



Great Ellingham Preschool
Registered Charity Number 1160412

Report of the trustees for the year ending 28th February 2021

Our purpose

The purpose of Great Ellingham Preschool ('the preschool') is to advance the education of children below compulsory school age in Great Ellingham, Norfolk and the surrounding areas by:

- Providing safe and stimulating play and activities, in which parents have the right to take part;
- Encouraging other charitable activities through which parents may help the children;
- Promoting children's social, intellectual and physical development through play and structured activities, preparing them for a smooth transition from preschool to school; and
- Providing preschool education under the guidance of the Early Years Foundation Stage (EYFS) statutory framework for children aged 2 years to compulsory school age.

We support a variety of children and families, including those with special educational needs, and prepare all children for their transition to school in a fun and educational environment.

How we are structured and managed

The preschool is managed by a General Manager, who supervises six members of staff.

A group of voluntary trustees are responsible for overseeing the management of the preschool. Trustees are parents of children attending the preschool and/or members of the local community. Trustees are recruited by requesting expressions of interest from parents and members of the wider community, and the preschool committee approve the appointments.

The preschool committee is made up of trustees, the General Manager, and other committee members. The committee meets approximately once per month as set out in the Charity Constitution.

Trustees from 1st March 2020 to the date of approval of this report have been:

Chair: Laura Reynolds (March 2020 to October 2020)

Lynnette Leslie (from November 2020)

Treasurer: Jo Holdom (March 2020 to October 2020)

Tammy Gardiner (from October 2020)

Secretary: Vicki Sturman (March 2020 to November 2020)



Clare Hinton (from November 2020)

Additional committee members for this period have been:

Natalie Snelling

Aimee Balls-Jones

Laura Reynolds

In managing the preschool activities, the trustees have considered the preschool's constitution, requirements set out in section 17(5) of the Charities Act 2011, and guidance set out by the Charities Commission, including that on public benefit requirements where relevant.

Our activities and achievements during the year

The year March 2020 to February 2021 presented numerous challenges to the preschool as the country responded to the Covid-19 pandemic.

Supervised preschool sessions continued to run during the pandemic insofar as government guidance allowed. Staff introduced additional infection control measures and committee meetings were held regularly to oversee the preschool's response to regular changes in government guidance.

Fundraising activity was unfortunately very limited during the year due to Covid-19 restrictions.

In addition to core expenses, the preschool purchased additional toys and equipment for the children during the year.

Financial review

During this year, the preschool generated income of £68,945 and incurred expenses of £66,622. The surplus generated this year of £2,323 has allowed us to further build funds that we are raising to provide a new building for the preschool in future.

The preschool has a reserves policy that requires sufficient funds to be held to cover staff wages for 3 months and to help cover contingencies in the event of emergencies, such as additional rent in the event that the current building was unusable. This policy has been adhered to throughout the financial year.

Approved by the trustees of Great Ellingham Preschool on 2nd March 2022, and signed on their behalf by:



Lynnette Leslie
Chair of Great Ellingham Preschool Committee

2nd March 2022

Great Ellingham Preschool
Profit & Loss
01/03/2020 to 28/02/2021

TURNOVER

CODE	NAME	TOTAL
4403	NCC Funding	£49,945.88
7903	Interest Received	£121.58
7906	Preschool fees	
	MON am - Monday Morning	£1,053.00
	MON lunch - Monday Lunch	£94.50
	MON PM - Monday Afternoon	£90.00
	MON ALL - Monday All Day	£2,133.00
	TUE AM - Tuesday Morning	£1,714.50
	TUE Lunch - Tuesday Lunch	£40.50
	TUE PM - Tuesday afternoon	£123.75
	TUE ALL - Tuesday All day	£1,728.00
	THUR AM - Thursday Morning	£1,080.00
	THUR Lunch - Thursday Lunch	£184.50
	THUR PM - Thursday afternoon	£776.25
	THUR ALL - Thursday all day	£2,160.00
	FRI AM - Friday Morning	£432.00
	FRI Lunch - Friday Lunch	£49.50
	FRI PM - Friday Afternoon	£238.50
	FRI ALL - Friday All Day	£3,186.00
7913	Donations	£1,258.33
7914	GEPS Fundraising for Other Organisation	£20.00
7915	GEPS Fundraising Event	£350.00
7916	Logowear Uniform	-£749.88
7920	Income Queries	£3,014.72

Great Ellingham Preschool
Profit & Loss
01/03/2020 to 28/02/2021

CODE	NAME	TOTAL
7934	Cash received for Petty Cash Tin	£0.20
10008	Petty Cash	-£100.00
Total Turnover		£68,944.83

LESS COST OF SALES

CODE	NAME	TOTAL
Total Cost Of Sales		£0.00
Gross Profit		£68,944.83

Great Ellingham Preschool
Profit & Loss
01/03/2020 to 28/02/2021

LESS EXPENSES

CODE	NAME	TOTAL
7100	Rent	£2,516.00
7502	Telephone	£120.00
7504	Stationery & Office Consumables	£398.04
7603	Professional Fees	£220.00
7907	Playground improvement	£74.45
8204	Insurance	£557.11
8206	Playground equipment	£25.57
8207	Indoor Play Equipment	£313.24
8211	Craft Materials / Consumable Play equipment	£104.77
8218	Health & Safety Consumables	£50.00
8219	Heating	£50.00
8223	Cleaning Materials /Personal Hygiene supplies	£465.36
8226	Staff Training	-£2,684.00
8227	Books & DVDs	£119.60
8229	OFSTED	£35.00
8231	Staff costs (Tea, coffe, milk)	-£29.23
8233	Kitchen supplies	£5.99
8235	Fundraising costs	£53.94
8237	Postage	£11.13
8238	Plants & Garden	£19.46
8240	HMRC	£1,516.95
8241	Committee costs	£609.02
8246	Children's presents	£25.99
8247	Computer equipment	£658.07

Great Ellingham Preschool
Profit & Loss
01/03/2020 to 28/02/2021

CODE	NAME	TOTAL
8248	Wages	£57,720.02
8249	Equipment	£51.60
8252	DBS Costs	£224.60
8254	Gompels	£289.64
9998	Other	£90.07
10003	Pensions	£2,929.67
10007	Staff Appreciation	£80.00
Total Expenses		£66,622.06
Net Profit		£2,322.77

GREAT ELLINGHAM PRESCHOOL

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 28TH FEBRUARY 2021

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members for the year ended 28th February 2021 on the attached accounts.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEE AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

1. Examine the accounts (under section 145 of the 2011 Act)
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
3. State whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

INDEPENDENT EXAMINES STATEMENT

In conjunction with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
To keep accounting records in accordance with section 130 of the 2011 Act;
To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Signed:

Charlotte Lane

C F lane

39 Dereham Road

Hingham

Norfolk

NR9 4HH

28th January 2022