

# Trustees' Annual Report for the period

From 01 September 2020 to 31 August 2021

## Section A Reference and administration details

Charity name Little Owls Preschool (Boxted)

Other names charity is known by

Registered charity number (if any) 1129755

Charity's principal address King George Playing Field, Cage Lane,

Boxted

Colchester

Postcode

CO4 5RE

### 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	Laura Wells	Chair		
2	Emma Good	Secretary		
3	Denise Rehal	Treasurer		
4	Nicola Bloomfield			
5	Keziah Lucking			
6	Lorraine Farrell			
7				
8				
9				
10				
11				

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

Name	Dates acted if not for whole year

### 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)	Articles of Association
How the charity is constituted (eg. trust, association, company)	Company limited by guarantee
Trustee selection methods (eg. appointed by, elected by)	Elected by members. Trustees can also be co-opted onto the Trustees by agreement of the Trustees. Any co-opted member will retire or be elected as a Trustee at the next AGM.

### 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.

Registered by Ofsted on the Early Years Register and inspected accordingly. Operates under the Early Years Foundation Stage statutory framework. Member of the Early Years Alliance and partner of Essex County Council Early Years and Childcare.

Staff and trustees subject to Disclosure and Barring Service checks and all hold enhanced disclosures. New staff members are appointed by the trustees in consultation with the manager and business manager, who have received training in safer recruitment practices. All staff receive training in safeguarding children and the setting has three designated safeguarding lead officers.

Trustees form the "Registered person" under Ofsted requirements and have overall responsibility for the organisation. Daily running of the setting is led by the preschool manager, business manager and deputy preschool manager.

In line with the governing documents, the majority of trustees are parents of children at the preschool.

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

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

1. offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring the such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
2. encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;
3. instigating and adhering to and furthering the aims and objects of the Early Years (formally Pre-school Learning) Alliance,

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

Activities of the preschool are in line with the guidance and requirements of the Early Years Foundation Stage framework and are inspected and monitored by Ofsted. In December 2019 the preschool was inspected by Ofsted and rated (good).

Since January 2020 the setting has a preschool manager and business manager, working together to make sure that the aims of the preschool are achieved, that the preschool remains sustainable and that the welfare and learning and development requirements of the EYFS are met.

The preschool is an independent, voluntary setting and delivers free early education for 2, 3 and 4 year olds through a contract with Essex County Council. The setting offers eligible families up to 30 hours per week of funded childcare, as part of the government's extended offer. This enables the setting to contribute to the government aim of providing disadvantaged children and families with good early education and childcare. Fees are kept to a level which cover costs and provides sufficient funds to improve the service and resources we provide. Care is taken to ensure that families are not excluded because of inability to pay the fees and that families are welcomed whatever their circumstances and back grounds. Parents are able to become members of the preschool free of charge. Parents are encouraged to take up membership, volunteer at the preschool and become trustees.

The charity trustees have had due regard to the guidance on public benefit published by the Charity Commission and have complied with the duty in section 4 of the charities Act 2006.

## 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.

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

The preschool is highly regarded in the local community. Families living in Boxted value the preschool and families from areas in nearby Colchester most often come to us by word-of-mouth recommendation.

With much new housing in nearby areas, there is high demand for early years places. The setting ensures that places are available for children living in Boxted (who don't have access to regular public transport and sometimes do not have a car). Beyond that, our priorities are children entitled to government funding, looked after children and families who can benefit from extra support.

The past year has been another year of logistical challenges with the effects of COVID-19 still being felt. Managing staff and children to help prevent the spread of COVID-19, making sure the setting is cleaned several times each day. We have however remained open full time through the year to ensure we have been able to provide our parents with the childcare they rely on to enable them to work.

We continue to remain almost at full capacity and regularly have new enquiries for new starters. We continue to have a waiting list.

