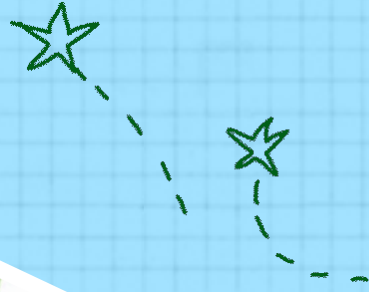
★ HAVE AUTHORISED ME TO SIGN ON THEIR  
BEHALF.



Mrs Elizabeth Smith  
Chairperson



Mrs Lorraine Burdett  
Administrator



The Blue School  
Eastgate  
Great Cambourne  
CB23 6AP

Tel: 01954 715150  
email: [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)

# 2021-22 Trustees' Annual Report and Accounts



The Blue School, Eastgate, Great Cambourne, CB23 6DZ  
Ofsted EY456077

## Charity No. 1122459



Cambourne Pre-School



# operating activities

☆ Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child.

We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence.

Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school.

Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.

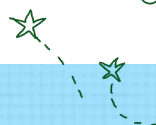
**OUR VISION:** to support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment.

**A UNIQUE CHILD** - Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

**POSITIVE RELATIONSHIPS** - Children learn to be strong and independent through positive relationships.

**ENABLING ENVIRONMENTS** - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers. Every parent and carer is encouraged to be involved in the pre-school, they can vote at general meetings and participate in continually developing the pre-school by joining the committee.

**LEARNING AND DEVELOPMENT** - Children learn and develop in different ways and at different times. They start to learn about the world around them from the moment they are born. By providing them with interesting and tailored to their stage of stage of their schooling with activities that are age appropriate, challenging and development, children can move onto the next confidence.



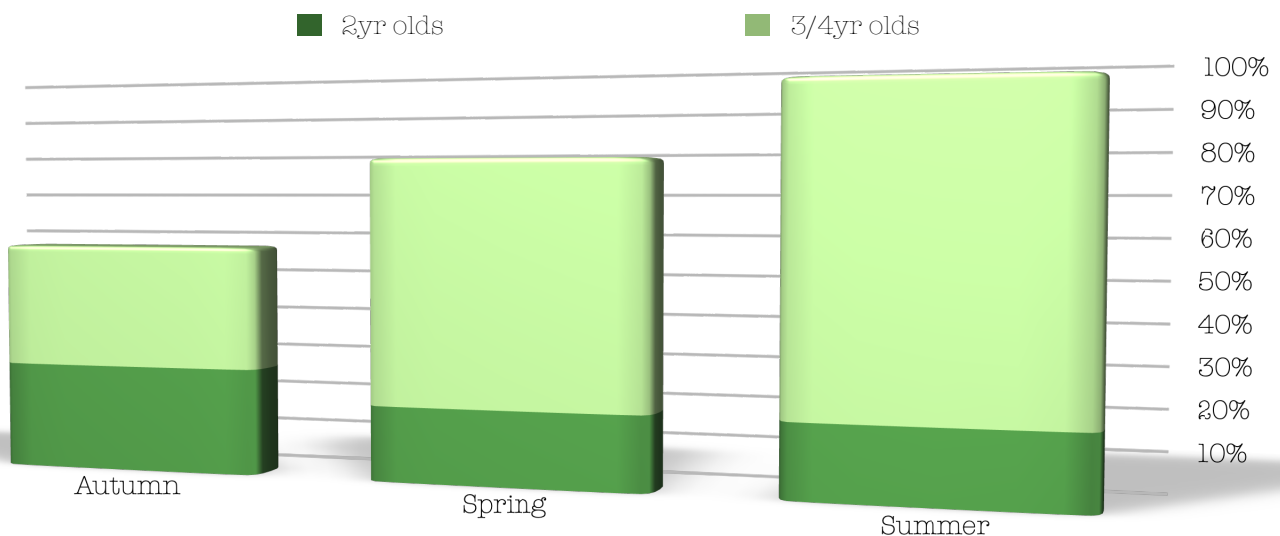
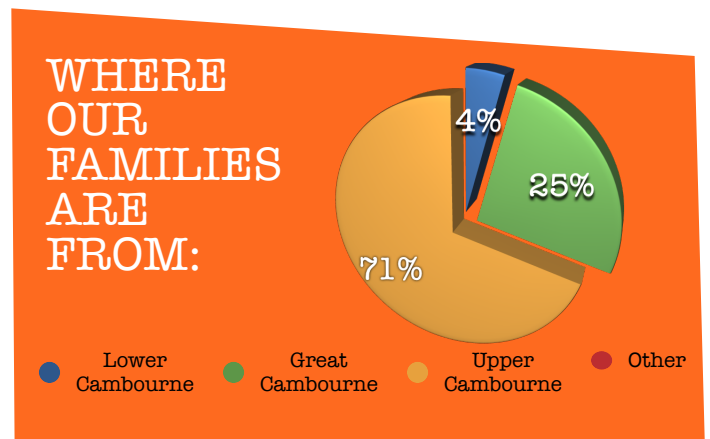
WE ARE OPEN 38 WEEKS A YEAR DURING TERM TIME.

MONDAY	9am - 12pm	12pm - 3pm
TUESDAY	9am - 12pm	12pm - 3pm
WEDNESDAY	9am - 12pm	12pm - 3pm
THURSDAY	9am - 12pm	12pm - 3pm
FRIDAY	9am - 12pm	(staff meetings)



# uptake of sessions

Throughout the year we had a total of 52 children enrolled at Cambourne Pre-School. We currently have 38 children due to start in September, many families have chosen to defer their start due to Covid-19 therefore our expected uptake is lower than usual.



# fees & funding

Children who are not yet eligible for free hours, or who wish to attend sessions beyond their entitlement are invoiced at an amount depending upon their age. The difference in price represents the additional staff costs related to younger children and is determined by the funding levels we receive for these ages.

---☆ Age 2 £16.50 per session

---☆ Age 3/4 £12.50 per session

In total we received income of **£10,706** from paying children in 2020/2021.

All three and four year olds are able to claim universal funding of up to 15 free hours each week in the term following their third birthday. We also offer extended 30 hours free childcare to eligible three and four year olds, 11% of funded hours claimed were for extended hours.

Eligible two year olds are also able to claim up to 15 hours of free childcare each week, 17% of our funded hours were for free 2's.

For the academic year, we received income of **£127,889** in Early Years Funding which includes **£24,456** restricted funds.

The funding rates we receive per session are:

---☆ 2yr olds £16.47

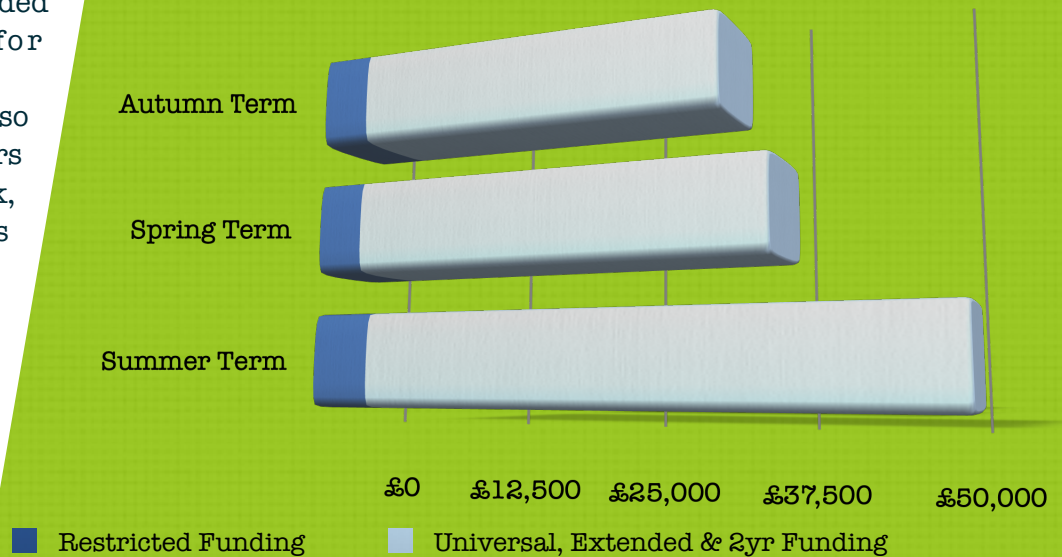
---☆ 3/4yr olds £12.42

Restricted funds represent **Early Years Pupil Premium (EYPP), Deprivation Funding, Disability Access Funding and SENIF**. We had eleven children in receipt of EYPP at an increased rate of £14.01 per session. This additional funding is used to close the gap between the child's progress and that of their peers by improved staff training, resources or support for children. Any spend must benefit these particular children, but may also be of benefit to others at the pre-school.

