



Registered charity number 1145956
We play, we share, we learn, we care

TRUSTEES ANNUAL REPORT AUGUST 2021

Charity Name	Buttons and Bows Pre-School
Address	c/o Sawtry Infants School Middlefield Road Sawtry Huntingdon PE29 5SH
Charity Number	1145956
Trustees	Mrs Julie Howells Mrs Rachel Twine Mrs Joanne Chapman Mrs Ruth Fox Mrs Vicky Parkes Miss Heather Wyllie
Governance	<p>The pre-school adopts the Pre-School Learning Alliance Constitution and follows the rules and regulations prescribed by the PLA.</p> <p>Trustees are appointed or re-appointed at the Annual General Meeting in September.</p> <p>All trustees with the exceptions of Mrs Julie Howells and Mrs Ruth Fox, are volunteers and receive no remuneration or other benefits. Mrs Julie Howells is also the Manager of the setting and receives an appropriate salary.</p>

Finance	The main sources of income are a grant from Cambridgeshire County Council for the service provision of childcare and fees from parents using the facility.
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AGM TREASURERS NOTES TO SUPPORT REPORT 2021

I am pleased to report that it has been another successful year for our pre-school and we continue to work and plan with healthy bank balances.

Again it has been difficult to visit the pre-school regularly this year due to the pandemic however I have been able to keep in close contact virtually and am happy that the accounts are in excellent shape, and double checked by both the manager and deputy in the setting.

Annually we submit our accounts to the charities commission.

Full details of our annual accounts are available for you to see.

AGM MANAGERS REPORT 2021

Hello everyone and thank you for attending a 'different AGM' tonight...

- It is great to see you all on zoom to support our wonderful pre-school. As we have celebrated our fourth anniversary in this wonderful building, we often reflect on where we have come from and how we have evolved. So that you can share an understanding of our journey I thought I would give you a little insight into the background of Buttons and Bows.
- Buttons and Bows, a charity, has come a long way in recent years. Established in 1994 it was originally located in the Old School Hall, a shared community building and was a pack away setting (resources and equipment set up each morning and packed away each afternoon). This was not a barrier to myself and my staff who worked tirelessly to receive our first OUTSTANDING OFSTED rating in 2010, we have since received a further three OUTSTANDING ratings, the most recent being in February of last year, just before the country went into lockdown. And what an 18 months it has been! Our whole lives disrupted and our children's routines and normality turned upside down. I am very proud that we, as a setting continued to open. Throughout the process, which included daily changes in guidance and legislation, and this hasn't

changed! I ensured that we followed government guidance fully, adopting policies and creating in depth risk assessments. Currently due to high COVID rates in Cambridgeshire we are following our breakout policy, which means tighter restriction, and us, as a staffing team being hyper aware of our children's wellbeing. Parent's/carer's have been fully informed of this.

- COVID-19 has bought many challenges, not just to our personal lives but to our working lives and continues to do so. But with such a supportive team we are thriving and some good has come out of the pandemic for us in the setting. We initially split the setting in half, running out of the two play rooms, naming them Buttons room and Bows room and this has enhanced our practice a great deal. We continue to work this way, the children are thriving and the staff are delighted with the new way of working, so this is now our new normal.
- Currently we have 41 children on our register, made up of 19 boys and 22 girls. We have 4 children with additional needs, these are largely speech and language, one of whom a E.H.A referral has been made, and another we are gathering evidence to make. We have 3 children with English as an additional language.
- We fundraise locally to provide new resources and equipment for our children, and with 41 children on our register, which is ever increasing with our village population growing, we strive to provide purposeful and challenging learning experiences, which require updating and replenishing resources. We are looking for creative ideas to fundraise virtually, and at our first committee meeting, which will be within a month from today, we will discuss this at more length. Having said that our 'live' Christmas raffle last year was a huge success and we will do this again this year.
- Looking back on the past 18 months up until March 2020, we offered a wide range of access for all of our users, continuing with our weekend 'open sessions' which are very popular and well attended. We joined the annual remembrance day parade, the carnival and sports 4 all, and hope to be able to resume this when restrictions allow. Consultations will take place during November, via telephone or outside in the garden at drop off or collection and we have started to talk to parent's to arrange this.

This Christmas, to reduce numbers we are holding separate Christmas parties for each room, unfortunately, as it stands and in line with our breakout policy, parent's will not be able to attend, which is such a shame. We will put lots of video's on Dojo!

