

Report of Activities, Trustee report

Period Covered: April 2023 – March 2024

This report outlines the key activities, events, fundraising efforts, and notable matters that took place during the period from April 2023 to March 2024.

Fundraising and Donations

- Families were approached during the year to donate snacks due to low funds.
- In March 2024, a very generous donation of **£30,000** was received from **Mr Peter Hinsley**, Instructed by Colin Harwin and **Sprake & Kingsley Solicitors**. This donation will be formally reviewed at the next annual return.

Educational and Children's Events

- **World Book Day (7 March 2024)**: Children were invited to bring in a favourite book and wear pyjamas. The event was well received and supported reading for pleasure and developing literacy skills.
- **Bedtime Story Book Library (introduced 14 February 2024)**: A new initiative launched to encourage shared reading and bedtime routines at home.
- **Easter 2024**:
 - Easter eggs were provided for all children.
 - An Easter egg hunt took place on **31 March**, along with a visit from the Easter Bunny.
- **Children in Need (17 November 2023)**: Children attended in pyjamas and contributed £1 to support the charity.

Celebrations and Social Events

- **Halloween Party (October 2023)**: A fancy-dress party with snacks and games was held.
- **Christmas Party (15 December 2023)**: Included a bouncy castle and party food for the children.
- **Leavers' Party**: Presents, party food, and a bouncy castle were provided to celebrate children moving on.
- **King's Coronation Celebration (5 May 2023)**: A tea party was held, and children dressed in red, white, and blue.

Staffing and Operational Matters


- In **June 2023**, additional staff were advertised for due to the ratio requirements associated with supporting children with special educational needs. Interviews were held but none of the candidates proved suitable.
- In **September 2023**, concerns were raised regarding parent engagement, with feedback suggesting that the Tapestry system needed explaining and promoting in order to get parents to engage with the app in the interests of their children's development.


Health and Wellbeing

- During **November 2023**, there were reported cases of COVID-19 and sickness bugs affecting attendance.

Conclusion

The period from April 2023 to March 2024 was marked by a wide range of successful events and initiatives that supported children's learning, wellbeing, and enjoyment. The committee and staff worked collaboratively to provide enriching experiences despite challenges relating to staffing, illness, and parent engagement. The significant donation received in March 2024 represents a major opportunity for future development and will be addressed in the next annual return.

Manager - 

Chairperson 

EMMANUEL PRE-SCHOOL
EMMANUEL CHURCH HALL ROOMS
ROSE LANE
BUNGAY

YEAR ENDED 31ST MARCH 2024

GRAVER & CO

Accountants
2 Station Road
Brundall
Norwich
NR13 5LA

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 20242023INCOME

-	Donations Received	30000.00	
6800	Fees & Fundraising	2910.00	
<u>56862</u>	Grants Received	<u>52924.83</u>	
63662			85834.83

EXPENSES

1052	Small Toys & Consumables	392.50
368	Refreshments	160.21
63089	Wages & National Insurance	59062.60
6754	Rent	6948.00
787	Insurance	809.79
50	Registration Fee	50.00
1013	Repairs & Renewals	775.90
1298	Telephone	932.67
253	Postage, Stationery & Photographs	43.27
75	Cleaning	39.66
1306	Accountancy	1344.00
55	Books	2.00
185	Children's Party	426.49
550	Waste Disposal	655.20
22	Travel	-
292	Equipment Hire	151.62
-	Staff Entertaining	116.80
107	Uniform & Protective Clothing	-
120	Advertising	-
739	Training	126.00
30	Sundry	17.66
109	DBS Checks	18.00
(3)	Adjustments	-
-	Professional Fees	348.00
<u>40</u>	Subscriptions	<u>335.00</u>
78294		72755.37

Depreciation

185	Toys & Equipment	139.00
118	Office Equipment	160.80
<u>344</u>	Sundry Equipment	<u>257.00</u>
647		556.80

78938

(15276)

DEFICIT/EXCESS FOR YEAR73312.1712522.66-

(15276)

BANK ACCOUNT WIPE OFF1327.0711195.5941971RESERVE brought forward26695.5426695RESERVE carried forward37891.13

EMMANUEL PRE-SCHOOLEMMANUEL CHURCH HALL ROOMS
ROSE LANE
BUNGAYBALANCE SHEET31ST MARCH 20242023

		<u>FIXED ASSETS</u> at cost less depreciation		
558		Toys & Equipment	419.00	
354		Office Equipment	483.00	
1031		Sundry Equipment	<u>774.00</u>	
	1943			1676.00
		<u>CURRENT ASSETS</u>		
1000		Stock	1000.00	
-		Payments In Advance	534.00	
23281		Barclays Bank PLC	35011.16	
1327		Barclays Bank PLC Community Account	-	
2538		Cash In Hand	<u>2387.80</u>	
28146			38932.96	
		<u>LESS CURRENT LIABILITIES</u>		
3394		Creditors	<u>2717.83</u>	
	24752			36215.13
	26695			37891.13

EMMANUEL PRE-SCHOOL

EMMANUEL CHURCH HALL ROOMS
ROSE LANE
BUNGAY

ACCOUNTANT'S REPORT TO THE TRUSTEES OF

EMMANUEL PRE-SCHOOL

We report on the accounts of the Charity for the year ended 31st March 2024 set out on pages 1-2.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND ACCOUNTANTS

The Trustees are responsible for the preparation of the accounts in accordance with requirements of The Charities Act 2011 (the Act).

We report in respect of our examination of the the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out our examination, we have followed the applicable directions given by The Charity Commission under Section 145(5b) of the Act.

BASIS OF OPINION

Our procedures consisted of comparing the accounts with the accounting records of the Charity, and making such limited enquiries of the Trustees of the Charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

OPINION

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

accounting records were not kept in accordance with Section 130 of the Act or the accounts do not accord with the accounting records.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Station Road
Brundall
Norwich
NR13 5LA

Date 19 December 2025

GRAVER & CO LIMITED



EMMANUEL PRE-SCHOOL
EMMANUEL CHURCH HALL ROOMS
ROSE LANE
BUNGAY

YEAR ENDED 31ST MARCH 2024

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