An additional eighteen children received deprivation funding at an increased rate of £13.32 per session. This funding should be used to maximise the quality of teaching, improve the quality of the setting, help with language development, provide parenting support and help with school transitional arrangements, all proven areas that help the more disadvantaged children progress.

We had four children in receipt of the Disability Access Funding, which is currently £615 per annum for each child. This fund is to ensure all

## EARLY YEARS FUNDING INCOME



children with SEND have access to the provision and all the benefits and services provided. ☆

# FUNDRAISING

Each year we aim to raise around £1,000 with our various fundraising activities.

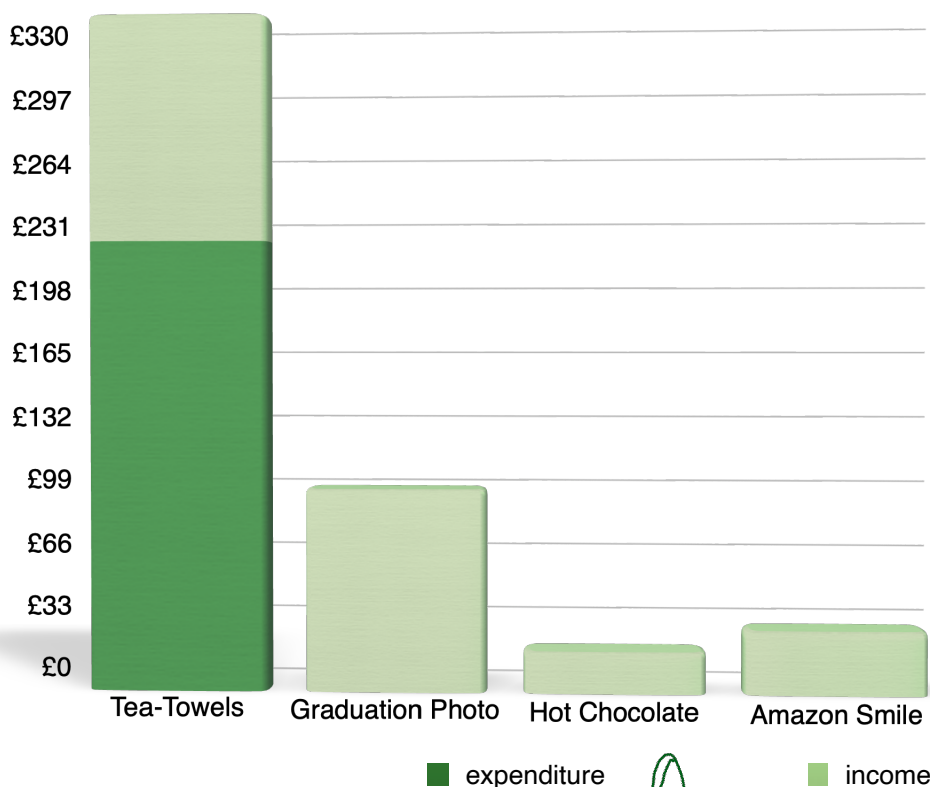
Most of our fundraising is planned for the summer term and has again unfortunately not been possible due to the continued social distancing guidelines.

Each year the majority of our fundraising is achieved at our summer fete where we usually make around £600, we also historically have fundraised a further £200 at our summer party and graduation, where we sell yearbook posters, graduation photographs and cakes.

We have managed to raise £261 this year by selling tea-towels the children have designed and selling graduation photos of the children leaving for primary school.

Monies raised will be used in conjunction to the grant we received from the Co-op Local Community Fund to improve our outside spaces, which are proving more important than ever during the pandemic.

We have received in total £1,243 from the grant.



Our pre-schoolers raised £35 for 'Children in Need' by holding a cake sale giving a £1 donation to come into pre-school wearing pyjamas!



WE ARE  
MANAGED BY A  
COMMITTEE OF  
VOLUNTEERS  
NOMINATED  
BY THE  
PARENTS OF  
THE PRE-  
SCHOOL.  
TOGETHER  
THEY  
FORM THE  
TRUSTEES  
OF THE  
CHARITY.



# trustees and governance

We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.

## PROFESSIONAL ADVISERS

The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP

Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD

Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB

## TRUSTEES

Chairperson - Elizabeth Smith

Treasurer - Sam Corban

Secretary - Andreia Da Silva

Committee members - Jonathan Buwert, Donna O'Shea, Lorraine Burdett

Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

# financial review

We have **£27,445** in total cash funds this year end. (2020-21: £30,414)

We have still not paid rent since we moved into our new building as we wait for the town council to take ownership, but we have been advised to accrue £11,832 for past rent owed. This amount will be carried forward in our cashflow forecast and increased each month to reflect expected costs. We are also accruing £698 for tax and national insurance costs for July. This will be paid to HMRC in October along with upcoming August and September amounts. Both of these amounts are listed in the Statement of Assets and Liabilities.

We hold reserves to cover notice periods and unforeseen expenses.

---★ We did not experience any serious incidents in 2020/2021 that should have been brought to the Charity Commission's attention.

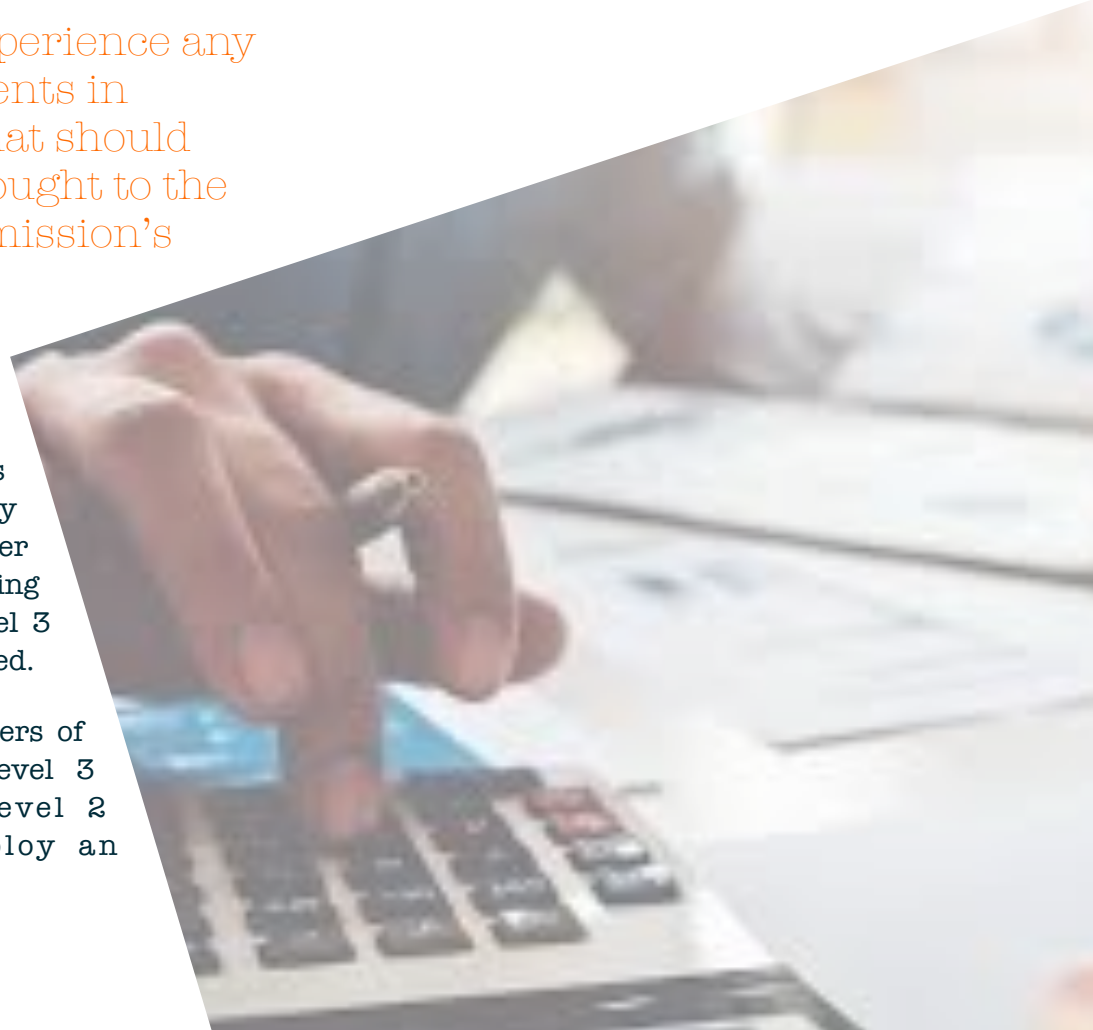
The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with three other full time members of teaching staff, two of which are Level 3 qualified and one is unqualified.

