



Butterflies Pre-School Didcot CIO

End of Year Trustees Report

2022

Although we are very much back to normal, Butterflies Pre-School is still recovering from the effects of COVID and the lockdowns over the past couple of years. We have had lots of staff off on sick leave due to contracting COVID but managed to keep open at full capacity with children at appropriate ratios. Staff retention, lack of fundraising and the mental wellbeing of both children and staff are still very much at the forefront and noticeably new children that have started in the Autumn term are taking longer to settle.

January has started well with a new member of staff joining the team and XX children on the role call. We have been kindly donated some lovely new wooden resources from Play2Give which the children have enjoyed exploring.

February was a busy term celebrating Chinese New Year. The children tasted some Chinese food – noodles and prawn crackers and learnt about the Chinese Dragon and the year of the Tiger. We also celebrated the Queen's Accession Day by the children making some crowns and Valentines Day. Our term book was the Stick Man and have enjoyed trying different activities based around the story including making their own stick man from collecting sticks around the garden.

Our maternity cover position came to an end and the staff member on maternity decided not to return. A new member of staff joined towards the end of the month putting us back up to full staff.

In March we celebrated World Book Day – Children came into the Pre-School in their pyjamas and brought their favourite book and had a special snack of cookies and milk whilst sharing their books. We also had a visit from Didcot Library whilst the children created their own role play library and we introduced our term book of Whatever Next. We also marked St David's Day and St Patrick's Day with some great artwork. The children made some lovely cards and gifts for Mother's Day and talked about why they love their Mummy.

In April both the Manager and Deputy Manager took part in half marathons for charities relating to children and the children enjoyed learning about keeping active and looking at their medals after the event. April saw the beginning of Ramadan and the children explored photographs and we talked about what happens during this festival for our families that are observing and celebrating Ramadan.

Towards the end of the term the children had fun with Easter activities including an egg hunt, spring spotter sheets and incorporating maths into Easter.

In May we received our duck eggs from Incredible Eggs where children could learn and watch the eggs hatch into ducklings and learn about the life cycle of a duck. We had them

for ten days and the children also got to hold the ducklings and watch them swim before they went back to the farm.

We had a staff training day in May where the staff were given training on Wellcomm and was focused on Staff wellbeing which coincided with Mental Health Awareness Week. Finally, in May we celebrated the Queen's Platinum Jubilee with a street party picnic in the garden for the children to bring a packed lunch and come dressed up.

A new Gardener (company) was employed to maintain the garden lawn.

In July we had our first parent event since Covid which was a themed sports day around our term book "Hole in the Bottom of the Sea". We also invited the school leavers parents towards the end of the school year for the school leavers presentation. It was great having parents back into the setting. Staff member left at the end of the school year.

September was a new school year, and we welcomed our new children, and an information sheet was given out to parents on our new procedures for arrival and drop off together with other useful information. Also, our fees were increased at the start of the school year and were now in line with the OCC funding rates we received. This is the first increase we have introduced for several years.

In October a new staff member was recruited meaning we were back up to full staff.

November was a busy month with activities for Children in Need and World Nursery Rhyme Week. The children enjoyed filling a Pudsey bear with pennies from home and learning new nursery rhymes and activities based around these rhymes together with learning some Makaton.

December is always busy, and this year was no exception. Lots of Christmas activities including our Christmas Craft and Song session where we welcomed parents back into the setting to do the activities with their children and listen to them singing at the end using their Makaton and playing instruments. Finally, we finished with a Christmas Party for all the children, and we had a special visit from Santa to give them all a present.

We have had a high year of expenditure due to lots of old and tired looking resources needing refreshing. It has also been quite a tough year with staff retention and the recovery after lockdown and we would like to praise both Management and staff for all their hard work throughout the year.

