



Buttons and Bows Pre-school

Registered charity number 1145956

TRUSTEES ANNUAL REPORT AUGUST 2023

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 2023

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

Although I haven't been into the setting very much I remain in close contact with the management team and am aware that the accounts audit was again good and 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 2023

- It is great to see you all face to face and via zoom to support our wonderful pre-school, this evening we are live and multitasking! As we have celebrated our SIXTH 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 1993 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 47 children on our register, made up of 25 boys and 22 girls. We have 1 child with additional needs, who we have been successful in securing a Education health Care Plan for. We have 3 children with English as an additional language. We have 15 children due to start in January.
- There is a great deal of interest in 2 year old spaces, and we have had to limit these due to the adult/child ratio and our policy commitment to offer spaces in accordance with D.O.B. (Eldest prioritise).
- We fundraise locally to provide new resources and equipment for our children, and with 47 children on our register, soon to be increasing to 62, 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.
- In March, we resumed our stay and play Saturday morning session which was a huge success, and this is a morning that we will repeat as often as we can. In June 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 will be sent after half term.

- In May all, over a weekend period, all staff attended and completed their 12 hour paediatric first aid. This then enabled us to complete a focussed project 'Millies mark' and we were awarded the certificate for excellence in children's first aid and well being in August.
- This year we have seen changes to the staffing team with our deputy manager Linda and another longstanding member of staff Natasha move on to pastures new. The very best of luck to them both. We appointed Catherine Coxedge as deputy, and she has embraced her role, and is doing a very good job indeed! We also appointed Terri-Ann who demonstrates great knowledge and motivation in her role as practitioner.
- 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: Elizabeth Webb**

• **Committee Stand down/Election of 2023 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>Rachel Twine</u>
<u>Treasurer</u>	<u>Vicky Parkes</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Secretary and</u>	<u>Rachel Twine</u>	<u>Julie Howells</u>	<u>Vicky Parkes</u>

<u>Committee Member</u>	<u>Julie Howells</u>	<u>Jo Chapman</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Ruth Fox</u>	<u>Jo Chapman</u>	<u>Rachel Twine</u>
<u>Committee Member</u>	<u>Katie Payne</u>	<u>Rachel Twine</u>	<u>Jo Chapman</u>
<u>Committee Member</u>	<u>Emily Wright</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Committee Member</u>	<u>Clare Molyneux</u>	<u>Julie Howells</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Natasha Spedding</u>	<u>Rachel twine</u>	<u>Jo Chapman</u>
<u>Committee Member</u>	<u>Emma Richards</u>	<u>Ruth Fox</u>	<u>Julie Howells</u>
<u>Committee Member</u>	<u>Zach Booth</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>



Receipts and payments accounts

CC16a

For the period from	01/09/2022	To	31/08/2023
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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	16,773	-	-	16,773	15,924
Cambs CC Grant	155,342	-	-	155,342	151,001
Fundraising & Donations	2,794	-	-	2,794	2,852
Uniform receipts	458	-	-	458	1,064
Miscellaneous income	72	-	-	72	485
Interest received	1,204	-	-	1,204	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	176,643	-	-	176,643	171,326
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	176,643	-	-	176,643	171,326
A3 Payments					
Wages & Incentives	130,424	-	-	130,424	119,993
Payroll and Pensions	7,549	-	-	7,549	6,813
Inland Revenue	8,923	-	-	8,923	10,993
Running Costs / utilities	6,997	-	-	6,997	7,977
Uniform	1,031	-	-	1,031	461
Fee refunds	-	-	-	-	46
Refreshments	2,368	-	-	2,368	1,559
Stationery	508	-	-	508	280
Christmas Gifts / Staff Party	772	-	-	772	1,359
Fundraising & Donations	236	-	-	236	619
Materials & Equipment	4,902	-	-	4,902	10,036
Training and DBS charges	1,670	-	-	1,670	490
IT & software	-	-	-	-	-
Day out	1,501	-	-	1,501	687
Bank charges	330	-	-	330	330
	-	-	-	-	-
	-	-	-	-	-
Sub total	167,211	-	-	167,211	161,643
A4 Asset and investment purchases, (see table)					
Computer equipment	-	-	-	-	1,973
	-	-	-	-	-
Sub total	-	-	-	-	1,973
Total payments	167,211	-	-	167,211	163,616
Net of receipts/(payments)	9,432	-	-	9,432	7,710
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	130,905	-	-	130,905	123,195
Cash funds this year end	140,337	-	-	140,337	130,905

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	22,831	-	22,544
	SANTANDER BUSINESS	42,792	-	34,913
	SANTANDER DEPOSIT	74,446	-	73,276
	CASH	268	-	172
	Total cash funds	140,337	-	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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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

Buttons AND BOWS PLAYGROUP

On accounts for the year
ended

31ST AUGUST 2023

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 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:

LISA WATSON

Date:

05/10/2023

Name:

LISA WATSON

Relevant professional
qualification(s) or body

IAB, AAT

(if any):

Address:

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.