

HONEYPOT PRE SCHOOL

C/O Charles Baines Community Primary School

Gainsborough

Lincolnshire

DN21 1TE

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13th November 2020

TRUSTEES' ANNUAL REPORT

We are Honey Pot Preschool and our main purpose and vision has been to provide early years childcare and education, and support for children and families in our community. Over the past year we have provided a service delivering early years experiences for the 38 children we have on role, 5 days a week from a leased room within our local Primary School. Our work has allowed local families the benefit of accessing their children's Early Years Funding Entitlements on their doorstep giving them the best start in life.

Our aims and objectives as described in our constitution and which we have been committed to delivering this year are as follows:

Honey Pot preschool has been committed to offering support and high quality care and education for all our children regardless of race, religion, culture, gender, or ability.

We have endeavoured to work with parents and carers to help nurture their child to reach their full potential by offering a safe and caring environment where learning and play can come together.

We have supported all children to become independent learners by actively encouraging children to think for themselves and develop confidence and self-esteem and to become happy and active members of our community.

We have welcomed parents and carers into our setting in different ways this year due to COVID -19 restrictions, encouraging them to take an active part in all aspects of our provision, providing links for home learning activities and opportunities to explore becoming members of the Committee. Their thoughts and opinions matter and have been taken on board and have been valuable to reflective practice in our setting. We are actively seeking new members for key roles within the Committee to secure the sustainability and continuity of our Pre -School.

We have taken notice from the Statutory Framework for the Early Years Foundation Stage Curriculum and our Local Children's Safeguarding Partnership to ensure our standards for safeguarding children are robust and consistently met. In addition to

this we have worked in collaboration with many other agencies such as our main Feeder School, Early Years Childcare and Support, Local Children's Centres, Social Workers, Early Help Workers, Domestic Abuse Services etc, and other local charities within our community which offer a range of support networks for our families. Staff have worked in partnership and networked with the local community and beyond and accessed various and numerous training courses to better equip ourselves in supporting our families for receiving the best possible support for their children and themselves. We have used local businesses /organisations to offer enhanced learning experiences for the children such Lincolnshire Music Service and more recently the Kixx programme.

Our Governance and Structure

Honeypot Preschool re-registered with Ofsted on 6th April 2018 following notification on Fri 3rd November 2017 that our application to register onto 'The register of Charities' had been approved with the Charity number 1175559.

We currently have 5 trustees listed with Rachel Connelly as Chairperson for our organisation. A future goal is to seek new interest and support for our committee to strengthen the structure and to ensure its sustainability.

We await an Ofsted inspection to receive a current grading. Due to COVID -19 restrictions this has been delayed due to the suspension of inspections of which the current information is that these will resume in January 2021

We have raised funds to provide resources and organised fund-raising events Children in Need, Comic Relief, Lincolnshire Air ambulance service and support for another local charity through providing some much-needed resources.

As we are currently supporting the transition of new children and families into our setting, our mission going forward beyond current restrictions is to build on parent partnerships through our open door policy, open sessions and other ideas to welcome and engage families into our preschool community and become strong influences in their children's learning and development.

Agreements have now been reached and we have finalised and secured a new lease with the school and Lincolnshire County Council. We have moved forward quickly and as a matter of urgency in gathering consent and quotes to progress with building/ plans to expand our environment. This has meant we have now been able to complete the first phase of our plans and developed a large new outdoor area which the children are gaining the full experience of outdoor play continuously. Previously we shared an outdoor space within the school, however due to 'bubbles' this was inaccessible to us so the new outdoor area is of great value to the children's health and wellbeing.

In summary

We have had a turbulent period of deep uncertainty amid the (COVID 19) crisis which manifested itself in March 2020. This saw our setting close for a period as

families followed the social distancing Government regulations and temporarily withdrew their children from the setting. Although the setting and staff planned to keep the setting open for children of Key Persons and the identified Vulnerable children, this was not required as parents had made alternative arrangements for childcare.

We welcomed a number of children back on 1st June 2020 after much COVID -19 Health and Safety risk assessments and planning to ensure the safety of all service users. We are now pleased to report new families have joined our preschool community and we are currently operating at full capacity.

Overall our achievements have been to continue to support and meet the needs of families virtually and in new ways of communicating.

Our plans for Improvement going forward is to work collaboratively with our feeder school on enhancing and expanding the growth of the Preschool further so we can offer more families provision in our immediate locality.

