



Butterflies Pre-school Didcot CIO

End of Year Trustees Report

2021

Butterflies Pre-school Didcot has seen another challenging year in 2021 due to Covid and the second lockdown at the beginning of the year. We faced similar challenges as in 2020 such as staffing, lack of fundraising, Mental wellbeing of staff and children, the pressure of keeping everyone safe and well but at the same time being open as much as we could and aiming to provide quality childcare and education to our children through those times.

We feel the Pre-school Management worked hard to keep everyone safe and continue to provide this service.

Unfortunately, no fundraising could be done again this year. OCC funding was provided throughout but we did lose some income from paying parents whose afternoon sessions had to be shortened for a while through the second lockdown due to staff ratios. (Details to follow)

The year started well with 42 children on the role call and fully staffed.

On January 6th the second lockdown started. The Manager and Deputy Manager worked their full days and hours, 2 x Full time staff only worked 75% of their contracted hours due to their own decisions around their children, 1 x Part time staff member worked extra hours to help cover staff not in, 1 x part time staff member was pregnant so due to a risk assessment on being vulnerable it was decided their hours would be cut with full pay and 1 staff member would not come in.

Trustees sent a letter to all staff thanking them for efforts in the difficult times in helping us to stay open as much as possible and it was agreed staff that worked at least 75% of their normal hours would get full pay and bank any owed hours to pay back later to help them financially. Those who chose not to work would be respected of their decision but would have to take the time un-paid.

Due to the staffing and legal ratios needed we had to shorten our afternoon sessions and children finished at 2:30pm. Staff that could work until the end of the day used the time for paperwork and cleaning.

When looking at spaces for children priority was given in the order of:

- Key worker Children
- SEND/Vulnerable Children
- Two Year Funded Children

Some parents chose to keep their children at home. Due to Rotation of staff and afternoon sessions being shortened it meant we were able to offer a space to all the children whose parents wanted them to continue to attend.

In February we had lots of activities for the children around Bird watching and making bird feeders, Valentines, and Chinese New Year which we celebrated by having some lovely noodles and prawn crackers for snack time.

Lockdown continued and the same afternoon hours and staffing applied as in January. Staff remained vigilant and extra cleaning and hand washing was implemented every day, as per the first lock down. Some parents felt a little more confident and a few more children began to return to pre-school.

March began with us celebrating World Book Day on the 4th with a Pyjama Day for all the children.

On the 8th of March lock down was lifted and schools returned to normal hours. The Pre-school then returned to normal hours for all children and all staff began working their full contracted hours. On 11th March Butterflies Pre-school Didcot received their first batch of Lateral Flow Test Kits supplied by the Government for staff to test twice weekly. All staff agreed they would do this, and all results were logged.

In April we introduced Parent Mail to improve Pre-school Communications with parents. After lockdown and the number of changes in procedures regularly occurring it was agreed a system was needed that would make it much quicker and easier to contact all parents of any updates and so was agreed by all Trustees this was a firm investment.

In May we had our first positive Covid test from a Staff member. All protocol and isolation times were adhered to. This did not affect the setting as we still had enough staff to cover ratios without having to close or reduce hours or spaces.

In July we had a Teddy Bears picnic for all children as an end of Term treat and children brought in their own packed lunches and bear. We gave the school leavers their presentations at this time. We had a small sports day towards the end of term but just for the children.

Recruitment took place for two new staff members, one to cover Maternity cover and one Part time position as one staff member was leaving at the end of July.

September was a new school year, and we welcomed our two new members of staff when we returned on 6th September.

Staff continued to take the Lateral flow tests twice weekly and hand washing, and cleaning was still very important. Guidelines were followed when any child showed symptoms and parents were requested to either provide a negative test result or keep their child at home for the stated isolation period to protect all staff and other children. Parents and the Pre-school worked in partnership to keep everyone as safe as possible.

In November we celebrated Children In Need from the 15th-19th November with a Pudsey Coin fill sheet, Fancy Dress Party and lots of Pudsey fun.

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

It's been another difficult year and we would like to praise the Management Team for once again keeping everything going through all the challenges they have faced.

And thank you for the staff that have worked and put themselves at risk everyday they came to work in times which have been worrying to all.