END OF YEAR TREASURERS REPORT – 2022

All rent invoices are up to date 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 £4,000 which I have deducted from the carry forward below. I have also deducted savings totalling £20000. Expenditure has been high for this year due to

multiple reasons including the cost of living crisis, training was high to new staff and first aid renewal training and Materials was high due to old resources needing a refresh.

Carry forward £ 26933.00

Actual income and expenditure

Income	117,634.00
Salaries	96444.00
Rent	4971.00
Payroll Services	548.00
Utilities (rubbish collection & cleaning agency)	8800.00
Food + Materials (food bank still used, also includes PP, SEND etc)	6187.00
Insurance, DBS, Memberships etc...	1668.00
Equipment (PP,SEND etc money has been used)	1011.00
Maintenance (plumber, garden & photocopier service)	4732.00
Training	1317.00
Phone	942.00
Others	4816.00

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

Butterflies PS 2022

Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Fees	£15,415	£6,696	£14,885	£2,561	£14,211	£24,296	£3,032	£17,804	£250	£3,163	£11,271	£4,051	117634.1
Fundraisi	0	0	0	0	0	0	46.44	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	6.5	0	0	0	0	0	2.7	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL IN	£15,421	£6,696	£14,885	£2,561	£14,211	£24,296	£3,081	£17,804	£250	£3,163	£11,271	£4,051	£117,634

Expenditure

Salaries	£7,931.56	£9,200.22	£7,900.30	£7,752.21	£7,640.70	£7,817.20	£8,301.62	£7,269.46	£7,969.76	£8,336.22	£8,165.53	£8,159.62	£96,444
Rent	£0.00	£0	£0	£0	£4,971	£0	£0	£0	£0	£0	£0	£0	£4,971
Utilities	£2,302	£606	£508	£518	£620	£524	£536	£519	£989	£518	£519	£643	£8,800
Payroll	£0	£0	£0	£548	£0	£0	£0	£0	£0	£0	£0	£0	£548
Materials	£230	£457	£970	£131	£639	£638	£843	£0	£289	£1,504	£356	£130	£6,187
Advertisin	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Insurance	£48	£988	£35	£0	£384	£0	£25	£0	£0	£47	£141	£0	£1,668
Equipmen	£610	£0	£0	£0	£0	£0	£202	£0	£79	£0	£120	£0	£1,011
Training	£0	£180	£26	£26	£262	£824	£0	£0	£0	£0	£0	£0	£1,317
other	£0	£350	£1,030	£0	£210	£0	£2,446	£180	£60	£0	£0	£540	£4,816
maintenar	£525	£0	£185	£95	£55	£111	£60	£3,522	£30	£0	£120	£30	£4,732
savings	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Phone	£71	£75	£71	£75	£76	£77	£73	£85	£70	£80	£0	£190	£942
TOTAL EX	£11,717	£11,857	£10,725	£9,144	£14,857	£9,990	£12,486	£11,575	£9,486	£10,486	£9,421	£9,693	131436.1
Opening b	£64,679	£68,384	£63,223	£67,383	£60,801	£60,154	£74,460	£65,055	£71,284	£62,047	£54,724	£56,575	
Net Incom	£3,705	£-5,161	£4,160	£-6,583	£-647	£14,307	£-9,406	£6,229	£-9,237	£-7,323	£1,850	£-5,642	£-13,802
Closing bal	£68,384	£63,223	£67,383	£60,801	£60,154	£74,460	£65,055	£71,284	£62,047	£54,724	£56,575	£50,933	

Still to pay

school utilties for 2021 and 2022

savings

4000 predicted

20000

24000

Actual balance

£26,933

Berry Bookkeeping and Payroll Services

Mrs Alison Berry FMAAT, 2 Hill View Lane, Wootton, Boars Hill, Oxford, OX1 5JT
Tel. 01865 730064/07890 503392, E Mail ; Alison@berrybps.co.uk

Tracey Yeates
Supervisor

09/10/2023

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 2022

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

Thank you

With Kind Regards

Alison Berry