Honeypots Pre - School
Income & Expenditure Account for the year ended 31st August 2020

Income		Expenditure	
	£		£
Fees received	3,371.67	Milk and Snacks	1,088.87
Lincs CC funding	87,409.47	Toys and creativity	585.72
Bank interest received	47.94	Wages and salaries	71,242.28
School Photos	-	Post, stationery & advertising	268.08
		Room hire	3,828.16
		Professional fees	3,106.27
		Insurance	824.01
		Telephone	962.22
		Repairs & renewals	719.77
		Cleaning & sundries	871.79
		End of term party	243.22
		Staff training	438.03
		Travelling expenses	287.20
		Ofsted	35.00
		Covid Provisions	184.72
		Building Works and Fencing	11,626.70
<hr/>		<hr/>	
Total Receipts	90,829.08	Total Payments	96,312.04
Current account	69,369.78	Cash at Bank 31 August 2020	
Business Money Manager account	30,444.89	Current account	63,805.67
Cash at Bank 1 September 2019	14.01	Business Money Manager account	30,492.83
		Cash in Hand	47.22
	<hr/>		<hr/>
	190,657.76		190,657.76
	<hr/>		<hr/>

We have prepared the above Income & Expenditure Account from the relevant books, records and other accounting information. We certify that, in our belief, the account gives a true and fair view of the income and expenditure of the pre-school for the year ended 31st August 2020 according to the best of our information and to the explanations given and shown by the books of Honeypots Pre - School.

ABC Accounting Services
Unit 1, Sandars Road
Heapham Road Industrial Estate
Gainsborough
DN21 1RZ

08 October 2020

ABC accounting services

Honeypots Pre - School

31st August 2020

Bank Current Account

With HSBC a/c no 41454765

	<u>Dr</u>	<u>Cr</u>
Opening balance	30,444.89	
Interest received	47.94	
Closing balance		30,492.83
	<u>30,492.83</u>	<u>30,492.83</u>

<u>Interest received</u>
5.18
4.84
5.18
5.01
5.17
5.01
1.69
0.25
0.26
5.01
5.17
5.17
<u>47.94</u>

Honeypots Pre - School
31st August 2020
Bank Current Account
With HSBC a/c no 41454757

	<u>Dr</u>	<u>Cr</u>
Opening balance	69,369.78 cr	
Receipts Banked	89,149.14	
Payments Made		94,713.25
Closing balance		63,805.67
	<u>158,518.92</u>	<u>158,518.92</u>

Honey pots Pre - School

31st August 2020

Summary of receipts banked

Year	Bank	Fees	Lincs LCC	From Abc client a/c funds	Disco's/ Parties	Sponsor Money	Refund	School Photos	Cash banked
September	6551.65		6,551.65						
October	10213.92	1,039.67	9,174.25						
November	7697.67		7,697.67						
December	5152.63	700.00	4,452.63						
January	11058.43		11,058.43						
February	6121.08		6,121.08						
March	9349.32		9,349.32						
April	7659.73		7,659.73						
May	7142.52		7,142.52						
June	9517.15		9,517.15						
July	8225.02		8,225.02						
August	460.02		460.02						
01 Sept 2019 to 31 Aug 2020	89,149.14	1,739.67	87,409.47	-	-	-	-	-	-

Honeypts Pre - School!
31st August 2020
Payments Made Summary

Year	Bank	Toys & Creativity	Milk & Snacks	Capital	Wages	PSA	Room Hire	Professional Fees	Accy	Phone
01 Sept 2019 to 31 Aug 2020	94,713.25	-	-		63,333.23		3,828.16	861.27	2,280.00	962.22
								A		
Year	HMRC PAYE/NIC	B & CE Holdings Peoples Pension	Insurance	Staff Expenses	Repairs & Renewals	Building Work	Cooking Equipment	Cleaning/ Sundries	Other Expenses	Staff Training
01 Sept 2019 to 31 Aug 2020	5,500.08	2,408.97	824.01	1,772.87		11,626.70			1,315.74	
				A					A	t

Honeypots Pre - School

31st August 2020

Analysis of Professional Fees

<u>ABC</u> <u>Accountancy</u>	<u>Stallard</u> <u>Kane</u>	<u>Information</u> <u>Comm Office</u>	<u>Morton Michael</u> <u>Insurance</u>	<u>Ofsted</u>	<u>Lincs CC</u>	<u>Covid</u> <u>Assistance</u>
	45.66	35		35.00		250.00
	45.66					
	45.66	35.00		35.00		
	45.66					
	44.33					
	44.33					
	44.33					250.00
	45.66		Summary			
	45.66				-	
	44.33					
	44.33					
	45.66		ABC Accounting Services		-	
			Stallard Kane		541.27	
			Information Comm Office		35.00	
			Morton Michel Ins		-	
			Ofsted fee		35.00	
			Lincs CC		-	
			Covid Assistance		250.00	
	<u>541.27</u>				<u>861.27</u>	

