



The Deering Centre
Holy Trinity Primary School
Longland Close
Waltham Cross
Herts EN8 8LU

Telephone: 01992 621357

Email: [little-](mailto:little-learners@holytrinity.herts.sch.uk)

learners@holytrinity.herts.sch.uk

Website: www.littlelearners.ik.org

Little Learners Pre-School Annual General Meeting

Date: Friday 22nd July 2022

Time: 1pm

Venue: Zoom online

Present:	Nikki Smith (Pre-School Leader)	
	Sara Wollaston-Smith (Deputy)	
	Sarah Murphy	
	Carol Laycock	
	Holly Chubb	
Apologies:		

Introductions were made.

- 1. Apologies - no apologies recorded**
- 2. Notification of any other business - None**
- 3. AGM minutes** - The previous AGM was held under the old constitution with the old charity and trustees.
- 4. Annual report**

Staffing levels were stable at the beginning of the year but by the end of the year two staff members had resigned (one of whom was retiring). Two new staff members were successfully recruited in July 2022 ready for a September start covering the two resignations.

Numbers of children were good and there was lots of interest from perspective parents for places for the following school year. This has meant the funding paid to the Pre-school has much improved and Pre-school is starting to re build some of it's reserves that it lost during Covid which will help with repairs to the building and any extra staff that may be need to support the mor efficient running of the Pre-school.

The boiler which was shut off due to issues during the Summer term was removed and replaced with a more efficient one and radiators were added in the room which will hopefully improve the temperature in the room during the colder months. The electricians were also updated following a report from the Diocesan surveyor as part of the works needed to get the building up to specification. Although at this point in time despite the large sum of money that has been paid out to update the boiler and electric no lease has been created, although a letter from the School has been received by the Pe-school stating the schools intention for the Pre-school to be the leaseholders of the building. The works requested by the diocesan surveyor were reasonable and sensible so following an acceptable lease the rest of the points on this will be priced and a plan made for their completion.

There is one staff member due back from leave in November 2022 which will release Nikki from ratio and back into the office. In the long term however it maybe worth advertising for an admin assistant as it seems Nikki's presence would be much more beneficial in the room supporting Sara. The trustees have recognised that they also need to put in place a cleaner to release the staff in the afternoons (mostly the full time staff) from cleaning and allowing them to use this time for activities that benefit both the setting and the children, ensuring that staff are not catching up on any essential paperwork in their own time which will in turn reduce the costs for Pre-school.

5. **Finance report-** please see attached report from accountant
6. Elections – The current trustees were all happy to remain for the next year.
7. Priorities for the next year –

Securing the lease is high on the list of priorities for next year as is recruiting any staff needed to support the smooth running of the setting.

8. AOB – None

9. Date and time of next meeting - TBC

LITTLE LEARNERS PRE SCHOOL CIO

ACCOUNTS for the

PERIOD ENDED 31st AUGUST 2022

ANNUAL REPORT AND ACCOUNTS

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4	Report of the independent examiner
5	Statement of financial activities
6	Balance sheet
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LITTLE LEARNERS PRE SCHOOL

GENERAL INFORMATION

TRUSTEES

Nicola Smith
Sarah Murphy
Sara Wollaston-Smith
Carol Laycock
Holly Chubb

COMPANY No.

CE019283

CHARITY No.

1,185,936

ACCOUNTANTS

John D Kilby & Co
Chartered Accountants
Mutfords
Hare Street
Buntingford
Hertfordshire
SG9 0ED

BANKERS

National Westminster Bank
Cheshunt Branch
Western Avenue
Waterside Court
Chatham Maritime
Chatham
Kent
ME4 4RT

LITTLE LEARNERS PRE SCHOOL

TRUSTEES' REPORT

The Trustees of the Little Learners Pre School CIO present their annual report, together with the accounts for the period ended 31st August 2022 and confirm they comply with the requirements of the Charities Act 2011, the Trust Deed, and the Charities SORP (2015) as they apply to smaller charities.

Objectives and activities

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- a) offering appropriate play, education and care facilities, family learning and extended hour groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- c) Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

Trustees

The Trustees are responsible for the overall management and control of the Little Learners Pre School CIO. All Trustees give their time freely and no remuneration was paid in the year. The trustees who held office during the period to 31st August 2022 were;

Mrs Nicola Smith - Chair
Carol Laycock
Sara Wollaston-Smith

Holly Chubb
Sarah Murphy

Financial Review

The accounting period followed on from the previous charity (Little Learners Pre School 1144488) on 1st April 2021. The funds were transferred to the value of £54,496. The income from fees covered the cost of charitable activities and governance costs leaving a surplus of £1,597 for the period.

Governing Document

The charity is a charitable incorporated organisation (CIO) governed by a written constitution adopted by its members. There are no restrictions in the governing document on the operation of the charity or its investment powers, other than those imposed by charity law.

Risk Management

The Trustees have assessed potential risks to the charity and taken action to put into place systems to mitigate those risks. Over the year the trustees will be reviewing and revising its policies regarding business risks, financial risks, health and safety risks and other identifiable risks.