We have 5 part time members of teaching staff, two are Level 3 qualified and one is Level 2 qualified. We also employ an administrator.

Our expenditure on staff including wages, pensions, tax, national insurance, training and uniform costs represents more than 88% of our total expenditure this year. We have spent over £6,000 on equipment this year from restricted income, equipment specifically designed to benefit the children who receive Early Years Pupil Premium.

We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community.

We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible.



# receipts & payments

for the period 1 August 2021 to 31 July 2022	Unrestricted Funds (£)	Restricted Funds (£)	YE 2022 Total Funds (£)	YE 2021 Total Funds (£)
<b>RECEIPTS</b>				
Early Years Funding/SENIF	104,421	10,032	114,453	127,889
Fees Invoiced	22,393		22,393	10,706
Fundraising/Donations/Grants	446		446	1,558
Uniform	107		107	265
Other Income			0	815
	<b>127,367</b>	<b>10,032</b>	<b>137,399</b>	<b>141,233</b>
<b>PAYMENTS</b>				
<b>Staff costs:</b>				
Wages	112,167	5,404	117,571	114,137
Pension (NEST)	3,005		3,005	3,226
Tax & National Insurance	12,745		12,745	10,064
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<b>Indirect Expenses:</b>				
Cost of Fundraising			0	220
Christmas & Leavers' Parties	85	170	255	-
Equipment/Toys - Consumable	527	929	1,456	1,334
Insurance			0	623
Additional Tutors			-	-
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Maintenance	1,867		1,867	2,809
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Postage & Stationery	126	5	131	219
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Cash Funds Last Year End	22,567	4,878	27,445	
Cash Funds This Year End	<b>15,025</b>	<b>3,022</b>	<b>18,047</b>	

# statement of assets & liabilities

	Unrestricted Funds (£)	Restricted Funds (£)	Total (£)
<b>CASH FUNDS</b>			
Cash at Bank	17,997		17,997
Petty Cash	50		50
<b>TOTAL CASH FUNDS</b>	<b>18,047</b>	<b>0</b>	<b>18,047</b>
<b>OTHER MONETARY ASSETS</b>			
Stock - children's uniform	200		200
Outstanding fees/invoices	26		26
TTS Limited - Credit Balance (Equipment FA Restricted)	58		58
	<b>284</b>	<b>0</b>	<b>284</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Furniture	2,332	944	3,276
Equipment	3,878	14,086	17,964
	<b>6,210</b>	<b>15,030</b>	<b>21,240</b>
<b>LIABILITIES</b>			
Pre-School Learning Alliance (Estimated from last year)	623		623
Rent - (Updated figure from Cambourne Town Council)	14,199		14,199
Tax & NI	1,057		1,057
United Technologies UK Ltd			0
	<b>15,256</b>	<b>0</b>	<b>15,256</b>

# trustees signature and declaration

I DECLARE IN MY CAPACITY OF CHARITY TRUSTEE  
THAT:

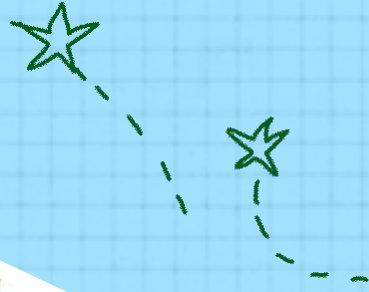
- ★ THE TRUSTEES HAVE APPROVED THE TRUSTEES' ANNUAL REPORT AND ACCOUNTS; AND
- ★ HAVE AUTHORISED ME TO SIGN ON THEIR BEHALF.



Mrs Elizabeth Smith  
Chairperson



Mrs Lorraine Burdett  
Administrator



The Blue School  
Eastgate  
Great Cambourne  
CB23 6AP

Tel: 01954 715150  
email: [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees	CAMBOURNE PRE-SCHOOL		
On accounts for the year ended	31 <sup>ST</sup> JULY 2022	Charity no (if any)	1122459
Set out on pages	1 - 171		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.

### Responsibilities and basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

Signed:

*Rebecca McKenzie*

Date:

15.06.23

Name:

REBECCA MCKENZIE

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

AAT

Address:

21 GRANTA VALE

LINTON

CAMBRIDGE CB21 4LB

**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.**

**CAMBOURNE PRE-SCHOOL**

England & Wales - Charity number 1122459

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# Accounts

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# Independent Examiner's Report on the Accounts

**Section A**

**Independent Examiner's Report**

Report to the trustees/members of

Charity Name  
CAMBOURNE ARE-SCHOOL

On accounts for the year ended

3 1 0 7 2 1

Charity no (if any)

1 1 2 2 4 5 9

Set out on pages

1 - 181

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;
- (2) to which, in my opinion, 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

*Rebecca McCawze*

Date

05/05/2022

Name

REBECCA MCCAWZE

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

FMAAT

Address

21 GRANTA VILE  
LINTON  
CAMBRIDGE  
CB21 4LB

Only complete if the examiner needs to highlight material problems

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

<p>Charity name ASL - SCHOOL</p>	<p>Report to the trustees/members of CAMBODIAN</p>
<p>Charity no (if any) 11524519</p>	<p>On account for the year ended 31 07 21</p>
<p>Number of pages (including additional sheets)</p>	<p>261 out of pages 1 - 181</p>
<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:</p> <ul style="list-style-type: none"> <li>examine the accounts under section 145 of the Charities Act;</li> <li>to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(7)(b) of the Charities Act); and</li> <li>to state whether particular matters have come to my attention.</li> </ul> <p>My examination was carried out in accordance with 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 the 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.</p> <p>In connection with my examination, no matter has come to my attention (as detailed below) which gives me reasonable cause to believe that in any material respect, the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 130 of the Charities Act;</li> <li>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ul> <p>* Please delete the words in the brackets if they do not apply.</p>	<p>Respective responsibilities of trustees and examiner</p> <p>Basis of independent examiner's statement</p> <p>Independent examiner's statement</p>
<p>Date 02/08/2022</p>	<p>Signed LAWSON</p>
<p></p>	<p>Name LAWSON</p>
<p></p>	<p>Relevant professional qualification(s) or body (if any) FMAAT</p>
<p></p>	<p>Address 21 BLAUNT WAY LONDON CAMBODIAN CB1 1UB</p>

# 2021

## Trustees' Annual Report and Accounts



The Blue School, Eastgate, Great Cambourne, CB23 6DZ  
Ofsted EY456077

# Charity No. 1122459



Cambourne Pre-School



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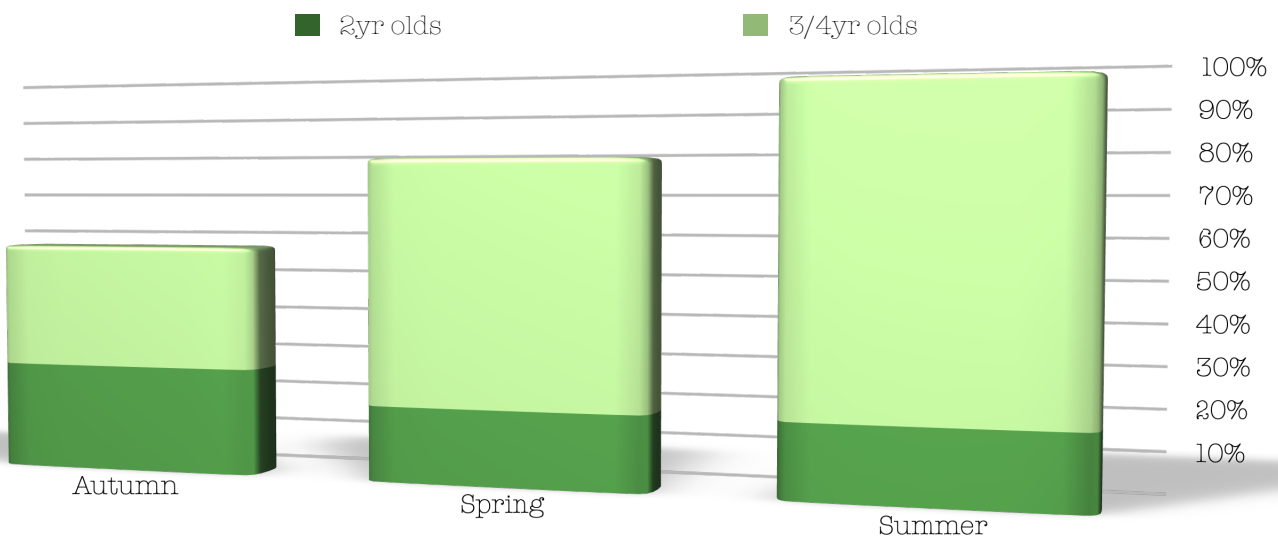
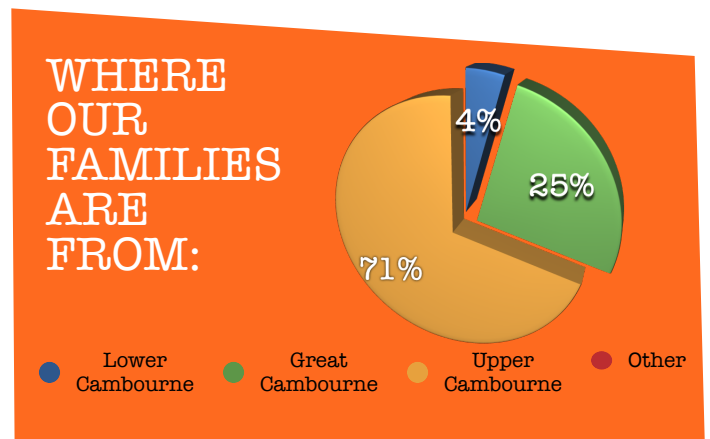
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---☆ Age 3/4 £12.50 per session

In total we received income of **£10,706** from paying children in 2020/2021.

