



Butterflies Pre-school Didcot CIO End of Year Trustees Report 2020

2020 was a very difficult year for Butterflies Pre-school with lockdown and the stress of Covid to deal with. We have faced many challenges throughout the year due to Covid including staffing, lack of fundraising, looking after our Staff's Mental Well-being, the pressure of keeping all safe and well and open as much as we could and the main aim to continue to provide the quality childcare or education to our children through those times.

We feel under the circumstances the Pre-school has done well to get through this year and out the other side. We are very proud to say we had no Covid cases which we feel is to all the hard work put into keeping everyone safe.

Unfortunately, no fundraising could be done during the year. During lockdown OCC continued to provide funding but we lost fees from paying parents. We were able to claim back a small percentage of this loss through the furlough scheme but this was only the equivalent of one part time staff's wages. We continued to pay all staff throughout the lockdown as we value our staff and know they could not afford to live without a wage.

January started well with a new member of staff joining the Team so we were fully staffed. Numbers were good and we had 33 children on the role and a good waiting list for Easter and September intakes. Lots of plans were being put in place for the year. We explored Early mark making with our Term Book "The Dot".

On March 5th we took part in World Book Day with a pyjama and book day for the children.

From the 16th March Government guidelines were put in place around Covid and we began to put emergency protocols in place in case of a lockdown.

On the 20th March the country went into lockdown. Due to the very small number of Keyworker children on role (who also had alternative childcare) we had to make the decision to close.

The Manager and Deputy Manager continued to work and run the Pre-school from home. All other staff were furloughed after a few weeks. Home learning packs were sent out to all children for parents to continue their learning at home.

During this lockdown period we were closed from 20/03/20-21/06/20

During this time Home visits (doorstep), phone calls and/or Zoom meetings were made by the management team to SEND children and Vulnerable Families/Children.

We used our Facebook page to give parents ideas of activities for home, Provided Stories and Makaton videos done by our Deputy for Children to watch and join in with. Our families also shared their photos on the Facebook page of what they had been doing which was a lovely way to keep the Butterflies Family linked and the children to still see their friends.

We sent out Postcards to all children during this time to let them know we were thinking of them.

22nd-25th June- Staff returned to the Pre-school to put everything place needed for the children to return safely on 29th June.

We shared videos on Facebook of our new drop off procedures with our "Pink Footprint" and Hand washing station. This way the parents could watch with the children, so they knew what to expect on arrival.

After Team Meetings and Trustee Meetings around staffing and keeping the numbers of children low and children and staff in small "Bubbles" for safety and consultations with parents of who would like their children to return a rota system had to be put in place to accommodate these aspects.

On 29th June 2020 we re-opened to two small groups or "Bubbles" of children for morning sessions. Staff working afternoons did paperwork. A deep clean was done by the staff working on a Tuesday afternoon and we were closed on a Wednesday and all staff worked from home.

Priority places were given to SEND,EYPP, Key worker and Vulnerable children.

This Bubble system continued until the end of the school year (17th July 2020)

All children that stayed at home were continued to be given resources for their home learning packs.

Because we could not have a School Leavers Picnic this year, at the end of Term staff did a "Drive Round" to all the School Leavers to present them with their packs and balloons etc. This was organised with the parents and all the children were really happy to see us.

In September we returned to full staff and back to normal hours of opening with normal sessions for all children. We welcomed lots of new children too as we had not been able to have an intake at Easter due to lockdown.

We spent lots of time helping children to settle back into a routine and supporting them while getting used to being around groups of people again.

In November we celebrated Diwali.

December brought us Christmas Jumper Day on December 11th where we wore Christmas Jumpers and raised money for Save The Children and the Children also decorated their very own mini wooden Jumper tree decorations.

We had Christmas Parties in December but all celebrations were for the children only as Parents were still not allowed into the setting.

It has been a very difficult year and we would like to praise the Management Team for keeping everything going through such difficult times.