LITTLE LEARNERS PRE SCHOOL

TRUSTEES' REPORT CONT'D

Achievements and performance

Little Learners Pre School continues to provide young children with excellent education opportunities in the local community. A high retention of staff has resulted in children making very good progress during their time at the pre-school. The Pre-School stayed open to local vulnerable children during the COVID lockdowns but there was no recruitment of new children for the 2020/21 academic year.

Future plans

The Trustees intend to continue their current strategies of maintaining the pre-school's position in a competitive market and to increase reserves in order to invest in their own premises. With this in mind, the Trustees have changed their charitable status to a CIO (Charitable Incorporated Organisation) from November 2021. The Trustees will continue to review their aims and objectives to ensure that the education and services offered are appropriate, affordable and attractive to the community.

Reserves Policy

The Trustees aim to keep sufficient reserves to meet the day to day expenditure of the Trust, and to keep sufficient restricted funds in order to see these funded projects to their conclusion.

In carrying out their duties the trustees have had regard to the Charity Commissions guidance on public benefit.

This report has been prepared in accordance with the General Directions given by the Charity Commissioners in the Charities Act 2011.

Approved by the Trustees on 29th June 2022 and signed on their behalf by:

Nicola Smith
Chair of Trustees

LITTLE LEARNERS PRE SCHOOL

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES

We report on the accounts of the Charity for the period ended 31st August 2022, as set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether any particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (a) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (b) to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mutfords
Hare Street
Buntingford
Hertfordshire
SG9 0ED



John D Kilby & Co
Chartered Accountants

29th June 2023

LITTLE LEARNERS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES incorporating the INCOME AND EXPENDITURE ACCOUNT PERIOD ENDED 31st AUGUST 2022

	Note	2022 ----- Unrestricted funds
INCOME		
Activities for generating funds	2	£ 172,527
Investment income		-
Total income		----- £ 172,527 -----
EXPENDITURE		
Charitable activities	3	167,020
Governance costs	4	3,910
Total expenditure		----- £ 170,930 -----
Net movement in funds		1,597
Funds transferred from previous charity		54,496
Funds carried forward		----- £ 56,093 -----

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of recognised gains and losses has not been prepared.

LITTLE LEARNERS PRE SCHOOL

BALANCE SHEET

31st AUGUST 2022

	Note		2022
	-----		-----
FIXED ASSETS			
tangible	5		£ 753
CURRENT ASSETS			
debtors	6	1,654	
cash at bank and in hand		55,344	

		£ 56,998	

LESS CREDITORS - amounts			
falling due within one year	7	£ 1,658	

Net current assets			55,340

NET ASSETS			£ 56,093

Represented by:			
CAPITAL & RESERVES			
Unrestricted Funds			56,093

			£ 56,093

For the period ended 31st August 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' Responsibilities:

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Trustees on 29th June 2023 and signed on its behalf.

Nicola Smith - Chair

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts
for the period ended 31st August 2022

1. Accounting policies

a. Basis of preparation of accounts

These accounts have been prepared under the historical cost accounting rules and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Accounting Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

b. Incoming resources

Incoming resources are recognised in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

c. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets over their expected useful lives at the following annual rates:

Equipment	33% straight line
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d. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees in furtherance of the general objectives of the charity.

	2022

2. Activities for generating funds	
HCC fees	165,543
Parents fees	6,984

	£ 172,527

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts (continued)
for the period ended 31st August 2022

	2022

3. Charitable activities	
Staff salaries	128,284
Employers pensions	2,041
Statutory Adoption Pay recovered	(971)
Recruitment and DBS checks	120
Staff training	3,417
Staff expenses	287
Rent	500
Rates and water	1,663
Light & heat	4,730
Repairs and renewals	2,433
Cleaning	862
School equipment	17,902
Food and consumables	1,635
Events and entertainers	230
Uniforms	663
Printing postage and stationery	45
Telephone	276
Computer software	2,828
Subscriptions	75

	£ 167,020

4. Governance Costs	
Accountancy	900
Payroll and book-keeping fees	850
Professional fees	780
Bank charges	75
Insurance	934
Depreciation	371

	£ 3,910

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts (continued)
for the period ended 31st August 2022

5. Tangible fixed assets

	equipment
Cost	
as at 1 st April 2021	£ -
additions	1,124

as at 31 st August 2022	£ 1,124

Depreciation	
as at 1 st April 2021	-
charge for the year	371

as at 31 st August 2022	£ 371

Net Book Values	
31 st August 2022	£ 753
1 st April 2021	-

	2022

6. Debtors

Prepayments	1,027
PAYE credit	627

	£ 1,654

7. Creditors

Accruals	1,350
Pension liability	308

	£ 1,658

8. Trustees

The trustees did not receive any remuneration nor were they paid any expenses.

LITTLE LEARNERS PRE SCHOOL

TRUSTEES' REPORT CONT'D

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Nicola Smith
Chair of Trustees

LITTLE LEARNERS PRE SCHOOL

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Nicola Smith - Chair