All three and four year olds are able to claim universal funding of up to 15 free hours each week in the term following their third birthday. We also offer extended 30 hours free childcare to eligible three and four year olds, 11% of funded hours claimed were for extended hours.

Eligible two year olds are also able to claim up to 15 hours of free childcare each week, 17% of our funded hours were for free 2's.

For the academic year, we received income of **£127,889** in Early Years Funding which includes **£24,456** restricted funds.

The funding rates we receive per session are:

---☆ 2yr olds £16.47

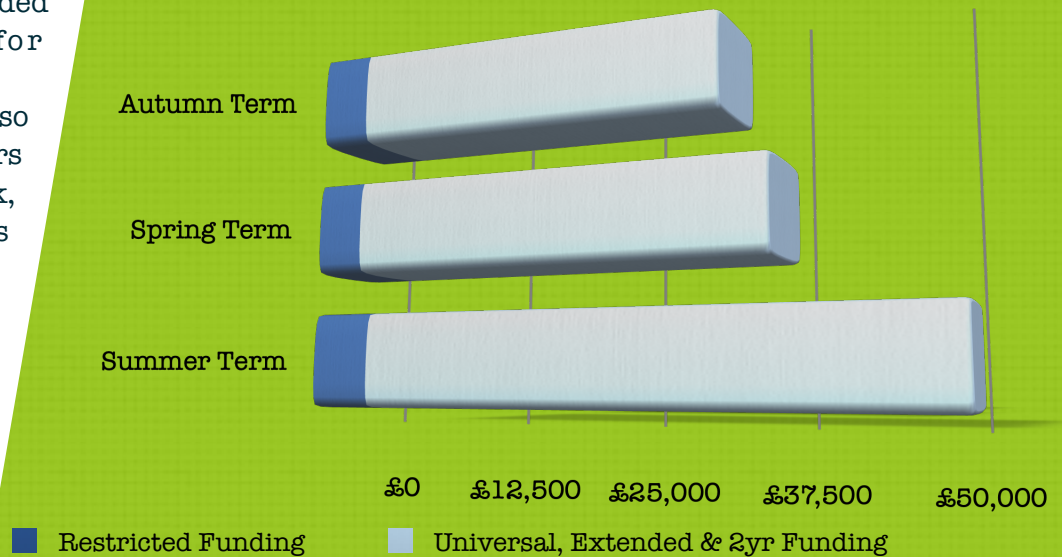
---☆ 3/4yr olds £12.42

Restricted funds represent **Early Years Pupil Premium (EYPP), Deprivation Funding, Disability Access Funding and SENIF**. We had eleven children in receipt of EYPP at an increased rate of £14.01 per session. This additional funding is used to close the gap between the child's progress and that of their peers by improved staff training, resources or support for children. Any spend must benefit these particular children, but may also be of benefit to others at the pre-school.

An additional eighteen children received deprivation funding at an increased rate of £13.32 per session. This funding should be used to maximise the quality of teaching, improve the quality of the setting, help with language development, provide parenting support and help with school transitional arrangements, all proven areas that help the more disadvantaged children progress.

We had four children in receipt of the Disability Access Funding, which is currently £615 per annum for each child. This fund is to ensure all

## EARLY YEARS FUNDING INCOME



children with SEND have access to the provision and all the benefits and services provided. ☆

# FUNDRAISING

Each year we aim to raise around £1,000 with our various fundraising activities.

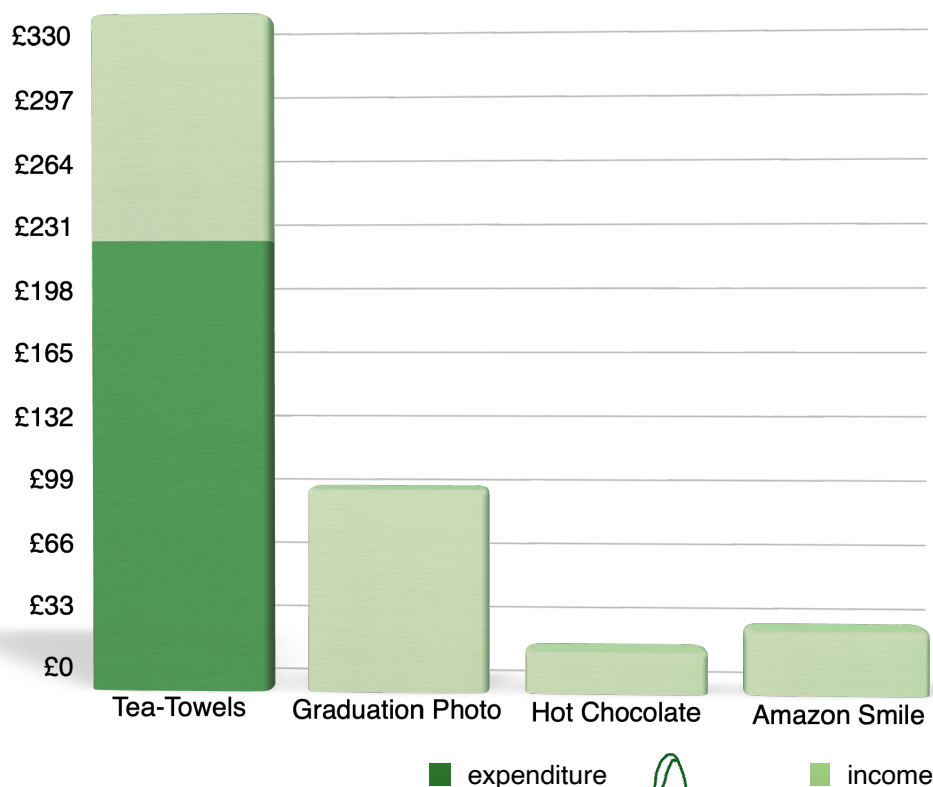
Most of our fundraising is planned for the summer term and has again unfortunately not been possible due to the continued social distancing guidelines.

Each year the majority of our fundraising is achieved at our summer fete where we usually make around £600, we also historically have fundraised a further £200 at our summer party and graduation, where we sell yearbook posters, graduation photographs and cakes.

We have managed to raise £261 this year by selling tea-towels the children have designed and selling graduation photos of the children leaving for primary school.

Monies raised will be used in conjunction to the grant we received from the Co-op Local Community Fund to improve our outside spaces, which are proving more important than ever during the pandemic.

We have received in total £1,243 from the grant.



Our pre-schoolers raised £35 for 'Children in Need' by holding a cake sale giving a £1 donation to come into pre-school wearing pyjamas!



WE ARE  
MANAGED BY A  
COMMITTEE OF  
VOLUNTEERS  
NOMINATED  
BY THE  
PARENTS OF  
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TOGETHER  
THEY  
FORM THE  
TRUSTEES  
OF THE  
CHARITY.



# trustees and governance

We are members of the Pre-School Learning Alliance (membership 58181) and our standard governing document is the Pre-School Learning Alliance Constitution (2011), which is adopted each year at the General Meeting.

## PROFESSIONAL ADVISERS

The co-operative bank plc - PO Box 101, 1 Balloon Street, Manchester, M60 4EP  
Pre-School Learning Alliance - The Fitzpatrick Building, 188 York Way, London, N7 9AD  
Numbers Count Limited - 5 Brookfield Way, Lower Cambourne, CB23 6EB

## TRUSTEES

Chairperson - Elizabeth Smith  
Treasurer - Sam Corban  
Secretary - Andreia Da Silva  
Committee members - Jonathan Buwert, Donna O'Shea, Lorraine Burdett

Trustees are elected or re-elected each year by the parents at the General Meeting. All trustees have Enhanced Disclosure and Barring (DBS) checks carried out when they commence their trusteeship. The committee meet on the first Friday of each month where the Treasurers' Report and Managers report are presented, any issues are raised and addressed and planning for events is discussed.

