

Little Fishes Pre-School Brackley

Waynflete Cl, Brackley NN13 6AE

Trustees Annual Report 01.09.2023 – 31.08.2024

Registered with Ofsted - URN number – 2651011

Registered with the charities commission - number 1192235

The 2023 constitution continues to be the governing document.

Cost

£5 per hour for any children that are not funded by WNC or for any hours they attend outside of their funding from WNC.

Locality

Brackley and surrounding villages

Additional languages

Makaton

Age range

Suitable for ages from 30 months to 4 years and 10 months

Childcare and Early Years

Pre-Schools

The Object of the CIO is, for the public benefit, the advancement of the Christian Faith as part of the mission of Brackley Baptist Church by the advancement of education in Brackley and the surrounding area.

The setting was inspected by Ofsted and assessed as being Good in all areas in December 2023.

Following the death of Peter Kidger Kay Lowe was appointed as the new pre-school secretary in June 2024.

Kelly Craven terminated her employment in July 2024 after thirteen years as a staff member.

During this year Karen Thomas commenced apprenticeship training, partially funded by the pre-school.

Sue Byatt relinquished her role as bookkeeper due to moving away from Brackley. Ian Timmis (Treasurer) agreed to include this work into his role.

During the school Summer holidays 2024 a muddy grassed play area was replaced with artificial grass to reduce the amount of mud and dirt being brought into the building. The next proposed project is the replacement of the hard surface in the play area.

Jen McKnight was approached to become a new trustee in July 2024.

Stuart Sharman has continued as the pre school cleaner and we are grateful to the church for paying his salary.

During 2024 the pre-school continued to be successful with numbers attending remaining high and looking positive for the future.

Trustees

Denise Smith Chairperson

Mr Ian Timmis Treasurer

Mrs Kay Lowe Secretary

Mrs Pat Cory

Ms Yasmeen Epps

Mrs Jennifer McKnight



Little Fishes Pre-school, Brackley
Brackley Baptist Church
Waynflete Close
Brackley
Northants
NN13 6AE

Annual statement as at 31 August 2024

This is the third year that Little Fishes Pre-School has operated as a Charitable Incorporated Organisation. Financially it has been a good year for Little Fishes. At the start of the year, there was a maximum of 18 children attending morning sessions and 9 children attending afternoon sessions. By the end of the year, 26 children were attending morning sessions, and 16 children afternoon sessions with 40 children on the register. This was a significant increase on the previous year. Again, due to lack of demand we continued not to open for Friday afternoon sessions.

General Fund income and expenditure for the year ending 31 August 2024.

Financially the year ending 31 Aug 2024 showed a surplus in the general fund of £6,294. This was after paying for a new boiler and for artificial grass in part of the outside play area.

The main funding from WNC was £80,150, an increase of £43,981 on the previous year due to the increased number of children. Fees from parents were £13,414 compared to £12,852 the previous year.

The lunch club has continued and again proved popular

Staff costs were £75,083 against £48,962 the previous year. This included a salary increase in April, to reflect the increase in national Minimum wage. The Running Costs were £4,788 compared to £2,880 the previous year. Other Expenditure was £8,141 compared to £1,030 the previous year. This included the costs of the new central heating boiler (£3,015) and new artificial grass. (£3,798)

Regarding staffing, Kelly Craven resigned at the end of the year after 13 years with Little Fishes.

We continue to be grateful to Brackley Baptist church for the continued financial support, including provision of the premises and heating and lighting as well as cleaning costs

Balance sheet as at 31 August 2024

I have not changed the amount set aside to provide redundancy payments (should they be needed).

I have released £1,000 from the NCC Grant reserve fund into the General Fund.

The fund from special donations and fund-raising stands at £7,002.

Outlook

The prospects for LFPS for next year are positive despite a significant number of children leaving for primary school. There are 26 children on the register, with up to 16 children attending morning sessions and 9 afternoon sessions from the start of the year.

We continue to appreciate the dedication and love shown by all our staff.

