

EMMANUEL PRE SCHOOLEMMANUEL CHURCH ROOM
ROSE LANE, BUNGAYINCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 20202019INCOME

2	Interest Received	-	
3932	Fees & Fundraising	3557.50	
39009	Grants Received	<u>46311.51</u>	
			49869.01
42943			

EXPENSES

525	Small Toys & Consumables	693.56
399	Refreshments	347.15
35823	Wages & National Insurance	35839.36
5868	Rent	5976.00
652	Insurance	763.14
50	Registration Fee	50.00
1003	Repairs & Renewals	423.78
804	Telephone	983.36
137	Postage, Stationery & Photographs	112.43
1075	Courses	-
21	Cleaning	44.89
1289	Accountancy	1243.20
56	Books	25.02
332	Children's Party	124.57
480	Waste Disposal	491.72
155	Travel	66.00
111	CRB Check	-
235	Advertising	270.00
-	Training	370.00
140	Subscriptions	<u>40.00</u>
49155		47864.18

Depreciation

586	Toys & Equipment	439.00
121	Office Equipment	91.00
51	Sundry Equipment	<u>38.00</u>
758		568.00

49913(6970)3937632406DEFICIT/EXCESS FOR YEARRESERVE brought forwardRESERVE carried forward48432.181436.8332405.5033842.33

EMMANUEL PRE SCHOOL

EMMANUEL CHURCH ROOM
ROSE LANE, BUNGAY

BALANCE SHEET

31ST MARCH 2020

2019

FIXED ASSETS at cost less depreciation

1758	Toys & Equipment	1319.00
366	Office Equipment	275.00
154	Sundry Equipment	116.00
<hr/>		<hr/>
2278		1710.00

CURRENT ASSETS

1000	Stock	1000.00
-	Payment in Advance	771.35
27237	Barclays Bank PLC	29598.66
910	Barclays Bank PLC Community Account	1402.44
<hr/> 1449	Cash In Hand	<hr/> 60.47
30596		32832.92

LESS CURRENT LIABILITIES

<hr/> 468	Creditors	<hr/> 700.59
30128		32132.33
<hr/>		<hr/>
32406		33842.33
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EMMANUEL PRE SCHOOL

EMMANUEL CHURCH ROOM
ROSE LANE, BUNGAY

MOVEMENT OF FIXED ASSETS

	<u>Sundry</u> <u>Equipment</u>	<u>Toys &</u> <u>Equipment</u>	<u>Office</u> <u>Equipment</u>
Value at 1st April 2019	154.00	1758.00	366.00
Depreciation @ 25%	38.00	439.00	91.00
Value at 31st March 2020	116.00	1319.00	275.00

We hereby approve the foregoing Income & Expenditure Account for the year ended 31st March 2020 and the Balance Sheet as at that date, and can confirm that they are correct to the best of our knowledge and belief that we have made all relevant information available.

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We have prepared the accounts of Emmanuel Pre-School for the year ended 31st March 2020. In our opinion, the accounts give a true and fair view of the state of affairs of Emmanuel Pre-School as at 31st March 2020 and of its excess for the year ended on that date. In our opinion, income from fees and grants received, in so far as it has been utilised in the year, has been expended wholly and exclusively for purposes connected with the welfare of the children enrolled in the pre-school.

Graver & Co Ltd
Accountants
2 Station Road
Brundall
NORWICH, NR13 5LA

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Date: 20th July 2021

Emmanuel Preschool
Manager's Report for Charity Commission.

Date: April 2020 to April 2021.

This year has been a tough one as we had our first closure due to the first lockdown back in March 2020 but due to using the Government Funding we managed to keep our staff on and our finances stayed healthy.

Summer Term 2020.

- Lockdown:

Staff went onto do home learning with the parents and children during the lockdown, each staff member worked alongside their key children and their parents sending them their next steps and giving them activity ideas to complete together at home. It gave the staff time to catch up on developmental reports, learning journeys and other essential paperwork. Staff continued to be paid their normal working hours whilst the Preschool remained closed, the funding grants for that term were used towards this.

- Re opening:

In June 2020 we were given the go ahead to return to work, we had only 30% of the children return and most were children of working parents. We only had three staff return as one was still shielding as was classed vulnerable, so she was paid sick pay whilst other members were paid extra hours to cover.

We made the most of the sunshine and fresh air this term due to the children and staff being in lockdown for months, we did lots of outside play and activities and spent some time focusing on our feelings and emotions, using the story "The Colour Monster". Towards the end of the term we had most of the children back 60% and settled ready for staff to prepare the older one's for their school transistions.

- Graduation Picnic:

We held an end of term picnic for the leavers and their parents in the garden, we asked parents to bring along their own packed lunches whilst we provided party food for the children and refreshments for the parents. We had fun and games and did held a ceremony at the end of it all to pass out memory packs and presents. We lost 9 of the children that term going up to reception but waiting list is looking good to fill the spaces.

