



# Trustees' Annual Report for the period

Period start date		Period end date	
From	6 April 2020	To	5 April 2021

## Section A Reference and administration details

Charity name

ALL SAINTS UNDER FIVES PRE-SCHOOL CIO

Other names charity is known by

ALL SAINTS UNDER FIVES PRESCHOOL, NEWMARKET;  
ALL SAINTS UNDER 5S, NEWMARKET

Registered charity number (if any)

1163532

Charity's principal address

VICARAGE ROAD, NEWMARKET

Postcode

CB8 8JE

### 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	Mrs Jane Fleet	Chair	15 February 2016 – 30 June 2020	
2	Mrs Jane Fleet		30 June 2020 - present	
3	Dr Rachel Margaret Wood	Treasurer	8 September 2015 – present	
4	Mrs Melanie Jane Pettitt	Secretary	8 September 2015 - present	
5	Mrs Melanie Jane Pettitt	Chair	30 June 2020 - present	
6	Mrs Gillian Holmes		8 September 2015 – present	
7	Mrs Caroline McKay		15 February 2016 – present	
8	Mrs Gill Burbidge		1 November 2018 - present	
9				
10				
11				
12				
13				
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16				
17				
18				
19				
20				

### 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)

N/A

## 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)	The Pre-School is a body in membership of the Pre School Learning Alliance
Trustee selection methods (eg. appointed by, elected by)	Trustees have been appointed

### 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.

N/A

## Section C Objectives and activities

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

At All Saints Under Fives we strive to make a difference. We hope to set free children's original ideas and follow the children not only the plans. We give ideas and choices, we observe and evaluate the children's ideas and watch those ideas grow. We try to be their constancy, someone to turn to. We listen and we want to contribute to their wellbeing, protect them and above all develop their independence. An extension of home. (Mission statement)

**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)**

The focus of all our activities is to promote learning through play, supporting the individual child through their unique learning journey, in partnership with parents/carers with the use of individual planning, observations and an appropriate mix of adult and child initiated activities, to enable the child to become independent and to support transitions into school. All children and their families are treated on an individual basis, regardless of race, gender and personal circumstances and the diversity within our setting represents the local community and enriches the learning environment for both children and adults.

Our trustees have regard to the guidance issued by the Charity Commission on public benefit when exercising any powers or duties to which the guidance is relevant.

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

N/A

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

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



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

COVID 19 Pandemic forced the closure of the Preschool on Monday 23<sup>rd</sup> March 2020.

Preschool reopened on Monday 15<sup>th</sup> June 2020 with the return of a small group of children.

During closure, no staff were furloughed. Manager and Administrator worked continuously through the closure and keep parents/carers up to date with the ever changing information. All staff returned prior to reopening to carry out a deep clean and work through procedures to keep staff and children safe.

Unfortunately, there were many cancellations during the national lockdown and these included Tempest photography who were due to attend on 6<sup>th</sup> May. The annual sponsored walk scheduled for 17<sup>th</sup> June 2020, the annual Easter egg hunt and a maths quiz for children and parents to be during the Easter break also had to be cancelled.

The usual transitions for those children starting main school, which included joining Assemblies, Teddy Bears Picnic, lunch trials and regular playground visits were also cancelled.

The setting was due to welcome a student for work experience from Bottisham Village College starting and 2 students from Newmarket Academy, which was also cancelled.

We returned on 2<sup>nd</sup> September 2020 for the Autumn Term.

Our Christmas Party was held on Wednesday 9<sup>th</sup> December 2020, with party games, party food, balloons and a virtual visit from Father Christmas, which proved successful. We provided a small gift of a book and preschool t-shirt to each child.

Our First Aid training which was due to start in January 2021 was postponed and was successfully completed in March 2021.

Our Easter Egg Hunt took place on Wednesday 24<sup>th</sup> March 2021, with donations of chocolate eggs from Waitrose, Tesco and parents.

Karen and Wendy were able to complete their Safeguarding training online during the Easter Break in March 2021.