- I want to thank my staff... For all of us pulling together, supporting each other and trusting me to make the right decisions and choices, whilst keeping us all safe. We have an incredible team who are all very supportive, determined and motivated which makes us the success which we are today.
- It's such a wonderful pre-school with a fantastic staffing team, lovely parents, brilliant children and I am very proud to manage this setting. Thank you for supporting me in the many changes implemented as we 'grow'.
- And all of you...Your continued support is invaluable in driving our pre-school forward...Thank you...

Resignations:

Committee Stand down/Election of 2019 committee

<u>Role</u>	<u>Who</u>	<u>Nominated By</u>	<u>2nd</u>
<u>Chair Person</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>	<u>Rachel Twine</u>
<u>Treasurer</u>	<u>Vicky Parkes</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Secretary and DSO (Designated Safeguarding Officer)</u>	<u>Heather Wyllie</u>	<u>Rachel Twine</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Julie Howells</u>	<u>Jo Chapman</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Rachel Twine</u>	<u>Ruth Fox</u>	<u>Jo Chapman</u>
<u>Committee Member</u>	<u>Ruth Fox</u>	<u>Jo Chapman</u>	<u>Rachel Twine</u>
<u>Committee Member</u>	<u>Matt Hawksley</u>	<u>Rachel Twine</u>	<u>Jo Chapman</u>

<u>Committee Member</u>	<u>Thalia Hawksley</u>	<u>Jo Chapman</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Terri-Ann O'Rourke</u>	<u>Julie Howells</u>	<u>Jo Chapman</u>

CHARITY COMMISSION
FOR ENGLAND AND WALES

BUTTONS AND BOWS PLAYGROUP

No (if any)
1145956

Receipts and payments accounts

CC16a

For the period from	01/09/2020	To	31/08/2021
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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 £
A1 Receipts					
FEES	14,923	-	-	14,923	18,320
CAMBS CC GRANT	141,323	-	-	141,323	148,409
FUND RAISING / DONATIONS	443	-	-	443	85
UNIFORM INCOME	175	-	-	175	-
TRAINING SUPPORT/INCENTIVES	-	-	-	-	-
MISC INCOME DEPOSITS AC	-	-	-	-	10,000
MISC INCOME	60	-	-	60	-
	-	-	-	-	-
Sub total (Gross income for AR)	156,924	-	-	156,924	176,814
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	156,924	-	-	156,924	176,814
A3 Payments					
WAGES & INCENTIVES	110,738	-	-	110,738	98,176
PAYROLL & PENSION	5,493	-	-	5,493	4,723
INLAND REVENUE	8,408	-	-	8,408	11,465
RUNNING COSTS/UTILITIES	7,486	-	-	7,486	7,817
UNIFORM	-	-	-	-	335
BOOKS/TOYS/DVDS	-	-	-	-	1,845
REFRESHMENTS	1,194	-	-	1,194	928
STATIONERY	328	-	-	328	399
CHRISTMAS PARTY/ GIFTS	2,049	-	-	2,049	1,054
FUND RAISING / DONATIONS	21	-	-	21	92
MATERIALS/EQUIPMENT	8,233	-	-	8,233	6,040
TRAINING	2,060	-	-	2,060	3,779
IT SOFTWARE	157	-	-	157	-
REFUNDED FEES	214	-	-	214	-
DAYS OUT	-	-	-	-	17
BANK CHARGES	330	-	-	330	330
	-	-	-	-	-
Sub total	146,712	-	-	146,712	137,000
A4 Asset and investment purchases, (see table)					
COMPUTER EQUIPMENT	290	-	-	290	114
CYCLE	2,355	-	-	2,355	-
CLEANING EQUIPMENT	349	-	-	349	-
SHED	3,000	-	-	3,000	-
Sub total	5,994	-	-	5,994	114
Total payments	152,706	-	-	152,706	137,114
Net of receipts/(payments)	4,218	-	-	4,218	39,700
A5 Transfers between funds	-	-	-	-	30,000
A6 Cash funds last year end	118,977	-	-	118,977	-
Cash funds this year end	123,195	-	-	123,195	69,700

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NATWEST BUSINESS	21,839	-	-
	SANTANDER BUSINESS	28,080	-	-
	SANTANDER DEPOSIT	73,276	-	-
	Total cash funds	123,195	-	-
	(agree balances with receipts and payments account(s))		OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	COMPUTER EQUIPMENT	UNRESTRICTED	-	-
	CYCLE	UNRESTRICTED	-	-
	CLEANING EQUIPMENT	UNRESTRICTED	-	-
	SHED	UNRESTRICTED	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Report to the trustees/
members of

Buttons and Bows

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1145956

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

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

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

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

Signed:

Date:

14/10/2021

Name:

LISA WATSON

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

IAB
AAT
ACCA

Address:

10 PARK ROAD

SAWTRY

CAMBS, PE285TA

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

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