Ian Timmis
Hon Treasurer
31 August 2024

LITTLE FISHES PRE-SCHOOL, BRACKLEY

(Brackley Baptist Church, Waynflete Close, Brackley, Northants, NN13 6AE)

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 August 2024

GENERAL FUND RECEIPTS & PAYMENTS ACCOUNT		<i>Note</i>	2023-24	2022-23
Receipts:				
Main income - fees	2		13,413.52	12,851.85
Main income - NCC / WNC child funding	3		80,149.77	36,168.48
Main income - NCC / WNC additional funding	4		0.00	0.00
Supplementary income	5		919.85	435.82
Transfers from other funds	6		1,000.00	3,685.87
			<u>95,483.14</u>	<u>53,142.02</u>
Payments:				
Staff costs	7		75,083.46	48,961.92
Running costs	8		4,788.15	2,879.81
Depreciation of fixed assets	9		0.00	0.00
Other expenditure	10		8,140.87	1,030.02
Transfers to other funds	11		1,176.57	270.27
			<u>89,189.05</u>	<u>53,142.02</u>
Surplus (Deficit) for the year			6,294.09	0.00
Balance brought forward			<u>11,168.02</u>	<u>11,168.02</u>
Balance carried forward			<u>17,462.11</u>	<u>11,168.02</u>

DEEL FUND RECEIPTS AND PAYMENTS ACCOUNT		<i>Note</i>	2023-24	2022-23
		12		
Receipts:				
Received from WNC			0.00	0.00
			<u>0.00</u>	<u>0.00</u>
Payments:				
Cheques and other payments			329.15	0.00
			<u>329.15</u>	<u>0.00</u>
Surplus (Deficit) for the year			(329)	0.00
Balance brought forward			<u>763.36</u>	<u>763.36</u>
Balance carried forward			<u>434.21</u>	<u>763.36</u>

DEFICIT RESERVE FUND RECEIPTS AND PAYMENTS ACCOUNT		<i>Note</i>	2023-24	2022-23
		13		
Receipts:				
Transfer from General Fund			0.00	0.00
			<u>0.00</u>	<u>0.00</u>
Payments:				
Transfer to General Fund			0.00	0.00
			<u>0.00</u>	<u>0.00</u>
Surplus (Deficit) for the year			0.00	0.00
Balance brought forward			<u>15,541.08</u>	<u>15,541.08</u>
Balance carried forward			<u>15,541.08</u>	<u>15,541.08</u>

FOREST SCHOOL FUND RECEIPTS AND PAYMENTSNote
14

	2023-24	2022-23
Receipts:		
Transfer from General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Payments:		
Cheques and other payments	0.00	0.00
Transfer to General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Surplus (Deficit) for the year	0.00	0.00
Balance brought forward	<u>249.90</u>	<u>249.90</u>
Balance carried forward	<u>249.90</u>	<u>249.90</u>

NCC GRANT RESERVE FUND RECEIPTS AND PAYMENTS ACCOUNTNote
16

	2023-24	2022-23
Receipts:		
Transfer from General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Payments:		
Transfer to General Fund	1,000.00	1,000.00
	<u>1,000.00</u>	<u>1,000.00</u>
Surplus (Deficit) for the year	(1,000)	(1,000)
Balance brought forward	<u>4,000.00</u>	<u>5,000.00</u>
Balance carried forward	<u>3,000.00</u>	<u>4,000.00</u>

PAYE LIABILITY FUND RECEIPTS AND PAYMENTS ACCOUNTNote
17

	2023-24	2022-23
Receipts:		
Transfers from (to) General Fund	4,492.10	1,563.73
	<u>4,492.10</u>	<u>1,563.73</u>
Payments:		
Payments to (refund from) HMRC	4,057.66	1,510.91
	<u>4,057.66</u>	<u>1,510.91</u>
Surplus (Deficit) for the year	434.44	52.82
Balance brought forward	<u>391.20</u>	<u>338.38</u>
Balance carried forward	<u>825.64</u>	<u>391.20</u>

REDUNDANCY RESERVE FUND RECEIPTS AND PAYMENTS ACCOUNT

Note

18

	2023-24	2022-23
Receipts:		
Transfer from General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Payments:		
Transfer to General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Surplus (Deficit) for the year	0.00	0.00
Balance brought forward	9,000.00	9,000.00
Balance carried forward	<u>9,000.00</u>	<u>9,000.00</u>