# financial review

We have **£27,445** in total cash funds this year end. (2020: £30,414)

We have still not paid rent since we moved into our new building as we wait for the town council to take ownership, but we have been advised to accrue £11,832 for past rent owed. This amount will be carried forward in our cashflow forecast and increased each month to reflect expected costs. We are also accruing £698 for tax and national insurance costs for July. This will be paid to HMRC in October along with upcoming August and September amounts. Both of these amounts are listed in the Statement of Assets and Liabilities.

We hold reserves to cover notice periods and unforeseen expenses.

---★ We did not experience any serious incidents in 2020/2021 that should have been brought to the Charity Commission's attention.

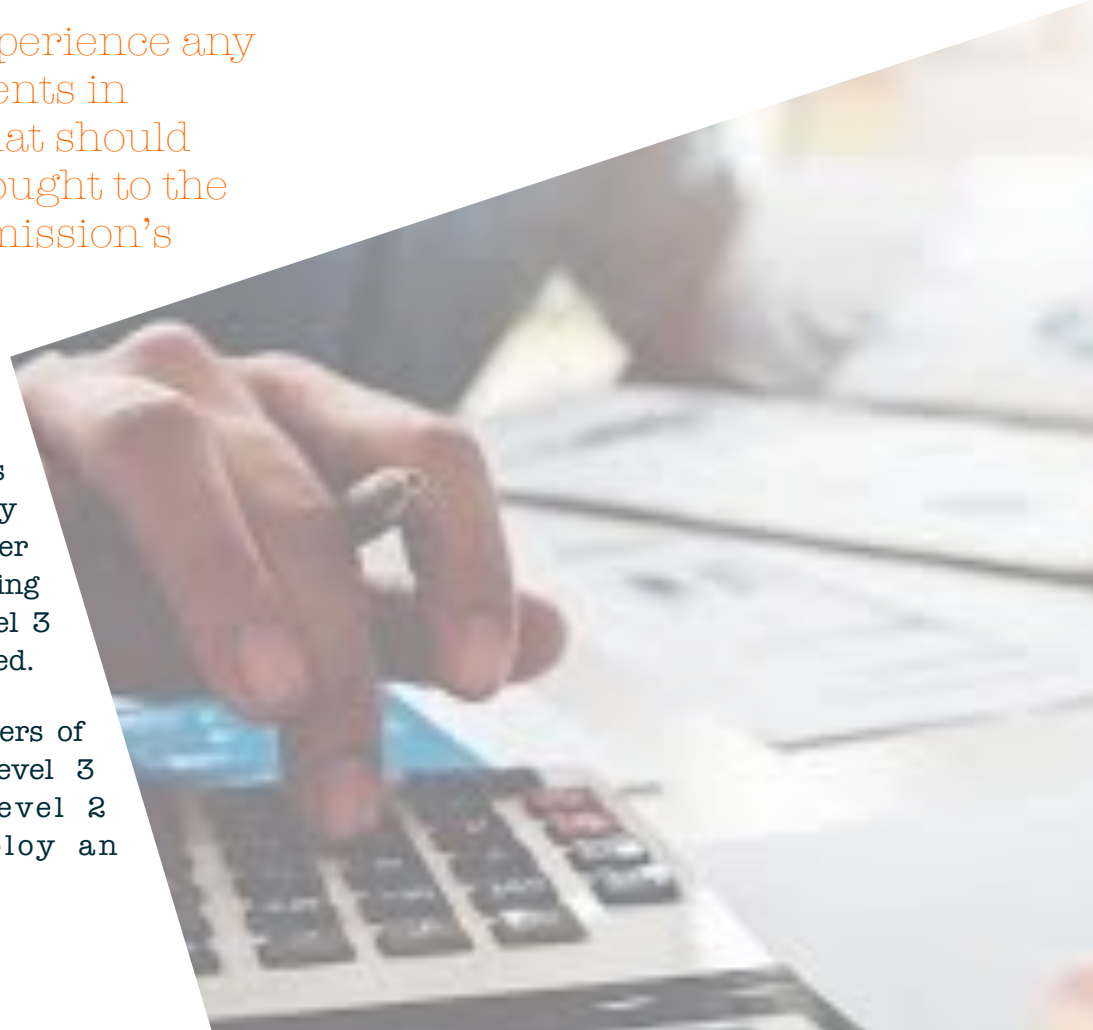
The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with three other full time members of teaching staff, two of which are Level 3 qualified and one is unqualified.

We have 5 part time members of teaching staff, two are Level 3 qualified and one is Level 2 qualified. We also employ an administrator.

Our expenditure on staff including wages, pensions, tax, national insurance, training and uniform costs represents more than 88% of our total expenditure this year. We have spent over £6,000 on equipment this year from restricted income, equipment specifically designed to benefit the children who receive Early Years Pupil Premium.

We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community.

We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible.



# receipts & payments

for the period 1 August 2020 to 31 July 2021	Unrestricted Funds (£)	Restricted Funds (£)	YE 2021 Total Funds (£)	YE 2020 Total Funds (£)
<b>RECEIPTS</b>				
Early Years Funding/SENI	103,433	24,456	127,889	130,765
Fees Invoiced	10,706		10,706	13,035
Fundraising/Donations/Grants	661	897	1,558	747
Uniform	265		265	185
Other Income	815		815	23
	<b>115,880</b>	<b>25,353</b>	<b>141,233</b>	<b>144,755</b>
<b>PAYMENTS</b>				
<b>Staff costs:</b>				
Wages	97,894	16,243	114,137	114,659
Pension (NEST)	3,226		3,226	3,386
Tax & National Insurance	10,064		10,064	12,408
Training			-	392
Uniform	163		163	121
<b>Indirect Expenses:</b>				
Cost of Fundraising	220		220	-
Christmas & Leavers' Parties			-	45
Equipment/Toys - Consumable	539	795	1,334	1,383
Insurance	623		623	612
Additional Tutors			-	1,713
Legal/Professional Fees	732		732	716
Maintenance	1,783	1,026	2,809	1,038
Other Expenses	25	60	85	17
Postage & Stationery	197	22	219	259
Rent				
Summer Outing			-	-
Teacher Resources & Publications		583	583	624
Telephone & Other Admin	3,470		3,470	2,266
Uniform	334		334	251
	<b>119,270</b>	<b>18,729</b>	<b>137,999</b>	<b>139,890</b>
<b>Asset Purchases</b> Furniture		51	51	656
<b>Asset Purchases</b> Equipment	119	6,033	6,152	1,641
Sub Total	119	6,084	6,203	2,297
Total Payments	<b>119,389</b>	<b>24,813</b>	<b>144,202</b>	<b>142,187</b>
Net of Receipts & Payments	-3,509	540	-2,969	
Cash Funds Last Year End	26,076	4,338	30,414	
Cash Funds This Year End	<b>22,567</b>	<b>4,878</b>	<b>27,445</b>	

# statement of assets & liabilities

	Unrestricted Funds (£)	Restricted Funds (£)	Total (£)
<b>CASH FUNDS</b>			
Cash at Bank	22,508	4,887	27,395
Petty Cash	50		50
<b>TOTAL CASH FUNDS</b>	<b>22,558</b>	<b>4,887</b>	<b>27,445</b>
<b>OTHER MONETARY ASSETS</b>			
Stock - children's uniform	317		317
Outstanding fees/invoices	13		13
	<b>330</b>		<b>330</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Furniture	4,108	1,154	5,262
Equipment	5,826	11,551	17,377
	<b>9,934</b>	<b>12,705</b>	<b>22,639</b>
<b>LIABILITIES</b>			
Rent - (Updated figure from Cambourne Town Council)	11,832		11,832
Tax & NI	698		698
United Technologies UK Ltd	66		66
	<b>12,596</b>		<b>12,596</b>

# trustees signature and declaration

I DECLARE IN MY CAPACITY OF CHARITY TRUSTEE  
THAT:

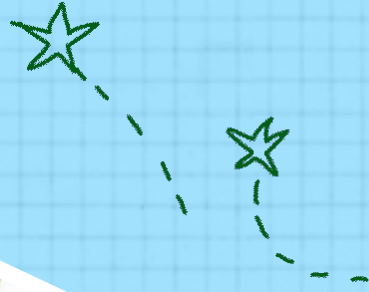
- ★ THE TRUSTEES HAVE APPROVED THE TRUSTEES' ANNUAL REPORT AND ACCOUNTS; AND
- ★ HAVE AUTHORISED ME TO SIGN ON THEIR BEHALF.



