

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales · Charity number 1168548

Details

Status Registered

Legal form CIO

Registered 2016-08-02

Register [View on the Charity Commission register](#)

Contact

Address c/o Birchanger Primary School
Birchwood
Birchanger
Bishop's Stortford
CM23 5QL

Phone 01279810800

Email admin@birchangerbutterflies.org.uk

Website www.birchangerbutterflies.org.uk

Activities

Objects: THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: The charity works for the public benefit having as its objects the development & education of children and young people by promoting their:(1) care and safety(2) education and parental involvement(3) health and wellbeing(4) supporting them and their families and carers(5) providing services to individuals holding membership of the CIO(6) furthering the aims of the Early Years Alliance

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£145,620	£147,677	-	-
2023-12-31	£123,380	£155,432	-	-
2022-12-31	£134,586	£132,730	-	-
2021-12-31	£103,427	£116,238	-	-
2020-12-31	£111,393	£107,172	-	-

Trustees

Name	Role	Appointed
Carly Richards		2022-09-23
Holly Ann Barrett		2021-03-01
Holly Heaps		2023-11-02
Joseph Martin Farrington		2022-09-01
Kathryn Magaret Leader		2022-06-15
Thomas Shore		2023-06-06

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales - Charity number 1168548

Accounts

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of income is received from Essex County Council. This year the total was £112,734. Our Fees brought in £21,127. Our total income is £24,608 higher than the previous year as the pre-school was running at almost full occupancy. Our fundraising total for 2024 was £1612 compared to £254 during 2023. We purchased a card machine to receive payments for fundraising which has been very popular.

Our expenditure totalled £147,677 which is decrease of £7,755 on the previous year. Most of the expenditure costs are staff wages at £123,551.

The balance sheet has cash balances of £50,782 plus net book value of the building and fixtures. The building was funded mainly by Essex County Council in 2007 and that cost £150,000 is being depreciated over 25 years. The yearly depreciation is £6718.

Unfortunately occupancy for 2025/2026 is much lower, we are hoping to increase numbers through advertising and leaflet drops. The majority of children now receive government funding so increasing our fees will not have a large impact on income. We are however increasing our consumables charge to help cover the rising costs of running the preschool.

Registered CIO number CE007201
Registered Charity Number 1168548

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2024

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	3
Balance Sheet	4
Notes to the Accounts	5-6

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2024

	Notes	2024	2023
Income	2	145,620	123,380
Expenditure	3	(147,677)	(155,432)
(Deficit)		(2,057)	(32,053)
Reserves b/fwd		108,892	140,945
Reserves c/fwd		106,835	108,892

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2024

	Notes	2024	2023
Fixed assets	4	56,880	63,598
Current assets			
Cash at bank and in hand		50,782	47,053
Creditors: amounts falling due within one year		828	1,759
Net assets		<u>106,835</u>	<u>108,892</u>
Reserves		<u>106,835</u>	<u>108,892</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2024.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2024	2023
Council funding	112,734	81,079
Fees from parents	21,217	28,264
Donations	-	
Fundraising	1,612	254
Interest received	92	121
Other	9,965	13,662
Total income	<u>145,620</u>	<u>123,380</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2024.

3. Expenditure

	2024	2023
Staff costs	123,551	123,755
Premises costs	4,233	3,184
Other overhead costs	13,175	21,775
Depreciation	6,718	6,718
	<u>147,677</u>	<u>155,432</u>

4. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2024	103,740	-	-	103,740
Additions	-	-	-	-
C/fwd	<u>103,740</u>	-	-	<u>103,740</u>
Depreciation				
1 January 2024	40,142	-	-	40,142
Charge for year	6,718	-	-	6,718
C/fwd	<u>46,860</u>	-	-	<u>46,860</u>
Net book value				
31 December 2024	<u>56,880</u>	-	-	<u>56,880</u>
31 December 2023	<u>63,598</u>	-	-	<u>63,598</u>



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Birchanger Butterflies Pre-school

**On accounts for the year
ended**

31st December 2024

**Charity no
(if any)**

1168548

Set out on pages

3-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2024.

**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**

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:

- 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:

Date: 10th September 2025

Name:

David McGurk

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

FCA

Address:

Coach House
195 Silver Street
Stansted, CM24 8HB

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales - Charity number 1168548

Accounts

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of our income is received from Essex County Council. This year the total was £81,079, our income from fees was £28,264. Our income this year was £11,226 less than 2022 mainly due to lower occupancy.