The Pre-school has done so well to keep a strict routine and rules to keep the number of COVID cases very low and those few cases that did occur have not impacted the day to day running of the Pre-school which has meant we have been able to provide the childcare needed to all children and remain open throughout this year.

END OF YEAR TREASURERS REPORT - 2021

We have now received all rent invoices from OCC. At the time of writing we still have not received an invoice from the School (utilities) from February 2020 to the present date. The predicted figure for this is £3,000 which I have deducted from the carry forward below. I have also deducted year 1, 2, 3 & 4 savings, totalling £20000. Income was still low due to another Covid lockdown at the beginning of 2021.

Carry forward £ 41677.00

Actual income and expenditure

Income	103283.00
Salaries	89004.00
Rent (4 years)	13387.00
Payroll Services	758.00
Utilities (rubbish collection & cleaning agency)	5205.00

Food + Materials (food bank still used, also includes PP, SEND etc)	2217.00
Insurance, DBS, Memberships etc...	1468.00
Equipment (PP,SEND etc money has been used)	813.00
Maintenance (plumber & photocopier service)	465.00
Training	267.00
Phone	860.00
Others	2628.00

- See spreadsheet – school utilities invoice not received since February 2020 and 4 years savings need to be transferred into a saving account.

Butterflies PS 2021

Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Fees	£14,368	£11,916	£7,255	£15,689	£1,769	£13,692	£1,635	£1,365	£15,814	£1,824	£16,370	£1,585	103283.4
Fundraisin	0	50	0	0	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	7	0	0	30	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INC	£14,368	£11,973	£7,255	£15,689	£1,799	£13,692	£1,635	£1,365	£15,814	£1,824	£16,370	£1,585	£103,283

Expenditure

Salaries	£6,686.93	£7,450.30	£7,244.44	£7,446.12	£7,252.81	£7,058.14	£7,169.66	£7,719.15	£7,523.06	£7,743.38	£7,634.63	£8,075.11	£89,004
Rent	£960.00	£0	£0	£12,427	£0	£0	£0	£0	£0	£0	£0	£0	£13,387
Utilities	£1,167	£44	£1,095	£44	£48	£44	£64	£1,813	£276	£50	£516	£44	£5,205
Payroll	£0	£115	£505	£110	£0	£0	£0	£0	£0	£27	£0	£0	£758
Materials	£0	£0	£387	£137	£203	£205	£268	£0	£210	£248	£520	£40	£2,217
Advertisin	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Insurance/	£154	£710	£83	£425	£0	£0	£0	£97	£0	£0	£0	£0	£1,468
Equipment	£0	£0	£51	£0	£46	£19	£0	£680	£17	£0	£0	£0	£813
Training	£0	£0	£0	£0	£30	£0	£0	£0	£50	£0	£187	£0	£267
other	£0	£165	£390	£0	£278	£0	£990	£0	£0	£180	£25	£600	£2,628
maintenan	£375	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£90	£465
savings	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Phone	£72	£69	£79	£66	£70	£67	£72	£70	£65	£66	£97	£67	£860
TOTAL EXP	£9,415	£8,553	£9,835	£20,655	£7,928	£7,393	£8,564	£10,378	£8,140	£8,314	£8,979	£8,917	117072
Opening bal	£78,379	£83,332	£86,752	£84,173	£79,207	£73,078	£79,377	£72,448	£63,435	£71,109	£64,618	£72,009	
Net Income	£4,953	£3,420	£-2,579	£-4,965	£-6,129	£6,299	£-6,929	£-9,013	£7,674	£-6,491	£7,391	£-7,331	£-13,789
Closing bal	£83,332	£86,752	£84,173	£79,207	£73,078	£79,377	£72,448	£63,435	£71,109	£64,618	£72,009	£64,677	

Still to pay

school utilities for 2021
savings 4x years

3000 predicted
20000
23000

Actual balance **£41,677**

Berry Bookkeeping and Payroll Services

Mrs Alison Berry FMAAT, 2 Hill View Lane, Wootton, Boars Hill, Oxford, OX1 5JT

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Tracey Yeates
Supervisor

10/07/2022

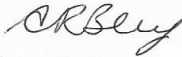
Butterflies Pre- School - Registered Charity 1171056

To confirm that I have made an independent examination of the Pre-school accounts
for the year ended 31st December 2021

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

Thank you

With Kind Regards



Alison Berry