One member of staff completed their Forest School Level 3 training and now we offer our older children the opportunity to attend Forest School at no extra charge. This is a welcomed addition to our sessions with parents expressing delight at the opportunity this gives their children. It also builds on the learning environment for children of more disadvantaged families.

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

The financial position at the end of another difficult year remains strong with comfortable cash reserves. There were no fees refunded during the year as government guidance was for us to open. The ability to claim SSP reimbursement for staff off due to COVID-19 helped cover the cost of replacement staff for those periods.

Little Owls Preschool holds

1. an unrestricted fund of no more than £40,000 as a contingency to cover 3 months running costs if necessary. This may be necessary to allow the preschool to continue running in the event of a low number of children on roll over a period of time.
2. An unrestricted fund of no more than £60,000 to be used on maintenance of the building and garden area and replacement of essential fixtures such as heating systems, flooring etc. This may in the future be necessary to provide funds towards a replacement building when the current building comes to the end of its life.

As at 31 August 2021, the reserves held were

1. 35597.00
2. 30242.41

**Details of any funds materially in deficit**

There are no 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.

Fundraising was very minimal within the setting with everyone trying to recover from COVID-19. The main fundraising was from the sale of preschool un-essential school uniform and a small raffle held at Christmas.

The plan for an outdoor canopy is underway and quotes are being sort. Expenditure on other new resources was managed very carefully until the impact of the pandemic on the setting is clear.

Principal sources of funds: free early education entitlement funding from Essex County Council, fees, fundraising.

**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Laura Catherine Wells	Denise Rehal
Position (eg Secretary, Chair, etc)	Chair	
Date	20 <sup>th</sup> April 2022	20 <sup>th</sup> April 2022

**Little Owls Preschool (Boxted) 6870915**

**Balance Sheet as at 31 August 2021**

	Notes	£	£
<b>Fixed Assets</b>			
Building	1		210,081
Furniture, Equipment & Toys	7		2,968
<b>Total Fixed Assets</b>			<b>213,049</b>
<b>Current Assets</b>			
Bank Current Account		30,454	
Bank Deposit Account		65,839	
Cash		0	
Debtors	3	885	
<b>Total Current Assets</b>		<b>97,178</b>	
<b>Current Liabilities</b>			
Creditors	4	10,504	
Pre-paid fees		0	
Accruals & committed expenditure	5	300	
<b>Total Current Liabilities</b>		<b>10,804</b>	
<b>Net Current Assets</b>			<b>86,374</b>
<b>Total Assets less Current Liabilities</b>			<b>299,423</b>
<b>Capital &amp; Reserves</b>	6, 8		
Unrestricted Reserves b/fwd			85,932
Unrestricted Reserves transferred in			0
Unrestricted Operating surplus for year			3,410
Restricted Funds, Building			210,081
			<b>299,423</b>

**Audit Exemption Statement**

For the period ending 31.8.21 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.


**Directors' Responsibility:**


The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts;

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Signed on behalf of the Board of Trustees by

  
LAURA WELLS

  
DENISE REHAL

**Little Owls Preschool (Boxted) 6870915****Statement of Financial Activities****For period 1.9.20 - 31.8.21**

		2020 £	2021
<b>Operating Income</b>	Notes		
Fees		21,234	32,125
Essex CC Funding Grant		114,738	115,299
Registration Fees		70	20
Fundraising		803	1,375
Donations / other		4,547	64
Interest Received		119	23
	1	<u>141,511</u>	<u>148,906</u>
<b>Operating Expenditure</b>			
Payroll incl. NI and Employer Pension		115,485	123,597
Premises Costs & Repairs		4,904	5,896
Business Rates		144	0
Utilities & Water		3,207	2,216
Catering costs		742	734
Consumables		2,738	3,563
Minor equip items & repairs		708	1,083
Office Costs & admin		2,421	2,375
Insurance		2,864	2,901
Training		466	1,047
Fundraising expenses		871	397
Miscellaneous expenditure		189	206
Depreciation		1,899	1,481
		<u>136,638</u>	<u>145,496</u>
<b>Total Net Operating Income</b>	2	<u>4,873</u>	<u>3,410</u>



**Notes to the Financial Statements  
for the year ended 31 August 2021**

**1 Accounting Policies**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and on an accruals basis in accordance with Charities SORP.