Our expenditure in 2023 was £155,432 which is significantly higher than 2022, the main reasons for this was an increase in National Living Wage, increased pension contributions etc. as well as an increase in staffing numbers to support children with SEN.

The balance sheet has cash balances of £47,053 plus net book value of building and fixtures. The building was mainly funded by Essex County Council in 2007 and that cost is being depreciated over 25 years. The yearly depreciation is £6718.

Going forward we hope to operate at full occupancy, to remain sustainable we will need to increase our fees and review the amount we charge for 'consumables' per session to cover additional costs of providing childcare as the funding rate does not fully cover the cost. In order to try and increase income the staff have run clubs during the school holidays and we will be focusing our efforts on fundraising for the preschool.

Registered CIO number CE007201
Registered Charity Number 1168548

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2023

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	3
Balance Sheet	4
Notes to the Accounts	5-6

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2023

	Notes	2023	2022
Income	2	123,380	134,586
Expenditure	3	(155,432)	<u>(132,730)</u>
(Deficit)/surplus		(32,053)	1,856
Reserves b/fwd		140,945	139,089
Reserves c/fwd		<u>108,892</u>	<u>140,945</u>

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2023

	Notes	2023	2022
Fixed assets	4	63,598	70,316
Current assets			
Cash at bank and in hand		47,053	70,629
Creditors: amounts falling due within one year		1,759	-
Net assets		<u>108,892</u>	<u>140,945</u>
Reserves		<u>108,892</u>	<u>140,945</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2023.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2023	2022
Council funding	81,079	107,899
Fees from parents	28,264	15,247
Donations	-	3,000
Fundraising	254	1,012
Interest received	121	71
Other	13,662	7,357
Total income	123,380	134,586

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2023.

3. Expenditure

	2023	2022
Staff costs	123,755	104,562
Premises costs	3,184	3,658
Other overhead costs	21,775	17,792
Depreciation	6,718	6,718
	155,432	132,730

4. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2023	103,740	-	-	103,740
Additions	-	-	-	-
C/fwd	103,740	-	-	103,740
Depreciation				
1 January 2023	33,424	-	-	33,424
Charge for year	6,718	-	-	6,718
C/fwd	40,142	-	-	40,142
Net book value				
31 December 2023	63,598	-	-	63,598
31 December 2022	70,316	-	-	70,316



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Birchanger Butterflies Pre-school

**On accounts for the year
ended**

31 st December 2023	Charity no (if any)	1168548
--------------------------------	--------------------------------	---------

Set out on pages

3-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023.

**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**

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:

- 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:

Date: 31st October 2024

Name:

David McGurk

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

FCA

Address:

Coach House
195 Silver Street
Stansted, CM24 8HB

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales - Charity number 1168548

Accounts

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of income is received from Essex County Council. This year the total was £107,899. Our Fees brought in £15,247. Our total income is £31,159 higher than the previous year as the pre-school was running at almost full occupancy which continues into 2023. We were also very fortunate to receive a donation of £3000 from Thorley Pre-school which we used to fund a new Pergola to enhance our outdoor learning area. Our fundraising total for 2022 was £1012 compared to £323 during 2021.

Our expenditure totalled £132,730 which is an increase of £16,492 on the previous year. The majority of which is staff wages at £104,562.

The balance sheet has cash balances of £70,629 plus net book value of the building and fixtures. The building was funded mainly by Essex County Council in 2007 and that cost £150,000 is being depreciated over 25 years. The yearly depreciation is £6718.

Going forward we hope to continue to operate at full or almost full occupancy, we have had to increase our fees from September 2023 in order to remain sustainable due to increasing running costs especially the increase in National Living Wage and changes to the law regarding holiday pay for term time only employees. We have hosted several successful fundraising events such as a Quiz Night and Hall of fun and hope to raise as much as possible this coming year. During the summer holidays the staff ran numerous Forest School and Outdoor learning days to generate some more income for the pre-school, they were very popular so we plan to do this again in the school holidays. We also hope to increase the number of our committee members so we have more support especially with fundraising events.