We have our own website [www.allsaintsunderfives.co.uk](http://www.allsaintsunderfives.co.uk).

We were successful in applying for a COVID 19 Grant to support the Preschool during difficult times, we received £10,000 on 29<sup>th</sup> May 2020, £9,672.74 on 16<sup>th</sup> December 2020 and £1,735.00 on 16<sup>th</sup> February 2021.

**NOTE: On 30<sup>th</sup> June 2021 an EGM was held where Jane Fleet stepped down as Chairperson and Melanie Pettitt was voted in as a Chairperson on an interim basis. This is due to Caroline McKay stepping down as Manager on 31<sup>st</sup> August 2021 and Jane Fleet going through Safer Recruitment to be employed as Manager from 1<sup>st</sup> September 2021.**

## Section E

## Financial review

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

In compliance with advice given by Suffolk County Council, the Pre-School has set aside £55,000.00 as a designated contingency fund to cover the possibility of any redundancies.

### Details of any funds materially in deficit

N/A

### 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.

N/A

## Section F

## Other optional information

N/A

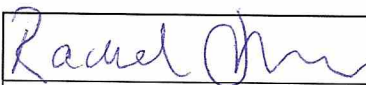
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Rachel Margaret Wood

Melanie Pettitt

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

17 Dec 2021

**ALL SAINTS UNDER 5's PRE-SCHOOL CIO**

REGISTRATION No: 1163532

Year end: 5 April 2021

**INCOME AND EXPENDITURE ACCOUNT**

	2021		2020	
	£	£	£	£
<b>INCOME</b>				
Fees		2,737.00		9,936
Funding		73,550.64		83,238
Donations		17.00		140
Premises - Wacky Snacky Club		2,140.50		2,935
Premises grants		1,918.00		-
Photography		-		540
Fundraising		20.00		26
Deposit account interest		11.20		14
Abhay's account interest		0.55		-
Covid grants		21,407.74		-
Other		18.10		53
<b>TOTAL INCOME</b>		<b>101,820.73</b>		<b>96,882</b>
<b>EXPENDITURE</b>				
Wages:				
- Gross	64,455.93		63,650	
- SMP difference repaid	-		387	
- Ers NI (Net of Ers allowance)	-		9	
- Ers Pension (NEST)	997.66		968	
- Payroll fees (PLA)	565.92	66,019.51	517	65,530
Premises:				
- SCC	4,637.00		3,663	
- Utilities	1,410.19		716	
- BT	1,152.28		1,361	
- TV	156.99		153	
- Rates incl. bins	(115.60)		1,543	
- Insurance (PLA)	726.61		716	
- Sundries	264.80	8,232.27	375	8,529
Consumables		304.16		372
Training/registration		32.40		230
Equipment (Play and office)		371.01		4,730
Printing, Postage & Stationery		594.29		813
Bank charges		93.46		151
Bench and plaque		787.01		-
Clothing		-		30
Accountancy		50.00		50
Photography		-		439
IT support and website		-		445
Sundries		973.19		1,022
<b>TOTAL EXPENDITURE</b>		<b>77,457.30</b>		<b>82,340</b>
<b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>		<b>24,363.43</b>		<b>14,542</b>
<b>FUNDED BY</b>				
Bank balances @ 5 April 2021				
Current account		33,187.45		24,850
Deposit account		50,028.72		40,018
Abhay's account		6,014.54		-
Cash account - Balance b/fwd and c/fwd		5.90		6
<b>Total</b>		<b>89,236.61</b>		<b>64,873</b>
B/fwd balances		64,873.18		50,331
<b>Surplus as above</b>		<b>24,363.43</b>		<b>14,542</b>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
All Saints Under Fives Pre-School CIO

**On accounts for the year  
ended**

05/04/2021

**Charity no** 1163532

**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 05/04/2021.

**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 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 King*

**Date:** 02/11/2021

**Name:** Lisa King

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

FCCA MAAT

**Address:**

8 The Hamiltons

Newmarket

CB8 0NF

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