



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 4	Year 2020		Day 31	Month 3	Year 2021

## Section A Reference and administration details

Charity name

Ladybirds Pre School, Newbury

Other names charity is known by

Registered charity number (if any)

1161426

Charity's principal address

Roebuts Close

Newbury

Postcode

RG14 7AP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gerard O'Neill			Ladybirds Pre School (CIO)
2	Michelle Merryweather			Ladybirds Pre School (CIO)
3	Katy Atkins			Ladybirds Pre School (CIO)
4	Vikki Hart			Ladybirds Pre School (CIO)
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by CIO members

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the CIO is to enhance the development and education of children under statutory school age, by providing quality care and education, whilst encouraging parents to be involved in their child's learning.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

High quality pre-school education delivered to children aged 2-4 years old. Supervision, training and mentoring of staff to ensure a high quality provision. Constant review to ensure the Early Years Curriculum is being delivered to current guidance from OFSTED. Consultation with parents and families to ensure provision is meeting requirements of our community. Reporting and provision of information to reception year classes upon school entry.

Trustees have had regard to the guidance issues by the Charity Commission on public benefit with regard to the advancement of education, and this is taken into account at all committee and trustee meetings as the primary objective of Ladybirds.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Ladybirds Pre-School have been fortunate to receive grants and funding from 'The Good Exchange; /Findmeagrant' funding portal to invest in new resources and activities.

The charity runs as a not-for profit organisation, so all fundraising and income is invested directly back into improving the provision and facilities for children and their families.

Parents and staff volunteer much of their time to invest in fundraising activities, meeting and training to ensure we meet the objectives whilst remaining financially robust.

Trustees and committee members volunteer their time and skill to ensure the charity runs successfully to maximise the public benefit.

**Summary of the main achievements of the charity during the year**

We continue to be very proud of our achievements this year as Ladybirds continues to improve and develop the provision of Early Years Education in the ever changing requirements set out by the government and OFSTED alongside the very challenging financial environment.

We have experienced some staff turnover while we continue to offer existing employees and all new staff appropriate training with the introduction of a robust supervision, mentoring and training programme along with a professional development programme.

We continue to invest in new resources with our successful fundraising events which have enlivened the learning and increased engagement of the children in their play.

We continue to offer trips and visits as a result of parental consultation, and have visiting professionals introducing yoga sessions to further enhance the provision here at Ladybirds.

Overall we are confident that we have made significant improvements over the year and, with the support of the trustees, committee, parents and staff, have a clear vision for the future of Ladybirds

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The standing policy is that the Charity must trade in surplus or at worst break even. The Charity cannot operate at a loss without the express permission and agreement of the Trustees. Extensive measures have been put in place to ensure all trading is at a surplus with constant monthly and quarterly reviews.

All reserves are used for the benefit of the Charity for the purchase of equipment, funding additional training etc.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income to the Charity comes from two sources: Early year's local authority funding and parent subscriptions for hours in excess of the 30 hours allowance. So income is very susceptible to changes by the local authority in funding levels or any changes to policies such as parents changing from private sessions to funded sessions with a reduction in hourly rates. However, the local authority does pay on time and as expected. The Trustees do maintain a constant watch on any changes that would have an impact on the Charity.

As expected, this year has been a very turbulent year for Ladybirds. Closures/lockdowns and parents working from home requiring less preschool time has impacted revenues. As a result there is a lower level of income in this period. Staff, carefully managing the preschool finances, have controlled expenditure accordingly.

The receipt of a number of Covid grants (Totalling £14,944) from the local authority as well as the Furlough scheme have been instrumental in ladybirds keeping its finances in order for this period. This year, expenditure exceeded income by approximately £11,500.

Main expenditure is to cover wages for staff. Staff loyalty is generally good with some long-term staff which is good for continuity. However, we do suffer occasional staff turnover for personal reasons etc. The trustees are keen to maintain these staff so support good training policies, a structured salary and benefits policy with performance-based pay reviews as well as pension provisions. The local authority payments are related to the qualifications of the staff with higher qualifications attracting higher levels of funding so the training policies are very key to maintaining and attracting local authority funding levels. Implementation of minimum wage changes every year do place a significant burden on the setting, especially when accompanied by income reductions resulting from changes to funded provisions and away from private sessions.

Current investment strategy is centred on ensuring adequate resources to support day to day activities.

## Section F


## Other optional information

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<b>Section G</b>	<b>Declaration</b>
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gerard O'Neill	
Position (eg Secretary, Chair, etc)	Trustee	
Date	14/09/2021	

LADYBIRDS PRE-SCHOOL NEWBURY (1161426)

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31ST MARCH 2020

RECEIPTS  
(Unrestricted)

Pre School Fees	29154.28
Early Years Grant - West Berks DC	137427.46
Other Grants / Donations	2503.75
Fundraising	15118.60
Matched Fundraising	588.00

TOTAL	184792.09
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NET INCREASE IN CASH IN THE YEAR	-12779.63
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PAYMENTS

Salaries	160230.80
Gas & Electric	2244.65
Council Tax & Water Rates	875.21
Visiting Teachers	1789.12
DBS Checks	624.00
Pre School Supplies	5814.67
Telephone, Postage & Stationery	3305.56
Insurance	1721.65
Cleaning & Gardening	1866.76
Staff Training	963.10
Professional Fees	870.00
Building Repairs	2021.88
Advertising	193.57
Fundraising Expenses	3307.47
Capital Expenditure	
Building Project	1628.00
Equipment	6704.24
Miscellaneous Expenditure	2184.81
Misc Operating Resources	1226.23
Donations	

TOTAL	197571.72
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LADYBIRDS PRE-SCHOOL NEWBURY (1161426)

STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31ST MARCH 2020

Assets retained for the charity's own use  
The freehold land being Newbury Centre Playgroup

BANK AND CASH at 31st March 2019  
Unrestricted

Float	25.00
Bank	11866.42
High Interest Account	10.13
Designated Funds	4.09
	11905.64

BANK AND CASH at 31st March 2020  
Unrestricted

Bank and Cash as at 1st April 2018	11905.64
Add: Net Increase in the year	-12779.63
Bank and Cash as at 31st March 2019	-873.99

Bank and Cash consists of:

Float	25.00
Bank	-913.21
High Interest Account	10.13
Designated Funds	4.09
	-873.99

Approved by the Trustees on

Trustee  
Print Name

NOTES

No guarantees have been given as at the date of the statement of assets and liabilities

No debt is outstanding as at 31st March 2020 which is secured by an express charge on any assets of the CIO





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Ladybirds Preschool Newbury

**On accounts for the year  
ended**

31<sup>st</sup> March 2020

**Charity no  
(if any)**

1161426

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /03 / 2020.

**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:** *Judith Self*

**Date:** 10 / 9 / 2020

**Name:** Judith Self

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

**Address:** Norfolk House, 75 Bartholomew Street, Newbury  
Berkshire  
RG14 5DU

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.**