**Turnover**

Turnover represents operating income being fees, fundraising, donations & Essex CC child funding grant

**Tangible fixed assets**

Furniture and office equipment with original cost value or transfer value of £100 and above are treated as fixed assets. Depreciation is provided at 20% per annum on cost or transfer in order to write off each asset over its estimated useful life.

The building was funded with an ECC grant. Should the building be disposed of then the proceeds are restricted. The asset & the restriction are being amortised over the 30 year expected life of the building on a straight line basis

**2 Operating Profit**

The operating profit is stated after charging:

	<b>2020</b>	<b>2021</b>
	£	
Depreciation	1,899	1,481

**3 Debtors : Amounts falling due within 1 year**

	<b>2020</b>	<b>2021</b>
	£	
Fees due	919	885
	<b>919</b>	<b>885</b>

**4 Creditors : Amounts falling due within 1 year**

	<b>2020</b>	<b>2021</b>
	£	
Trade Creditors	£602	236
Other creditors & deferred income	£14,559	10,268
	<b>£15,161</b>	<b>£10,504</b>

**5 Accruals & committed expenditure**

<b>2020</b>	<b>2021</b>
£	£
200	300

**6 Tangible Fixed Assets : Restricted**

The Company benefitted from a grant from Essex CC to cover the entire cost of a new building, commissioned in Sept 2010. The building is expected to have a useful life of 30 years, and the balance sheet reflects the amortisation of the asset and the restrictions on the use of the proceeds which apply under the terms of the grant should it be disposed of, on a straight line basis.

	£
Total grant received :	331,707
Less : Amortisation for period 9/2010 - 8/2021	-121,626
	<b>210,081</b>

**Notes to the Financial Statements - continued  
for the year ended 31 August 2021**

**7 Tangible Fixed Assets : Unrestricted**

Fixed Asset Register at 31 August 2021 depreciated over 5 years, straight line basis

	<b>Cost at acquisition</b>	<b>Depn. b/f</b>	<b>NBV B/fwd</b>	<b>Depn. For period</b>	<b>Depn. c/fwd</b>	<b>NBV at 31.8.21</b>
Brought Forward	£19,928	£15,787	£4,141	£1,460	£17,247	£2,681
Disposals in period	£0	£0	£0	£0	£0	£0
Additions in period	£308	£0	£0	£21	£21	£287
<b>Balance</b>	<b>20,236</b>	<b>15,787</b>	<b>4,141</b>	<b>1,481</b>	<b>17,268</b>	<b>2,968</b>

**8 Reserves**

	<b>2020</b>	<b>2021</b>
	£	
Reserves b/fwd	81,059	85,932
Unrestricted Reserves transferred in		
Unrestricted Operating surplus for year	4,873	3,410
Restricted Funds, Building	221,138	210,081
	<b>307,070</b>	<b>299,423</b>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
LITTLE OWLS PRESCHOOL (BOXTON) 6870915

On accounts for the year  
ended

31 AUGUST 2021

Charity no  
(if any)

1129755

Set out on pages

(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 DD / MM / YYYY.

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

[The charity's gross income exceeded £250,000 and I am qualified to  
undertake the examination by being a qualified member of [insert name of  
applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have  
come to my attention in connection with the examination (other than that  
disclosed below \*) 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.

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

Signed:

Date:

17.1.2022

Name:

AMIN AEDHAR

Relevant professional  
qualification(s) or body

QRE



(if any):

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Address:

SEVEN GABLES, CROSS FIELD WAY
BOXTED
COLCHESTER CO4 5SP

## 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.

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