SEND FUND RECEIPTS AND PAYMENTS ACCOUNT

Note

19

	2023-24	2022-23
Receipts:		
Received from NCC	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Payments:		
Cheques and other payments	0.00	0.00
Transfer to General Fund	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Surplus (Deficit) for the year	0.00	0.00
Balance brought forward	115.25	115.25
Balance carried forward	<u>115.25</u>	<u>115.25</u>

SPECIAL DONATIONS AND FUND-RAISING RECEIPTS AND PAYMENTS ACCOUNT

Note

20

	2023-24	2022-23
Receipts:		
Donations and fund-raising	2,380.22	1,585.53
Transfers from General Fund	0.00	0.00
	<u>2,380.22</u>	<u>1,585.53</u>
Payments:		
Cheques and other payments (re Beer Festival costs)	1,152.35	89.76
Transfer to General Fund	0.00	0.00
	<u>1,152.35</u>	<u>89.76</u>
Surplus (Deficit) for the year	1,227.87	1,495.77
Balance brought forward	5,774.49	4,278.72
Balance carried forward	<u>7,002.36</u>	<u>5,774.49</u>

EARLY YEARS PUPIL PREMIUM (EYPP) FUND RECEIPTS AND PAYMENTS ACCOUNT

Note

22

	2022-23	2022-23
Receipts:		
Received from WNC (transferred from General Fund)	1,451.07	270.27
	<u>1,451.07</u>	<u>270.27</u>
Payments:		
Cheques and other payments	385.35	79.46
	<u>385.35</u>	<u>79.46</u>
Surplus (Deficit) for the year	1065.72	190.81
Balance brought forward	548.79	328.06
Balance carried forward	<u>1,614.51</u>	<u>548.79</u>

DISABILITY ACCESS FUND (DAF) FUND RECEIPTS AND PAYMENTS ACCOUNT

Note

23

	2022-23	2022-23
Receipts:		
Received from NCC (transferred from General Fund)	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Payments:		
Cheques and other payments	0.00	0.00
	<u>0.00</u>	<u>0.00</u>

Surplus (Deficit) for the year	0.00	0.00
Balance brought forward	14.39	14.39
Balance carried forward	14.39	14.39

SPONSOR MONEY FUND

	Note	2022-23	2022-23
Receipts:	25		
Received by Fund Raising		500.00	0.00
		500.00	0.00
Payments:			
Payments		458.15	226.95
		458.15	226.95
Surplus (Deficit) for the year		41.85	-226.95
Balance brought forward		106.74	333.69
Balance carried forward		148.59	106.74

OUTSIDE SHELTER FUND

	Note	2022-23	2022-23
Receipts:	24		
Received by Transfer from Main Fund		0.00	0.00
		0.00	0.00
Payments:			
Cheques and other payments		1,999.95	1,000.00
		1,999.95	1,000.00
Surplus (Deficit) for the year		-1,999.95	-1,000.00
Balance brought forward		2,149.46	3,149.46
Balance carried forward		149.51	2,149.46

STATEMENT OF ASSETS AND LIABILITIES AT 31 August 2024

	Note	2023-2024	2022-2023
ASSETS:			
Fixed assets		0.00	0.00
Current assets			
Bank Current Account Barclays		0.00	0.00
Bank Current Account Lloyds		10,225.49	4,338.80
Outstanding credits (debits)		0	0
Lloyds Fixed Term Deposit Acc		30,000.00	36,376.03
Lloyds LFPS Interest Account		5,103.43	9,035.47
Lloyds 32 Day Notice Account		10,177.92	0.00
Net balance		55,506.84	49,750.30
Bank Deposit Account Barclays		0.00	0.00
Outstanding credits (debits)		0.00	0.00
Net balance		0.00	0.00
Petty cash		20.79	42.46
		55,527.63	49,792.76

REPRESENTING BALANCES ON THE FOLLOWING ACCOUNTS:

General Account		17,432.19	11,168.02
DAF		14.39	14.39
DEEL	12	434.21	763.36
Deficit reserve	13	15,541.08	15,541.08
Forest school reserve	14	249.90	249.90
NCC grant reserve	16	3,000.00	4,000.00
PAYE liability	17	825.64	391.20
Redundancy reserve	18	9,000.00	9,000.00
SEND reserve	20	115.25	115.25
Special donations and fund-raising	21	7,002.36	5,774.49
EYPP (Early Years Pupil Premium)	24	1,614.51	518.87
Outside Shelter Fund	25	149.51	2,149.46
Sponsor Money Fund		148.59	106.74
		55,527.63	49,792.76

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 August 2024

1 Basis of Accounts: these accounts have been prepared on a 'receipts and payments' basis.

2 Fees are payable by parents or carers for children who do not qualify for funding from West Northamptonshire Council (WNC) (previously Northamptonshire County Council (NCC)).
The cost per three hour session is £13.50. In exceptional cases of hardship Brackley Baptist Church will assist with the payment of fees.

3 WNC pays for children who have reached age 3 by the beginning of the term in question. In addition, they will fund 2-year olds where the family is in receipt of certain benefits. We received a rate £12.90 per session for those aged at least 3.

4 There was no additional funding from WNC this year.

	Note	2023-24	2022-23
5	Supplementary income		
	Bank interest	869.85	429.82
	Lunch club	0.00	0.00
	Photography commission	0.00	0.00
	Miscellaneous income	0.00	0.00
	Donations	50.00	6.00
		<u>919.85</u>	<u>435.82</u>
6	Transfers into General Fund		
	From NCC Grant Reserve	1,000.00	1,000.00
	From Special Donations and Fund-raising	0.00	226.95
	From SEND Reserve	0.00	0.00
	From Deficit Reserve	0.00	2,458.92
		<u>1,000.00</u>	<u>3,685.87</u>
7	Staff costs		
	Employees' salaries (net)	70,921.06	36,322.93
	Administration	247.51	5,474.54
	Folder work (and Transition)	15.85	122.00
	Learning & development summaries	7.45	10.27
	Occasional cover	764.56	5,245.16
	Planning and team meetings	538.39	332.18
	Seasonal gifts	207.27	23.75
	SEN costs	45.67	31.35
	Sickness cover	0.00	0.00
	Temporary staff wages	0.00	0.00
	Training costs	998.07	405.35
	Travel costs	0.00	0.00
	Uniforms and badges	0.00	0.00
	Employer Pension Costs	1,255.97	994.39
	Home Visits	81.66	0.00
		<u>75,083.46</u>	<u>48,961.92</u>
8	Running costs		
	Donations to church for use of premises	1,000.00	1,000.00
	Cleaning costs	127.89	86.23
	Consumables (inc stationery, pens, craft items etc.)	1,085.29	631.28
	Insurance premium and PLA membership	1,550.22	0.00
	Ofsted fee and DBS/CRB checks	35.00	73.00
	Photographs	0.00	0.00
	Refuse bin collection	910.00	390.00
	Subscriptions	0.00	0.00
	Toys / equipment / books etc.	79.75	552.72
	Visitors to pre-school	0.00	146.58
		<u>4,788.15</u>	<u>2,879.81</u>
9	Depreciation		
	All items previously written off	<u>0.00</u>	<u>0.00</u>
10	Other expenditure		
	Advertising and promotion	120.00	0.00
	Visit of Magician (in lieu of Annual Pre-school Trip)	0.00	170.00
	Computer and internet expenses	733.00	64.78
	End of term gifts for children	0.00	267.31
	Fixtures & Fittings improvements & Garden equipment	7,233.37	0.00
	Miscellaneous costs	54.50	527.93
		<u>8,140.87</u>	<u>1,030.02</u>

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 August 2024 (Continued)