Registered CIO number 1168548

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2022

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	3
Balance Sheet	4
Notes to the Accounts	5-6

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2022

	Notes	2022	2021
Income	2	134,586	103,427
Expenditure	3	(132,730)	(116,238)
Surplus/(deficit)		1,856	(12,811)
Reserves b/fwd		139,089	151,900
Reserves c/fwd		140,945	139,089

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2022

	Notes	2022	2021
Fixed assets	4	70,316	77,034
Current assets			
Cash at bank and in hand		70,629	62,055
Creditors: amounts falling due within one year		-	-
Net assets		<u>140,945</u>	<u>139,089</u>
Reserves		<u>140,945</u>	<u>139,089</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2022.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2022	2021
Furlough grant received	-	3,161
Council funding	107,899	80,894
Fees from parents	15,247	13,884
Donations	3,000	-
Fundraising	1,012	323
Interest received	71	-
Other	7,357	5,165
Total income	<u>134,586</u>	<u>103,427</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2022.

3. Expenditure

	2022	2021
Staff costs	104,562	95,788
Premises costs	3,658	2,824
Other overhead costs	17,792	10,908
Depreciation	6,718	6,718
	<u>132,730</u>	<u>116,238</u>

4. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2022	103,740	-	-	103,740
Additions	-	-	-	-
C/fwd	<u>103,740</u>	-	-	<u>103,740</u>
Depreciation				
1 January 2022	26,706	-	-	26,706
Charge for year	6,718	-	-	6,718
C/fwd	<u>33,424</u>	-	-	<u>33,424</u>
Net book value				
31 December 2022	<u>70,316</u>	-	-	<u>70,316</u>
31 December 2021	<u>77,034</u>	-	-	<u>77,034</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Birchanger Butterflies Pre-school

**On accounts for the year
ended**

31st December 2022

**Charity no
(if any)**

1168548

Set out on pages

3-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2022.

**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**

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:

- 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:

Date: 4th October 2023

Name:

David McGurk

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

FCA

Address:

Coach House
195 Silver Street
Stansted, CM24 8HB

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales - Charity number 1168548

Accounts

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of income is received from Essex County Council. This year totalled £80,894. Our Fees brought in £13,884. Our total income is £7,966 lower than the previous year, however, the preschool continues to offer 30 hours which has been extremely successful and we anticipate we will be running at almost full occupancy with the number of enquiries we have received already this term. Our fundraising total for 2021 was £323 compared to £0 during 2020.

Our expenditure totalled £116,238. The majority of which was staff wages £95,788.

The balance sheet has cash balances of £62,055 plus net book value of the building and fixtures. The building was funded mainly by Essex County Council in 2007 and that cost £150,000 is being depreciated over 25 years. The yearly depreciation is £6718

The Pre-school was running two CAF bank accounts one of which was used for reserves however, as advised we have closed one account to save on bank fees.

Going forward we hope to continue to operate at full or almost full occupancy and fundraise as much as possible this year. We also hope to increase the number of our committee members so we have more support especially with fundraising events.

Registered CIO number 1168548

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2021

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	3
Balance Sheet	4
Notes to the Accounts	5-6

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2021

	Notes	2021	2020
Income	2	103,427	111,393
Gain on transfer of resources from precursor charity.	3	-	-
Expenditure	4	<u>(116,238)</u>	<u>(107,172)</u>
(Deficit)/surplus		(12,811)	4,222
Reserves b/fwd		151,900	148,678
Reserves c/fwd		<u>139,089</u>	<u>151,900</u>

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2021

	Notes	2021	2020
Fixed assets	5	77,034	83,752
Current assets			
Cash at bank and in hand		62,055	68,148
Creditors: amounts falling due within one year		-	-
Net current assets		139,089	151,900
Net assets		<u>139,089</u>	<u>151,900</u>
Reserves		<u>139,089</u>	<u>151,900</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2021.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2021	2020
Furlough grant received	3,161	1,952
Council funding	80,894	95,688
Fees from parents	13,884	12,339
Fundraising	323	0
Other	5,165	1,414
Total income	103,427	111,393

3. Gain on transfer of reserves of precursor charity

Birchanger Butterflies Pre-school is a Charitable Incorporated Organisation with registered number 1168548.

On 1st January 2020, the activities previously undertaken by a precursor organisation Birchanger Nursery Unit (registered charity number 1087372) were taken over by Birchanger Butterflies Pre-school.

The value of the net assets provided at that point were disclosed as a gain in the financial statements. These comprise fixed assets (premises, IT, and other equipment), bank and cash balances.

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2021.