And thank you to the staff that have worked through times which have been very worrying for themselves and their families. Staff have put themselves at risk every day they come to work but have done this for the children. The Pre-school has kept everyone safe and worked amazingly under a huge amount of pressure.

END OF YEAR TREASURERS REPORT - 2020

At the time of writing we still have not had a lease from OCC, including rent invoice for year 2, 3 and lease charges. These predicted figures owing to the School/OCC add up to £4142 which I have deducted from the carry forward below, (lease charges are unknown). I have also deducted year 1, 2 & 3 savings, totalling £15000. Income was lower than the previous year due to the setting being closed for approximately 3 months due to the Covid lockdown.

Carry forward £ 59237.00

Actual income and expenditure

Income	106768.00
Salaries	90214.00
Payroll Services	669.00
Utilities (rubbish collection, invoice received from School from February 2019 to February 2020 & cleaning agency)	9605.00
Food + Materials (food bank still used, also includes PP, SEND etc)	3187.00
Insurance, DBS, Memberships etc...	186.00
Equipment (PP, SEND etc money has been used)	720.00
Maintenance (gardening company)	404.00
Training	2152.00
Phone	831.00
Others	1095.00

- See spreadsheet – second and third years rent still to be paid, 3 years savings need to be transferred into a saving account.
- Lease still needing to be completed so charges are unknown at this stage.

Butterflies PS 2020

Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Fees	£13,203	£9,900	£13,015	£16,507	£0	£13,879	£0	£0	£13,498	£3,655	£20,562	£2,550	106768.1
Fundraisin	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	179.22	432.08	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INC	£13,203	£9,900	£13,015	£16,507	£179	£14,311	£0	£0	£13,498	£3,655	£20,562	£2,550	£106,768

Expenditure

Salaries	£6,999.32	£7,108.91	£7,047.99	£7,114.71	£6,981.77	£6,975.82	£7,665.33	£9,570.52	£7,152.00	£8,302.44	£7,603.87	£7,691.07	£90,214
Rent	£0.00	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Utilities	£773	£553	£604	£438	£394	£394	£41	£291	£640	£4,341	£530	£607	£9,605
Payroll	£80	£0	£0	£113	£0	£0	£162	£0	£238	£76	£0	£0	£669
Materials	£290	£375	£312	£39	£104	£124	£0	£0	£790	£700	£84	£369	£3,187
Advertisin	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Insurance/	£151	£0	£35	£0	£0	£0	£0	£0	£0	£0	£0	£0	£186
Equipment	£677	£43	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£720
Training	£0	£0	£65	£0	£0	£6	£0	£0	£0	£0	£0	£0	£71
other	£219	£203	£98	£0	£0	£0	£0	£0	£0	£71	£0	£504	£1,095
maintenan	£404	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£404
savings	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Phone	£78	£67	£75	£78	£71	£61	£61	£80	£61	£65	£64	£71	£831
TOTAL EXP	£9,672	£8,350	£8,236	£7,782	£7,550	£7,561	£7,930	£9,941	£8,880	£13,555	£8,282	£9,242	106980.9

Opening bal	£77,980	£81,511	£83,061	£87,839	£96,564	£89,194	£95,943	£88,014	£78,073	£82,691	£72,791	£85,071	
Net Income	£3,531	£1,550	£4,778	£8,725	-£7,371	£6,750	-£7,930	-£9,941	£4,618	-£9,900	£12,280	-£6,692	-£213
Closing bal	£81,511	£83,061	£87,839	£96,564	£89,194	£95,943	£88,014	£78,073	£82,691	£72,791	£85,071	£78,379	

Still to pay

Rent years 2 and 3
savings 3x years

4142
15000
19142

Actual balance **£59,237**

Berry Bookkeeping and Payroll Services

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Tracey Yeates
Supervisor

6th November 2021

Butterflies Pre-School - Registered Charity 1171056

To confirm that I have made an independent examination of the Pre-school accounts
for the year ended 31st December 2020

I have found that these accounts are a fair representation of their financial situation
at the Preschool.

Thank you

With Kind Regards


Alison Berry