Mrs Elizabeth Smith  
Chairperson



Mrs Lorraine Burdett  
Administrator



The Blue School  
Eastgate  
Great Cambourne  
CB23 6AP

Tel: 01954 715150  
email: [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)

**CAMBOURNE PRE-SCHOOL**

England & Wales - Charity number 1122459

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# Accounts

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# Independent Examiner's Report on the Accounts

**Section A**

**Independent Examiner's Report**

Report to the trustees/members of

Charity Name  
CAMBOURNE PRE SCHOOL

On accounts for the year ended

310720

Charity no (if any)

1122459

Set out on pages

1-143

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~\*):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;
- (2) to which, in my opinion, 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

Rebecca McKenzie

Date

18/4/21

Name

REBECCA MCKENZIE FMAAT.

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

AAT

Address

21 GRANTA VALE  
LINTON  
CAMBRIDGE  
CB21 4LB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems

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

<p>11/15/11</p>	<p>010720</p>
<p>to state whether particular matters have come to my attention.</p> <p>to follow the procedures set out in the general directions given by the Charity Commission (under section 142(2)(b) of the Charities Act, 2003) and</p> <p>to examine the accounts under section 142 of the Charities Act, 2003.</p> <p>It is my responsibility to:</p> <p>to state whether particular matters have come to my attention.</p> <p>to follow the procedures set out in the general directions given by the Charity Commission (under section 142(2)(b) of the Charities Act, 2003) and</p> <p>to examine the accounts under section 142 of the Charities Act, 2003.</p> <p>It is my responsibility to:</p> <p>to state whether particular matters have come to my attention.</p> <p>to follow the procedures set out in the general directions given by the Charity Commission (under section 142(2)(b) of the Charities Act, 2003) and</p> <p>to examine the accounts under section 142 of the Charities Act, 2003.</p> <p>It is my responsibility to:</p>	<p>Respective responsibilities of trustees and examiner</p> <p>to state whether particular matters have come to my attention.</p> <p>to follow the procedures set out in the general directions given by the Charity Commission (under section 142(2)(b) of the Charities Act, 2003) and</p> <p>to examine the accounts under section 142 of the Charities Act, 2003.</p> <p>It is my responsibility to:</p>
<p>11/15/11</p>	<p>010720</p>

# 2020

## Trustees' Annual Report and Accounts



The Blue School, Eastgate, Great Cambourne, CB23 6DZ  
Ofsted EY456077

### Charity No. 1122459



Cambourne Pre-School



# operating activities

☆ Our pre-school is located in the heart of the community of Cambourne. We are dedicated to providing high quality care and education to children aged between two and five years old and to support the families of those children so we can ensure the best possible outcomes for each individual child.

We want to give each child the best start to their school years, so we have created a nurturing and inspiring environment where children can develop their talents and build their confidence.

Our experienced team of pre-school teachers offer a balanced and challenging early years curriculum where activities are planned carefully so that every individual child can explore their interests, understand the world around them, learn and understand the importance of values and boost their self-esteem in readiness for their transition to primary school.

Development and learning is guided by the Early Years Foundation Stage and we continually echo the four guiding themes and principles in our setting, our activities and our planning.

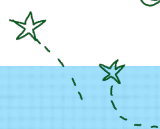
**OUR VISION:** to support and nurture each individual coming into Cambourne Pre-School and enhance their development through well planned and stimulating experiences within an inclusive, challenging and welcoming environment.

**A UNIQUE CHILD** - Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.

**POSITIVE RELATIONSHIPS** - Children learn to be strong and independent through positive relationships.

**ENABLING ENVIRONMENTS** - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers. Every parent and carer is encouraged to be involved in the pre-school, they can vote at general meetings and participate in continually developing the pre-school by joining the committee.

**LEARNING AND DEVELOPMENT** - Children learn and develop in different ways and at different times. They start to learn about the world around them from the moment they are born. By providing them with interesting and tailored to their stage of development, children can move onto the next stage of their schooling with confidence.



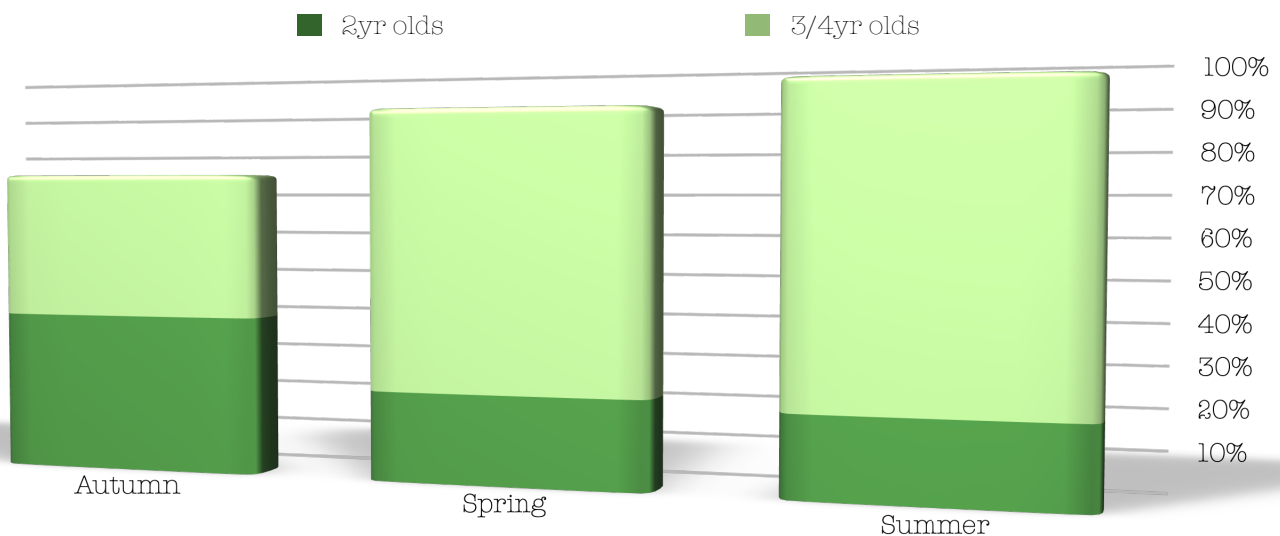
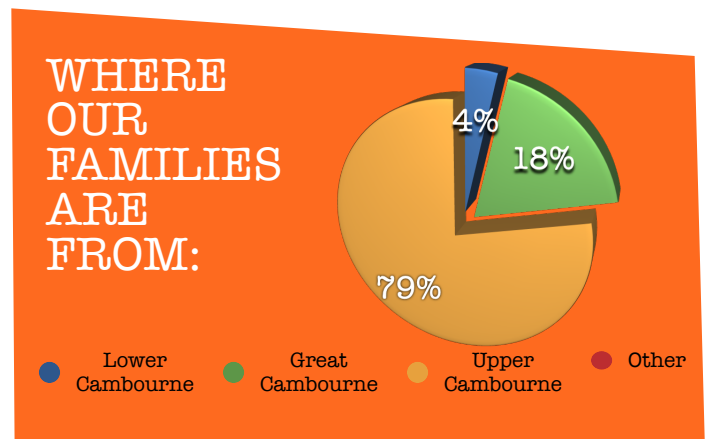
WE ARE OPEN 38 WEEKS A YEAR DURING TERM TIME.

MONDAY	9am - 12pm	12pm - 3pm
TUESDAY	9am - 12pm	12pm - 3pm
WEDNESDAY	9am - 12pm	12pm - 3pm
THURSDAY	9am - 12pm	12pm - 3pm
FRIDAY	9am - 12pm	(staff meetings)



# uptake of sessions

This year we were delighted to have 54 families enrolled at Cambourne Pre-School. We currently have over 40 children due to start in September, a few families on our waiting list have chosen to defer their start due to Covid-19. Our waiting list includes start dates up to January 2022.



# fees & funding

Children who are not yet eligible for free hours, or who wish to attend sessions beyond their entitlement are invoiced at an amount depending upon their age. The difference in price represents the additional staff costs related to younger children and is determined by the funding levels we receive for these ages.

---☆ Age 2 £16.50 per session

---☆ Age 3/4 £12.50 per session

In total we received income of **£13,035** from paying children in 2019/2020.

All three and four year olds are able to claim universal funding of up to 15 free hours each week in the term following their third birthday. We also offer extended 30 hours free childcare to eligible three and four year olds, 10% of funded hours claimed were for extended hours.

Eligible two year olds are also able to claim up to 15 hours of free childcare each week, 20% of our funded hours were for free 2's.

For the academic year, we received income of **£130,765** in Early Years Funding which includes **£5,478** of restricted funds and **£8,642** in SENIF.

