



Registered charity number 1145956

We play, we share, we learn, we care

TRUSTEES ANNUAL REPORT AUGUST 2022

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
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 2022

It has been a very successful year for our pre-school and we continue to work and plan with healthy bank balances.

As I am now working full time, it is not as easy to visit the setting, 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 2022

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 FIFTH 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 2020, just before the country went into lockdown. And what a couple of years 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.

- COVID-19 has brought 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 43 children on our register, made up of 20 boys and 23 girls. We have 2 children with additional needs, both of whom have Education health Care Plans in the process of application. We have 1 child with English as an additional language. We have 18 children due to start in January, a large proportion of whom are 2 years old, so it's going to be very busy!
- We fundraise locally to provide new resources and equipment for our children, and with 43 children on our register, soon to be increasing to 61, 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.
- As our lives have returned to a more normal, we have started to, and will continue to offer 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 Sawtry carnival, and won best dressed group!
- Consultations will take place during November, face to face, or if more convenient via telephone at drop off or collection and we have started to talk to parent's to arrange this. This Christmas we are holding 'room' parties, as with the amount of children and parents/carers it would be

impossible to fit everyone into one playroom. Save the dates and invites for children and parents have been sent.

- 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: Heather Wyllie, Matt Hawksley, Thalia Hawksley
Committee Stand down/Election of 2022 committee

<u>Role</u>	<u>Who</u>	<u>Nominated By</u>	<u>2nd</u>
<u>Chair Person</u> <u>DSO (Designated</u> <u>Safeguarding</u> <u>Officer)</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>	<u>Ruth Fox</u>
<u>Treasurer</u>	<u>Vicky Parkes</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Secretary and</u> <u>Committee</u> <u>Member</u>	<u>Rachel Twine</u> <u>Julie Howells</u>	<u>Julie Howells</u> <u>Jo Chapman</u>	<u>Vicky Parkes</u> <u>Ruth Fox</u>
<u>Committee</u> <u>Member</u>	<u>Ruth Fox</u>	<u>Jo Chapman</u>	<u>Rachel Twine</u>
<u>Committee</u> <u>Member</u>	<u>Katie Payne</u>	<u>Rachel Twine</u>	<u>Jo Chapman</u>
<u>Committee</u> <u>Member</u>	<u>Emily Wright</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Committee</u> <u>Member</u>	<u>Daniel Phelps</u>	<u>Rachel Twine</u>	<u>Ruth Fox</u>

<u>Committee Member</u>	<u>Katie Fairburn</u>	<u>Julie Howells</u>	<u>Rachel Twine</u>



Receipts and payments accounts

CC16a

For the period
fromPeriod start date
01/09/2021

To

Period end date
30/09/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	15,924	-	-	15,924	14,923
Cambs CC Grant	151,001	-	-	151,001	141,323
Fundraising & Donations	2,852	-	-	2,852	443
Uniform receipts	1,064	-	-	1,064	175
Miscellaneous income	485	-	-	485	60
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	171,325	-	-	171,325	156,924
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	171,325	-	-	171,325	156,924
A3 Payments					
Wages & Incentives	119,992	-	-	119,992	110,738
Payroll and Pensions	6,812	-	-	6,812	5,493
Inland Revenue	10,993	-	-	10,993	8,408
Running Costs / utilities	7,977	-	-	7,977	7,486
Uniform	461	-	-	461	-
Fee refunds	46	-	-	46	214
Refreshment	1,559	-	-	1,559	1,194
Stationery	280	-	-	280	328
Christmas Gifts / Staff Party	1,359	-	-	1,359	2,049
Fundraising & Donations	619	-	-	619	21
Materials & Equipment	10,036	-	-	10,036	8,233
Training and DBS charges	490	-	-	490	2,060
IT & software	-	-	-	-	157
Day out	687	-	-	687	-
Bank charges	330	-	-	330	330
	-	-	-	-	-
Sub total	161,641	-	-	161,641	146,712
A4 Asset and investment purchases, (see table)					
Computer equipment	1,973	-	-	1,973	290
Cycle	-	-	-	-	2,355
Cleaning equipment	-	-	-	-	349
Shed	-	-	-	-	3,000
Sub total	1,973	-	-	1,973	5,994
Total payments	163,614	-	-	163,614	152,706
Net of receipts/(payments)	7,710	-	-	7,710	4,218
A5 Transfers between funds					
A6 Cash funds last year end	123,195	-	-	123,195	-
Cash funds this year end	130,905	-	-	130,905	4,218

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	22,544	-	-
	SANTANDER BUSINESS	34,913	-	-
	CASH	172		
	SANTANDER DEPOSIT	73,276	-	-
	Total cash funds	130,905	-	-
	(agree balances with receipts and payments account(s))	OK	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	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Buttons and Bows

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1145956

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 31 / 08 / 2022.

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").

Independent
examiner's statement

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.

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:

- 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.

Signed:

Lisa Watson

Date:

16/10/2022

Name:

LISA WATSON

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

IAB
AAT

Address:

10 PARK ROAD

SAWTRY

HUNTINGDON, PE285TA

Section B

Disclosure

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.