Honeypots Pre - School
31st August 2020
Analysis of Staff Expenses

<u>End of term</u> <u>Party</u>	<u>Cleaning</u>	<u>Training</u>	<u>Toys &</u> <u>Creativlty</u>	<u>Milk &</u> <u>Snacks</u>		<u>R & R</u>	<u>Post and</u> <u>Stationary</u>	<u>Subs</u>	<u>Fuel</u>
	3.00	20.99	10.98	17.79	401.60	303.94	28.20		16.00
	5.97	154.05	70.47	2.05	1.79	60.00	10.40		10.00
	9.10	133.80	10.00	13.00	17.00	96.38			16.01
	4.00		17.98	26.19	34.40	25.00			26.36
	6.00		10.50	4.40	25.25				
	15.00		34.08	20.85					
	12.00		12.74	4.36					
	9.00		8.24	8.98					
	8.00		7.98	29.30					
	1.00		21.00	94.99					
	5.00		3.50	11.50					
	2.00		45.00	25.95					
	6.00			9.00					
	6.00			27.12					
	7.00			23.64					
	7.00			14.19					
	9.00			15.78					
	7.00			11.89					
	14.06			14.66					
	3.10			25.96					
	139.23	308.84	252.47	401.60	480.04	485.32	38.60	-	68.37

Summary

End of term Party	-
Cleaning	139.23
Training	308.84
Fuel	68.37
Toys & Creativity	252.47
Milk & Snacks	480.04
Sundries	-
R & R	485.32
Stationary	38.60

1,772.87

Analysis of ESPO

1279.79

Honeypots Pre - School
31st August 2020
Analysis of Other Expenses

JC
05/09/2020

<u>Subscription</u>	<u>DBS Check</u>	<u>Workwear</u>	<u>Ofsted</u>	<u>Auto enrolment</u>	<u>ESPO</u>
		35.95			1,279.79
			<u>Rhubarb</u>	<u>Water</u>	
		<u>Book bags</u>	<u>Theatre</u>	<u>Bottles</u>	<u>R and R</u>
-					-

Summary

Sundries	-
DBS Check	-
Workwear	35.95
Ofsted	-
Auto Enrolment research	-
Bookbags	-
Rhubarb Theatre	-
Water bottles	-
ESPO	1,279.79
R and R	-
	<u>1,315.74</u>

Honeyspots Pre-School
31st August 2020
Cash Payments

Toys & Creativity	Milk & Snacks
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2.00	3.00
3.49	24.03
9.99	14.20
10.00	0.90
18.71	17.90
11.24	7.07
4.00	19.53
26.62	17.28
9.40	2.65
3.99	24.07
2.00	2.20
2.00	16.50
15.87	22.90
13.98	15.40
3.99	2.00
2.49	4.24
22.37	0.55
5.99	17.60
27.15	0.55
2.99	22.80
	21.53
	19.71
	3.33
	18.80
	31.50
	5.65
	2.65
	29.60
	3.50

39.17

Honeyspots Pre-School
31st August 2020
Cash Payments

Sundries	Cleaning	Post & Stationery	Petrol	R&R	End of Term Party	Trailing
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371.64						
3.84	2.00	24.47	14.40	7.99	16.47	59.99
5.60	0.59	6.87	18.00	5.99	7.90	49.20
13.84	4.00	3.99	17.60	95.00	8.05	20.00
2.58	3.84	24.48	17.60	94.99	7.75	
40.30	0.59	17.48	17.60		4.00	
19.20	0.59	17.48	8.01			
20.80	2.00	2.55	22.00			
5.60	13.10	20.48	15.60			
4.56	1.50		17.61			
4.00	1.25		17.61			
30.35	9.10		17.60			
3.00			17.60			
17.79						
2.40			17.60			
8.98						
29.30						
2.05						
2.40						
5.25						
15.35						

38.56 117.80 218.83 203.97 44.17 129.19

Summary

Toys & Creativity	198.27
Milk & Snacks	608.83
Sundries	39.17
Cleaning	38.56
PAS	117.80
Petrol	218.83
R&R	203.97
End of term party	44.17
Trailing	129.19

198.27 371.64 608.83

1,598.79

[illegible]

Honeypots Pre - School

JC

31st August 2020

Cash account

	<u>Dr</u>	<u>Cr</u>
Opening cash in hand	14.01	
Takings	3,342.00	
Takings banked		1,710.00
Cash payments		1,598.79
Closing balance		47.22
	<u>3,356.01</u>	<u>3,356.01</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Honeypots Preschool Gainsborough

**On accounts for the year
ended**

1st September 2019 to 31st August 2020

**Charity no
(if any)**

1175559

Set out on pages

1 to 2

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/08/2019.

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 (other than that disclosed below *) 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:

13th November 2020

Name:

Ian Burgess

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

FMAAT ATT

Address:

c/o ABC Accounting Services

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None