The funding rates we receive per session are:

---☆ 2yr olds £16.47

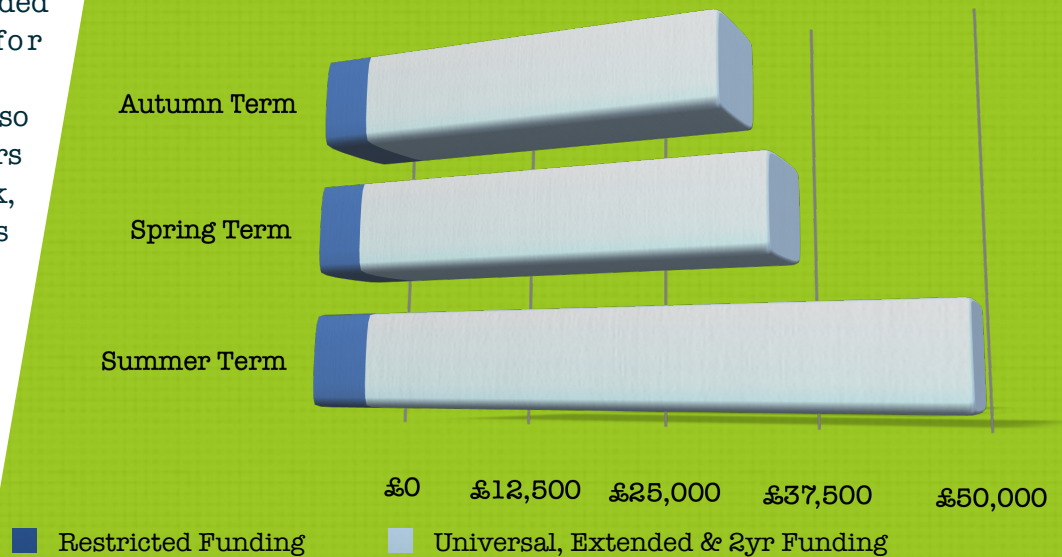
---☆ 3/4yr olds £12.42


Restricted funds represent **Early Years Pupil Premium (EYPP), Deprivation Funding and Disability Access Funding** received for eligible three and four year olds.

We had sixteen children in receipt of EYPP at an increased rate of £14.01 per session. This additional funding is used to close the gap between the child's progress and that of their peers by improved staff training, resources or support for children. Any spend must benefit these particular children, but may also be of benefit to others at the pre-school.

An additional six children received deprivation funding at an increased rate of £13.32 per session. This funding should be used to maximise the quality of teaching, improve the quality of the setting, help with language development, provide parenting support and help with school transitional arrangements, all proven areas that help the more disadvantaged children progress.

## EARLY YEARS FUNDING INCOME



We had two children in receipt of the  Disability Access Funding, which is currently £615 per annum for each child. This fund is to ensure all children with SEND have access to the provision and all the benefits and services provided.

# Covid-19

Lockdown and new government regulations since March 2020 have had a major impact on how we can deliver care to children and their families, with many of our policies and procedures being updated to reflect the new way the pre-school operates to achieve it's aims and objectives whilst keeping everyone safe during the pandemic.

Many activities that we usually enjoy have not been possible this year. Unfortunately, we had to cancel our annual school trip along with our summer party and graduation ceremony for our primary school leavers'. We also decided to temporarily stop providing our dance and Mandarin lessons where we hire in specialist teachers, this decision was taken in order to better protect the 'bubbles' that we have formed.

During lockdown and throughout the Easter break we remained open for children of key workers and vulnerable children. The smaller amount of children attending resulted in us being able to open with fewer staff and therefore many staff members were able to stay at home during the lockdown.

Our staff used the opportunity to work from home and support those children who were not in attendance. Staff made regular telephone calls to parents checking how they were managing and offering whatever support was needed. We found this often included supporting those struggling to provide enough food for their family and for anyone having difficulty with home schooling we supplied books and activities.

During lockdown we kept in daily contact with all parents and children through our Facebook page, posting ideas for activities that could be tried at home. Staff also read daily live stories for the children to watch and enjoy.

We continued as normal with our summer term intake of new starters, albeit with social distancing guidelines in place. This did mean we were unable to provide home visits to each new child as we normally would and we could only

invite parents into the preschool building when absolutely necessary to help children settle.

Funding has continued to be paid in relation to all children registered with us for the summer term regardless of whether the children were attending or remaining at home. Therefore we have continued to pay staff and suppliers as normal.

We have however seen a financial impact, which we expect to continue during 2020/2021. So far, we have lost expected income from fee paying children as we are unable to invoice for any missed attendance related to Covid. During the spring and summer terms this totalled £3,839 lost in expected fees.

We have also lost potential income for children on our waiting list who have chosen to defer their start date.

The cost of cleaning has been steadily increasing and is projected to continue using more of our budget going forward as increased levels of deep cleaning and sterilising is needed. We are also seeing items that we usually purchase cost more, such as gloves and hand sanitisers doubling in price during the pandemic.

We have had to limit the availability of certain toys and equipment due to the need to clean and 'rest' them more frequently. Examples of this include sand, where it is not possible to ensure it can be cleaned to avoid transmission.

Although the look and feel of the pre-school has changed during the pandemic, all the children have shown themselves to be resilient to this change and take it all in their stride. We were delighted that our school leavers' were still able to leave us as happy and confident children ready for the next steps in their education!



# FUNDRAISING

Each year we aim to raise around £1,000 with our various fundraising activities.

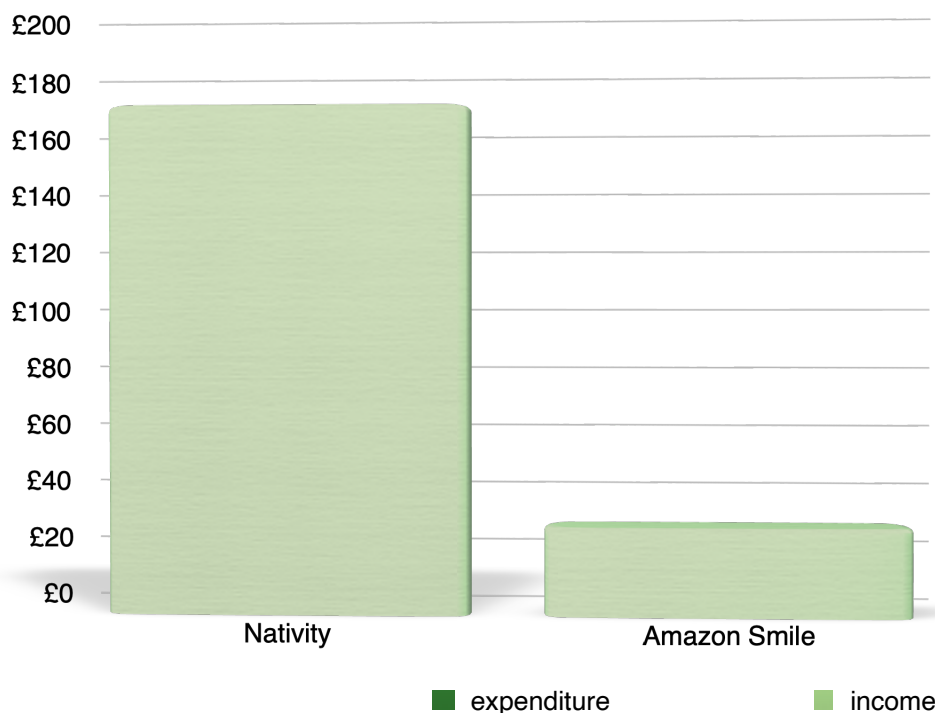
Most of our fundraising is planned for the summer term and has unfortunately not been possible this year due to lockdown and social distancing guidelines.

Each year the majority of our fundraising is achieved at our summer fete where we usually make around £600, we also historically have fundraised a further £200 at our summer party and graduation, where we sell yearbook posters, graduation photographs and cakes.

We have managed to raise £197 this year, most of which was in December where we sold tickets and refreshments for parents to come and see their children in the nativity play.

Monies raised will be used in conjunction to the grant we received from the Co-op Local Community Fund to improve our outside spaces, which are proving more important than ever during the pandemic.

So far we have received £347 from the grant and expect a second payment in November of £897.



Our pre-schoolers raised £90 for 'Children in Need' by holding a cake sale giving a £1 donation to come into pre-school wearing pyjamas!



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We have **£30,414** in total cash funds this year end. (2019: £27,846)

We have still not paid rent since we moved into our new building as we wait for the town council to take ownership, but we have been advised to accrue £9,466 for past rent owed. This amount will be carried forward in our cashflow forecast and increased each month to reflect expected costs. We are also accruing £712 for tax and national insurance costs for July. This will be paid to HMRC in October along with upcoming August and September amounts. Both of these amounts are listed in the Statement of Assets and Liabilities.