- | | | | |
|----|----------------------------|-----------------|---------------|
| 11 | Transfers to other funds | | |
| | To Deficit (reserve) fund | 0.00 | 0.00 |
| | To NCC grant reserve fund | 0.00 | 0.00 |
| | To Redundancy Reserve Fund | 0.00 | 0.00 |
| | To EYPP fund | 1,176.57 | 270.27 |
| | To DAF Fund | 0.00 | 0.00 |
| | To Outside Shelter Fund | 0.00 | 0.00 |
| | | <u>1,176.57</u> | <u>270.27</u> |
- 12 The DEEL fund holds money given by NCC for Developing and Enhancing Early Language.
- 13 The Deficit Reserve Fund was established to ensure money is available to allow us to retain the core staff in the event of a short period during which expenditure exceeds income. This is most likely to occur when there is a drop in the number of children attending following a large number going to primary school.
- 14 The Forest School Fund was set up to hold the balance of money from an NCC grant after paying for Forest School training and associated costs. This fund will be available to meet Forest School expenses in the future.
- 15 Historically the fund entitled Funding for Next Year was used to hold the money received in August. This no longer happens and the Fund is no longer used.
- 16 The NCC grant reserve fund has been established to provide funds in the event of having to repay part of the grant received from NCC in 2010 which made possible the improvements to the premises. Repayment might arise if the pre-school closed before 2026 except for reasons beyond its control. Now that the Pre-School is operating as a Charitable Incorporated Organisation all the assets and liabilities have been transferred to the new organisation. This has been reduced by £1,000 for the past year.
- 17 The PAYE Fund holds money relating to tax and National Insurance contributions due to HMRC. Payment is made to HMRC quarterly in January, April, July and October. Negative amounts relate to tax refunds.
- 18 The Redundancy Reserve Fund was established to hold money to be available in the event of having to make redundancy payments to staff.
- 19 The SEND Fund holds money received from NCC when a previous manager became a Senior Special Educational Needs Co-ordinator and was helping other settings. The balance will be used exclusively to help children who have Special Educational Needs and Disabilities.
- 20 Special donations and money obtained from fund-raising events go into this fund to meet expenditure outside the normal budget. However some of the regular fund raising events were impacted by COVID-19:
- | | |
|--|-----------------|
| Donation from organisers of Brackley Beer Festival | 950.00 |
| Santa Run | <u>474.44</u> |
| | <u>1,424.44</u> |
- 21 Instead of the annual pre-school trip a magician visited the Pre-School.
- 22 The Early Years Pupil Premium (EYPP) is additional funding for Early Years providers to help them improve the education they provide for disadvantaged 3 and 4 year-olds.
- 23 The Disability access fund was set up in 2018/19 to record monies used to support children where NCC provide funds for this purpose
- 24 The Outside Shelter Fund was set up at the end of August 2021 so that the surplus for the year could be transferred into the Fund for the future provision of an outside shelter for the children
- 25 In 2021-22, the children were asked to raise Sponsor Money during the February half term, with a view to using the money to purchase items to improve the outside resources. An amazing sum of £923 was raised. In 2023-24 a generous onation of £500 wasreceived from Taylor Vets in Brackley.
- 26 The Insurance and PLA membership fees were delayed as the EYA set up a new Direct Debit. Hence these costs were not collected in 2022- 2023, but two sets of costs were taken in 2023-24.
- 27 This included a cost of £3,015.41 for a replacement central heating boiler and £3,798.80 for artificial grass in part of the outside lawn area

These accounts and statement of assets and liabilities set out on pages 1 through 7 relating to the year ended 31 August 2024 have been prepared by me and are a true reflection of the financial affairs of the pre-school.

Signed:
Date:

I L Timmis
13/12/24

Ian Timmis - Honorary Pre-school Treasurer

REPORT OF THE INDEPENDENT EXAMINER

I have examined the receipts and payments accounts and statement of assets and liabilities of Little Fishes Pre-school, Brackley set out on pages 1 through 7 relating to the year ending 31 August 2024
This examination did not extend to a comprehensive audit of such accounts or statement.

I confirm that the accounts and statement accord with the accounting records of the pre-school and am not aware of any matter to which attention needs to be drawn in order to obtain a proper understanding of the accounts.

Signed:
Date:

Mark Vallis
13-12-2024.

Name: Mark Vallis



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

LITTLE FISHES PRE-SCHOOL (BRACKLEY)

On accounts for the year ended

31/08/2024

Charity no
(if any)

1192235

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

Responsibilities and basis of report

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 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.

Signed:

Mark Wallis

Date:

13-12-2024

Name:

MARK WALLIS

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

N/A.

Address:

HONEYSUCKLE COTTAGE, THE AVENUE, WHITEFIELD -
NORTHANTS NN13 5TE

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.