Autumn Term 2020.

- All returned for new term:

We had all the staff returned and back to normal hours and new children beginning their journeys with us, as well as our regulars all back taking up their funded hours again at long last.

- EYPP Funding:

Staff decided that the children receiving Early Years Pupil Premium funding would benefit from a lovely new book den to relax and read in, as most children have lost their love of books due to spending most of their time at home on devices. So staff agreed to purchase a lovely wooden den with curtains and filled it with tactile cushions to entice them in, we went to the library for them all to choose some books that they liked the look of. Another development area that was showing up with concerns was the PSED as many have not had much socialising in the last year due to the pandemic, so we also purchased a brand new role play kitchen and some dolls to encourage more role play together especially for the little ones aswell as the EYP pupils.

- End of term Wedding of the year party:

We put on a real life Christmas wedding to end the year, as we felt not many of the children had been to many events and parties during this difficult year, and one little girl's Mummy and Daddy's wedding had been postponed so we wanted to cheer her up. We decorated the preschool room with a marquee to wed in and staff did the children's hair and face paints for the ceremony, afterwards we sat down to a posh dinner of home made pasteries, pizza and a lovely handmade cake for dessert. The children loved it as they all got to dress up, and have a dance and play games after, they even had a visit from the big man in red that handed them out a gift each to take home. The perfect end to a difficult year.

Spring Term 2021

- Another lockdown:

Once again we only had 3 staff return as one shielding again, and we were operating at full capacity so extra work load and hours were added to the returning staff, sick pay was restarted for the shielding member. Staff made the most of the dry weather and we went out and about a lot, even enjoyed sledging in the snow that we received back in Feb.

- Easter 2021:

We had a visit from the naughty Easter bunny and he joined us for our daily walk, then we had a chocolate egg hunt at the hills. All the children received an egg each to take home too.

- Eyp Funding:

Staff all took part in a Mental Health in setting training session over two consecutive Saturday's so staff were paid for their time and the cost of the course, staff felt that the children and their parents would benefit from this course due to the pandemic and the effects it has had on everyone, also for us staff to, it helped us to look out for each other and our well being too. We brought them a Butterfly station too out of the money this was a great hit with the older children, as they watched them grow from caterpillars into beautiful butterflies in which we released once they were ready.

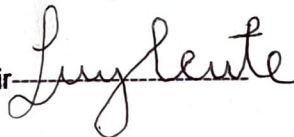
Jane also knitted us some stick men to use for our story telling as some of the children need imagination activities and recall so these proved a hit using them for story props and the puppet theatre.

Date:

Keeley Gower – Manger-



Lucy Coote - chair



10.01.22

10.01.22

Treasures Report
For April 20 – April 21.

This year has been a difficult one due to the closure of the Preschool throughout the beginning of the first year March 20 to June 20. But finances have remained stable thankfully from the Government funding that we still received for that term.

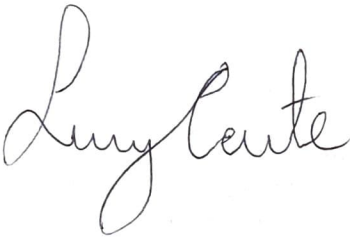
March 2020:

We had all staff working from home through till June, money used from the Government funds was paid as wages.

June 2020:

Three staff returned and one member had to continue to shield, so Committee and staff agreed on Sick pay for this member as the other staff were having to take on more hours and a heavier workload so we thought this was the fairest way.

The Preschool didn't have all the children back on the return but work was still being sent to the stay at home children so staff were still doing extra work hours.



10.01.22



10.01.22

Emmanuel pre-school AGM
Zoom meeting

Date – January 8th 2021

Members invited - Lucy
Chloe
Ami
Louise
Charlotte
Shannon
Keeley

Members attended – Lucy
Chloe
Louise
Charlotte
Shannon
Keeley

Minutes by Chloe

Agenda – Covid situation, staffing issues, advertising, spending and bank balance

1st – discussed Ami off due to shielding advice and anxiety. Keeley reassured enough staff at current as numbers are low due to covid. Ami to continue to receive statutory sick pay, start back date anticipated after the Easter holidays.

2nd – Keeley says Preschool is not running at full capacity due to some children not returning, also the introduction of twice weekly LFT testing on all staff, this is to be done at home before staff come into the setting. Staff will review the covid and safeguarding policies and update facebook reminder of what symptoms to be aware of.

3rd – Keeley discussed that she will be ordering new equipment and toys for the children that are receiving EYPP money.

4th – Chloe asked for a review of last half term and the wedding party, of which Keeley informed everyone.

5th – Louise asked if more advertising was needed to promote the setting, Keeley says at present there is no need and the preschool are not expecting to lose any children to Bungay nursery. To be reviewed again near Easter.

6th – Keeley explained bank balance and fundraising account.

Lucy Lente January 10th 2022.