We hold reserves that are sufficient to cover notice periods and unforeseen expenses.

---★ We did not experience any serious incidents in 2019/2020 that should have been brought to the Charity Commission's attention.

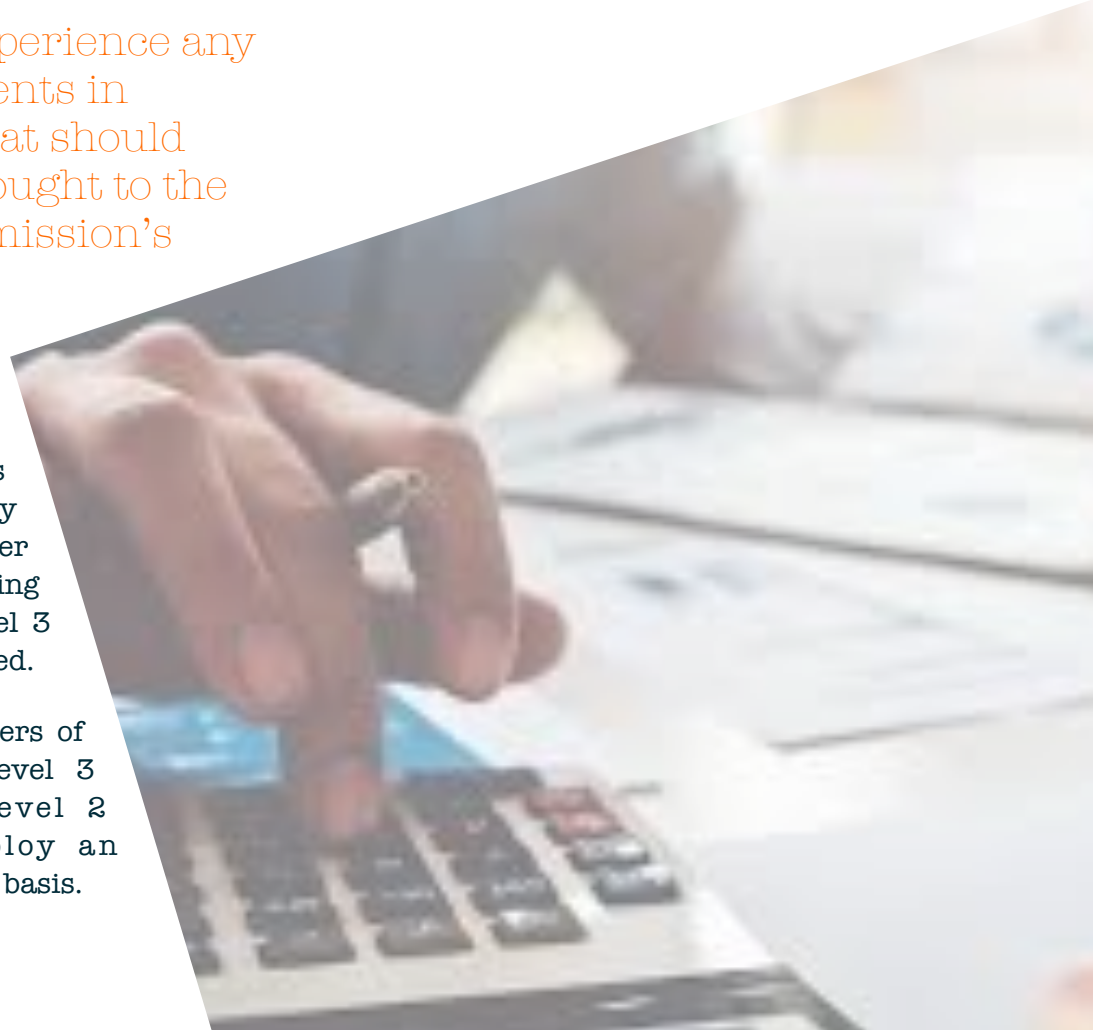
The pre-school's greatest expenditure is its staff costs. We employ a full time pre-school manager who has a foundation degree in early years along with three other full time members of teaching staff, two of which are Level 3 qualified and one is unqualified.

We have 5 part time members of teaching staff, two are Level 3 qualified and one is Level 2 qualified. We also employ an administrator on a part time basis.

Our expenditure on staff including wages, pensions, tax, national insurance, training and uniform costs represents more than 92% of our total expenditure this year. This is in line to the proportion of expenditure on staff costs in the previous years.

We manage our budget effectively to ensure that we can meet all of our liabilities and continue to offer quality care and education to the families in our community.

We keep our fees at a rate in line with current government funding, so we are affordable and accessible to as many families as is possible.



# receipts & payments

for the period 1 August 2019 to 31 July 2020	Unrestricted Funds (£)	Restricted Funds (£)	YE 2020 Total Funds (£)	YE 2019 Total Funds (£)
<b>RECEIPTS</b>				
Early Years Funding/SENI	116,645	14,120	130,765	117,783
Fees Invoiced	13,035		13,035	15,986
Fundraising/Donations/Grants	400	347	747	1,491
Uniform	185		185	276
Other Income	23		23	576
	<b>130,288</b>	<b>14,467</b>	<b>144,755</b>	<b>136,112</b>
<b>PAYMENTS</b>				
<b>Staff costs:</b>				
Wages	106,017	8,642	114,659	118,168
Pension (NEST)	3,386		3,386	2,450
Tax & National Insurance	12,408		12,408	10,737
Training	392		392	2,151
Uniform	121		121	173
<b>Indirect Expenses:</b>				
Cost of Fundraising	-		-	76
Christmas & Leavers' Parties	45		45	224
Equipment/Toys - Consumable	693	690	1,383	1,216
Insurance	612		612	605
Additional Tutors		1,713	1,713	1,080
Legal/Professional Fees	716		716	653
Maintenance	1,038		1,038	1,092
Other Expenses	17		17	701
Postage & Stationery	259		259	303
Rent				
Summer Outing			-	749
Teacher Resources & Publications	66	558	624	388
Telephone & Other Admin	2,266		2,266	1,923
Uniform	251		251	135
	<b>128,287</b>	<b>11,603</b>	<b>139,890</b>	<b>142,824</b>
<b>Asset Purchases</b> Furniture	243	413	656	373
<b>Asset Purchases</b> Equipment	248	1,393	1,641	2,772
Sub Total	491	1,806	2,297	3,145
Total Payments	<b>128,778</b>	<b>13,409</b>	<b>142,187</b>	<b>145,969</b>
Net of Receipts & Payments	1,510	1,058	2,568	
Cash Funds Last Year End	24,566	3,280	27,846	
Cash Funds This Year End	<b>26,076</b>	<b>4,338</b>	<b>30,414</b>	

# statement of assets & liabilities

	Unrestricted Funds (£)	Restricted Funds (£)	Total (£)
<b>CASH FUNDS</b>			
Cash at Bank	26,026	4,338	30,364
Petty Cash	50		50
<b>TOTAL CASH FUNDS</b>	<b>26,076</b>	<b>4,338</b>	<b>30,414</b>
<b>OTHER MONETARY ASSETS</b>			
Stock - children's uniform	229		229
Outstanding fees/invoices	-		-
	<b>2,139</b>		<b>2,139</b>
<b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>			
Furniture	4,108	1,103	5,211
Equipment	5,707	5,518	11,225
	<b>9,815</b>	<b>6,621</b>	<b>16,436</b>
<b>LIABILITIES</b>			
Rent - (Updated figure from Cambourne Town Council)	9,466		9,466
Tax & NI	712		712
Fees prepaid & overpaid	99		99
	<b>10,277</b>		<b>10,277</b>

# trustees signature and declaration

I DECLARE IN MY CAPACITY OF CHARITY TRUSTEE  
THAT:

★ THE TRUSTEES HAVE APPROVED THE  
TRUSTEES' ANNUAL REPORT AND  
ACCOUNTS; AND

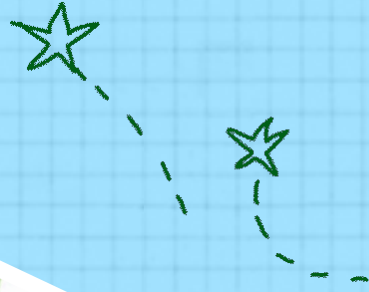
★ HAVE AUTHORISED ME TO SIGN ON THEIR  
BEHALF.



Mrs Elizabeth Smith  
Chairperson



Mrs Lorraine Burdett  
Administrator



The Blue School  
Eastgate  
Great Cambourne  
CB23 6AP

Tel: 01954 715150  
email: [office@cambournepreschool.org.uk](mailto:office@cambournepreschool.org.uk)