4. Expenditure

	2021	2020
Staff costs	95,788	87,301
Premises costs	2,824	3,734
Other overhead costs	10,908	9,419
Depreciation	6,718	6,718
	<u>116,238</u>	<u>107,172</u>

5. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2021	103,740	-	-	103,740
Additions	-	-	-	-
C/fwd	<u>103,740</u>	<u>-</u>	<u>-</u>	<u>103,740</u>
Depreciation				
1 January 2021	19,988	-	-	19,988
Charge for year	-	-	-	-
C/fwd	<u>19,988</u>	<u>-</u>	<u>-</u>	<u>19,988</u>
Net book value				
31 December 2021	<u>77,034</u>	<u>-</u>	<u>-</u>	<u>77,034</u>
31 December 2020	<u>83,752</u>	<u>-</u>	<u>-</u>	<u>83,752</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Birchanger Butterflies Pre-school

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1168548

Set out on pages

3-6

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31st December 2020

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

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:

- 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:

Date:

11th March 2022

Name:

David McGurk

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

FCA

Address:

Coach House

195 Silver Street

Stansted, CM24 8HB

BIRCHANGER BUTTERFLIES PRE-SCHOOL

England & Wales - Charity number 1168548

Accounts

Wednesday 13th October 2021

Birchanger Butterflies Preschool AGM

Present:

Vicky Whitbread
Ros Sykes
Carly Richards

Kimberley Flack
Holly Barrett
Joseph Farrington

Emma Lawson
Hannah Hainsby

1. Welcome & Introduction

Welcome to our AGM and thank you for coming along.

Thank you, as always, to all our staff for all your continuing support and hard work.

The Committee have agreed the Minutes of last year's AGM and our Constitution hasn't changed since last year.

Of our existing Committee Karen Reilly, Kim Flack and Holly Barrett are staying on Committee. Both Vicky Whitbread and Claire Jones would like to step down as soon as some new parents are prepared to join. So we would encourage some new parents to consider joining our Committee.

Vicky Whitbread will now provide the Treasurer's report.

2. Apologies

Karen Reilly
Claire Jones
Sarah Cox
Liz Eames
Kate Evans
Jade Macleod
Amy O'Connor

3. Outgoing Treasurer's Report

David McGurk of MCA Commercial Services Ltd has examined and prepared our accounts.

The majority of income is received from Essex County Council. This year totalled £95,688. Our fees brought in £12,339. Our total income is £23,616 lower than last year. This is due to Covid-19, however, the pre-school continues to offer 30 hours which has been a huge success and the pre-school is almost running at full occupancy. Fundraising raised £0 compared to £3685 the previous year.

Our expenditure totalled £107,172. The majority of which was staff wages £87,301 and major purchases.

The balance sheet has cash balances £68,000 plus the net book value of the building and fixtures. The building was funded mainly by Essex County Council in 2007 and that cost £150,000 is being depreciated over 25 years. The yearly depreciation this year is £6718.

The pre-school has two CAF bank accounts. One of which is a reserve account.

Going forward we hope to continue to operate at full or almost full occupancy and fundraise as much as possible this year. We also hope to increase the number of our committee members so we have more support, especially with fundraising events.

4. Managers Report

This is a summary of the highlights from the past year.

Occupancy

Occupancy, therefore numbers of children attending the Preschool continues to be very good. The projection for this academic year is that by April we will only have a few sessions not being used.

We must continue to promote to ensure we have enough children next September (2022) as we have quite a large number going to school next year.

Staffing

Again, this year has not seen many changes of staff.

Emma Lawson has returned from Maternity leave in September.

Victoria Wheeler is with us on a one year contract.

The New Normal

The preschool continues to adapt procedures and practice in line with guidance for Covid-19. Some changes have worked really well and have therefore continued like dropping children at the ramp, as we find children settle much better.

Changes

September has seen changes to the Early Years Foundation Stage and therefore we have adapted how we are using Tapestry. Feedback so far has been positive. I will be gaining/asking for more feedback from parents early December via a questionnaire.

5. Joining the committee

What is it like to be on the Committee?

The preschool is a registered charity which means we must have committee members overseeing how we operate. Two thirds must be parents of children attending preschool the other third can be any responsible adult.

Ultimately the committee/trustees are responsible for the operation of the preschool, saying this as the committee you employ Karen Reilly (Myself) to ensure the smooth running of the preschool on a day to day basis, ensuring all legal requirements are met. Therefore, if you are confident that I am doing this then that responsibility is fulfilled.

The committee is comprised of Officers; ideally a Chair, Secretary and Treasurer and then other members for fund raising.

In brief;

The Chair is responsible for organising the meetings, putting together an agenda and over seeing any decisions that are voted on. A good skill for this role is being able to delegate and organise things.

