



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	01	03	2021		28	03	2022

Section A Reference and administration details

Charity name	Laxfield Pre-School
Other names charity is known by	
Registered charity number (if any)	1165817
Charity's principal address	Framlingham Road
	Laxfield
	Suffolk
Postcode	IP13 8HD

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	Sam Campbell	Chair		Laxfield Pre-School CIO
2	Josephine Lofthouse	Committee Trustee		Laxfield Pre-School CIO
3	Annabel Goddard	Committee Trustee		Laxfield Pre-School CIO
4	Sarah Jennings	Committee Trustee		Laxfield Pre-School CIO
5	Maisie Rush	Committee Trustee	25.06.2021	Laxfield Pre-School CIO
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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)

--

Section B Structure, governance and management

Description of the charity's trusts

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

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.

--

Section C Objectives and activities

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

The charity works for the public benefit having as its objective the development and education of children in particular by:

- (1) promoting their care and safety,
- (2) promoting their education and promoting parental involvement,
- (3) promoting their health and well being,
- (4) providing services to support them and their families and carers,

(5) providing services to individuals holding membership of the CIO

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

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)

Our main activity is to deliver, within our fully inclusive setting for 6 month–5 year olds, the Early Year Foundation Stage.

In order to do this we employ a childcare manager and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care.

We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to SCC as requested.

We develop positive relationships with parents and carers and invite them into our setting on a regular basis as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy.

We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these.

We follow the recommendations offered by our SCC EYFS advisor and the guidance available from the Early Years Alliance.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We held various fund raising events from 15th April through to 26th November.

Bag 2 school £210

Community Market on two occasions; £395.37 & £552.80

Craft Hamper squares £25.00

Yard Sale £601.78

Christmas Shopping Evening £430.14

We had 30 children and 3 babies registered in the spring term 2021.

We had 29 children registered at Feb 2022 and 6 babies.

20 children left to start school Sept 2022.

Section E Financial review

Brief statement of the charity's policy on reserves

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.

Plant Sales to the value of £446.68.
This was achieved by a villager who sells the plants outside the home.
The value raised was shared between the Pre-school and the local Food Bank.
Our main source of support is through the Government Early Years 3/4yrs Funding.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

SJ Campbell

Full name(s)

SJ CAMPBELL

Position (eg Secretary, Chair, etc)

Chair

Date

14/11/22

Pen Bicheno AATQB Accountancy Technician
penbicheno@gmail.com 07717364086



ACCOUNTS REPORT

I have prepared these accounts from the Books Records, Bank Statements and other documents presented to me. I certify them to be a true and accurate statement of The Laxfield Pre School as at 28/02/2022.

A handwritten signature in black ink, appearing to read 'Pen Bicheno', is written over a horizontal line.

Pen Bicheno t/a Account on Pen
15 Cullingford Close
Laxfield
IP13 8FD

aat AAT Licensed
Bookkeeper

Pen Bicheno is licensed and regulated by AAT under licence number 1004770.

LAXFIELD PRE SCHOOL**INCOME & EXPENDITURE ACCOUNT YEAR ENDING 28/02/2022**

INCOME	<u>Y/E 28/02/2021</u>		<u>Y/E 28/02/2022</u>	
Fees	18,238.90		34,918.78	
Grants & Donations	84,891.14		66,171.25	
Fundraising	4,245.86		4,179.95	
Refunds Received	336.37		17.60	
Sale of Goods	-		7.50	
Lunches	121.83		825.90	
Other	8,548.04	116,382.14	434.17	106,555.15
EXPENDITURE				
Wages NIC / PAYE	70,292.62		89,418.77	
Pensions	2,202.49		2,540.56	
Utilities Elec	1,638.00		2,253.67	
Waste	479.03		693.33	
Phone / Int	1,036.52		1,134.00	
Water	152.55		-	
Insurance / Prof Fees	2,168.87		2,228.53	
Maintainance	7,030.60		7,785.60	
Advertising	313.00		436.00	
Fundraising Costs	4,498.09		344.44	
Stationary & Postage	380.72		1,328.61	
Equipment	3,458.03		4,571.96	
Cleaning	385.88		493.61	
Clothing	153.45		-	
Training & Travel	341.68		1,234.04	
Reimbursements	67.49		-	
Food	178.30		328.80	
Other	548.28	95,325.60	870.56	115,662.48
Profit / Loss for Year		21,056.54		-9,107.33

<u>ASSETS</u>	<u>2021</u>	<u>2022</u>
Cash in Hand	- 1.29	9.53
HSBC Current Account	37,434.14	28,026.81
HSBC Savings Account	20,314.30	20,616.33

Pen Bicheno AATQB Accountancy Technician
penbicheno@gmail.com 07717364086



ACCOUNTS REPORT

I have prepared these accounts from the Books Records, Bank Statements and other documents presented to me. I certify them to be a true and accurate statement of The Laxfield Pre School as at 28/02/2022.

A handwritten signature in black ink, appearing to read 'Pen Bicheno', is written over a horizontal line.

Pen Bicheno t/a Account on Pen
15 Cullingford Close
Laxfield
IP13 8FD

aat AAT Licensed
Bookkeeper

Pen Bicheno is licensed and regulated by AAT under licence number 1004770.