The secretary is responsible for taking minutes at the meetings and communicating with parents via email etc, about fund raising events etc. A good skill for this role is admin skills and the use of a computer/laptop.

The treasurer Vicky will now talk to you about the role of treasurer. As treasurer I liaise with the pre-school manager Karen. The treasurer approves wages monthly and other payments for equipment, resources and snack. Karen usually sends one or two payment runs a month. The accounts need to be prepared to be audited January. We have been using accountant David McGurk for the last few years. As treasurer you will need to send the accounts to the Charity Commission by the end of October each year.

The other role of the committee is fund raising. Obviously this past year this has been all but impossible. This fundraising pays for new toys and equipment as the fees and funding we get from the government does not give us enough money for the purchase of new items.

Fundraising - In the past we have held some very successful quizzes and raffles. We found it helped to map out what we were going to do over the year. When fundraising we found it is important to advertise events - letters, posters, emails to parents...etc.

6. Any Other Business

We have had some parents show an interest in joining the Committee but they would like some time to think about it.

We discussed the possibility of a noticeboard for the fence outside. Kim Flack will speak to Ms Berry the head teacher to check this is ok as it is school property.

We discussed successful fundraisers and holding a Christmas Fair this December. Next meeting agreed will be a fundraising meeting on Wednesday 10th November.

Registered CIO number 1168548

Birchanger Butterflies Pre-school

Report and Accounts

31 December 2020

Birchanger Butterflies Pre-school

Contents

Report of the Trustees	2
Income and expenditure account	4
Balance Sheet	5
Notes to the Accounts	6-7

Birchanger Butterflies Pre-school

Trustee's report

Birchanger Butterflies Pre-school

Income and expenditure account For the year ended 31 December 2020

	Notes	2020	2019
Income	2	111,393	135,009
Gain on transfer of resources from precursor charity.	3	-	-
Expenditure	4	<u>(107,172)</u>	<u>(106,945)</u>
Surplus		4,222	28,064
Reserves b/fwd		148,678	120,637
Reserves c/fwd		<u>151,900</u>	<u>148,700</u>

Birchanger Butterflies Pre-school

Balance Sheet

As at 31 December 2020

	Notes	2020	2019
Fixed assets	5	83,752	88,406
Current assets			
Cash at bank and in hand		68,148	59,251
Creditors: amounts falling due within one year		-	-
Net current assets		151,900	148,700
Net assets		<u>151,900</u>	<u>148,700</u>
Reserves		<u>151,900</u>	<u>148,700</u>

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2020.

1. Accounting policies

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities".

Income

Turnover represents funds received for services supplied by the Charity, net of value added tax plus grants and donations.

Depreciation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives.

Premises	25 years
Computer equipment	3 years
Furniture and equipment	5 years

2. Income

	2020	2019
Furlough grant received	1,952	-
Council funding	95,688	111,003
Fees from parents	12,339	17,187
Fundraising	0	3,685
Other	1,414	3,134
Total income	111,393	135,009

3. Gain on transfer of reserves of precursor charity

Birchanger Butterflies Pre-school is a Charitable Incorporated Organisation with registered number 1168548.

On 1st January 2019, the activities previously undertaken by a precursor organisation Birchanger Nursery Unit (registered charity number 1087372) were taken over by Birchanger Butterflies Pre-school.

The value of the net assets provided at that point were disclosed as a gain in the financial statements. These comprise fixed assets (premises, IT, and other equipment), bank and cash balances.

Birchanger Butterflies Pre-school

Notes to the Financial Statements for the year ended 31 December 2020.

4. Expenditure

	2020	2019
Staff costs	87,301	84,586
Premises costs	3,734	7,043
Other overhead costs	9,419	8,680
Depreciation	6,718	6,635
	<u>107,172</u>	<u>106,945</u>

5. Fixed assets

	Premises	IT equipment	Furniture	Total
Cost				
1 January 2020	101,676	-	-	101,676
Additions	2,064	-	-	2,064
C/fwd	<u>103,740</u>	-	-	<u>103,740</u>
Depreciation				
1 January 2020	13,270	-	-	13,270
Charge for year	6,718	-	-	6,718
C/fwd	<u>19,988</u>	-	-	<u>19,988</u>
Net book value				
31 December 2020	<u>83,752</u>	-	-	<u>83,752</u>
31 December 2019	<u>88,406</u>	-	-	<u>88,406</u>



Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended **Charity no (if any)**

Set out on pages

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

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 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:

- 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: **Date:**

Name:

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

Address: