

Bacton Under Fives – Annual report for year 2020/2021

WRITTEN BY GEORGETTE DAWSON – CHAIR OF COMMITTEE.

Little did we know what was around the corner after the A.G.M. last year in June 2019. Things were going very well; there wasn't such a big drop in children going to school in September so that was looking quite good. Christmas came and went and then we started to hear rumours of a Pandemic that was hitting China.

STAFFING.

We have had lots of issues with staffing this year mainly caused by the pandemic (COVID19). In March 2020 we went into lockdown with the majority of our children having to stay at home – it was decided to keep five staff on site to care for the children of Keyworkers. There were about 16 children attending during this period. Even Pat the manager had to isolate for 12 weeks therefore worked at home for that period; Rachel's, the administrator, isolation was unfortunately a lot longer and worked from home from March to end of September. Five staff members were furloughed and these were supported by the Government scheme that was put in place.

BUILDING LEASE

Thankfully in place.

OFSTED

Nothing to report here – and of course the Pandemic also called a halt to any possibilities of inspection (not that we were due anyway). Regular contact was kept with the local authority via on-line meetings.

FINANCES

We entrust the responsibility of financial matters to R.O. and P.C. we have one of the committee with a financial eye to work along side them just to be sure we are not missing anything. A new auditor was employed and has been a great help to Rachel when new systems were put in place. We had a rise in the hourly funding rate this April to £4.13 plus an unexpected one off grant from the local authority. We were also pleased to receive a grant from Mid Suffolk District Council of £2,500 to support us through COVID 19 (Covid emerging needs Grant), along with a further grant of £5000 (Discretionary Business Grant). A local trust, Westhorpe Trust, kindly donated £500 to help us too. Many parents that did not fall under the 'keyworker' category or chose not to send their children during the lockdown continued to make payments as 'donations' as opposed to fees to make up the shortfall for which we are very grateful. Fundraising as we knew it was not really possible throughout the 2020/21 years because of COVID however one parent did come up trumps for us organising a virtual marathon in the summer months and a virtual draw at Christmas and the amounts raised were unbelievable.

During the initial lockdown the local authority also offered additional funding to keyworkers that would not normally qualify for things like 2 year funding – and

as many other nursery settings closed we were able to take in new children and claim funding for them on a weekly basis.

FUND RAISING – TOTAL RAISED £7689

	Some of the events	
Photograph session.	Only able to hold one session rather than two	£213.91
Bacton Show	Cancelled due to Pandemic	
Bacton Charity Trust		£100.00
CHRISTMAS CHOCOLATE BINGO 2020	Cancelled due to covid	
Easter bingo 2020	CANCELLED DUE TO COVID	
SPONSORED Marathon Organised by Katie summer 2020.		£4225
Christmas draw 2020 Organised by Katie for equipment for garden.		£1220.77
Christmas Concert 2020	CANCELLED DUE TO COVID	
Christmas carol singing 2019	Cancelled due to weather.	
Christmas carol singing 2020	CANCELLED DUE TO COVID	
Easy Fundraising		£58.69

STAFFING AND STAFF TRAINING.

P.C – Manager and Lead Practitioner

W.M – Deputy Manager & LP

R.O - Administrator

S.P – Level 3 practitioner

K.L – Level 3 practitioner

L.C – Level 3 practitioner

H.C – Level 3 practitioner

P.V.C – Level 3 practitioner & cook

L.S. – Level 3 practitioner

F.L. – NQ level 3 practitioner

E.G.– Level 3 practitioner – left employ in September 2020

M.A. – QTS

Parent Groups

Unfortunately all groups had to be cancelled due to the Pandemic as members of the public were not permitted to enter the building.

Links with the school.

The year got off to a good start and lots of planning was done to give the children a good link to school before leaving us to go to reception in September 2020 – but these had all to be put on hold – you guessed it? The pandemic struck again!!!!

Committee

Most of the committee business was dealt with via telephone; email and virtually - thank goodness for Facetime. The AGM was conducted by letter/email and we managed to secure the same committee as last year.

Priorities for the year 2020/2021

- First step will be to get through the pandemic and to return to some sort of normality.
- Seek ways of raising money for the group without organising public fund raising events .
- Continue to operate within the ever changing guidelines and keep everyone as safe as we can.



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From **6th April 2020** Period start date To **5th April 2021**
Period end date

Charity name: BACTON UNDER FIVES

Charity registration number: 293638

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide care and education to children under 5 years plus out of school care for children 5 to 12 years before and after school and during school holidays
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We offer childcare and early years education to children in a purpose built setting over 3 rooms for under 5's and a further room for out of school provisions for children of school age.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes the Trustees have followed the guidance regarding public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not give grants
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	
Other		

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We worked hard to keep open throughout the Covid 19 pandemic – during lockdown we are able to offer places to all Keyworker/Vulnerable children.</p> <p>We provide good quality provision for all children in our setting from 0 to 12 years.</p> <p>We support our families in all aspects of parenting and if necessary help them seek support if needed.</p> <p>We always try to keep our fees as low as possible to keep solvent but without causing financial hardship to our families.</p> <p>We are as flexible as we possibly can be to accommodate our parents needs for childcare.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	Covid 19 pandemic had a huge impact on our ability to raise funds in our normal manner.
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite the challenges of the Covid 19 pandemic we have had a pleasing end to the financial year – mainly thanks to the Corona Virus Job Retention Scheme – which we were very grateful for.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We try to keep a small 'reserve' for building repairs and when there is a drop in attendance each Autumn Term, and also in case of redundancies
Amount of reserves held	Para 1.22	Variable during the year
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Always a concern that not enough people come forward to form a committee of Trustees although this is not currently an issue. We have a complicated building lease which is always a concern that this may not be renewed – there are building projects within the village which could potentially impact our setting.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Govenment Funding for 2,3 and 4 year olds. Fees paid by parents for hours over the funding they receive or non funded children. Fundraising
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	n/a
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	2011 Early Years Alliance Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As above
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Annual AGM which includes at least 5 parents, Chairperson, Manager, Administrator and two volunteer parents (non members)

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	BACTON UNDER FIVES
Other name the charity uses	
Registered charity number	293638
Charity's principal address	THE PLAYCENTRE TAILORS GREEN BACTON SUFFOLK IP14 4LL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Georgette Dawson	Chairperson		
2	Patricia Chapman	Manager		
3	Rachel Ottley	Acting Secretary(non voting)		
4	Philip Chapman	Building Officer		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Georgette Dawson		(name on lease)
Patricia Chapman		(name on lease)

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Building – on leased land
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Bacton Under Fives
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Patricia Chapman - Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	PJChapman	GDawson
Full name(s)	Patricia Jane Chapman	Georgette Dawson
Position (eg Secretary, Chair, etc)	Manager	
Date	10 th April 2021	

BACTON UNDER FIVES**CHARITY NO: 293638****REVENUE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021**

INCOME	2021	2020
	£	£
Funding	99,923	111,665
Fees	127,711	112,544
Grants	8,000	0
Fundraising	7,689	3,177
Interest Earned	15	64
	<u>243,338</u>	<u>227,450</u>
 LESS EXPENSES		
Wages	190,611	191,789
Milk, Food, Drinking Water & Cleaning	11,438	14,030
Training	471	1,962
Activities & Resources	6,292	8,659
Equipment	1,321	2,227
Fundraising	385	528
Repairs & Renewals	2,308	3,024
Utilities	4,905	6,148
Administration	7,857	10,113
Insurance	2,522	2,576
Subscriptions	90	110
Miscellaneous	45	150
Accountancy	400	400
Depreciation	5,235	5,221
	<u>233,880</u>	<u>246,937</u>
 SURPLUS	<u><u>9,458</u></u>	<u><u>(19,487)</u></u>

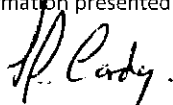
BACTON UNDER FIVES

CHARITY NO: 293638

BALANCE SHEET AS AT 31ST MARCH 2021

CURRENT ASSETS	2021		2020	
	£	£	£	£
Pre-School Building	230,889		235,601	
Pre-School Equipment	461		615	
Other Equipment	1,107		1,476	
Debtors	0		3,000	
Deposit Account	42,373		25,320	
Current Account	11,651		10,653	
Cash In Hand	150		508	
		286,631		277,173
LESS CURRENT LIABILITIES				
Creditors & Accruals	400		400	
		400		400
		<u>286,231</u>		<u>276,773</u>
Financed by:				
Accumulated Fund	276,773		296,260	
Surplus/(Deficit)	9,458		(19,487)	
Total Funds		<u>286,231</u>		<u>276,773</u>

I certify that these statements represent a true summary of the financial transactions of Bacton Under Fives for the year ending 31st March 2021 from the information presented to me.



Stephen Cardy A.C.C.A. (L4)

Independent Examiners Report to the Trustees of Bacton Under Fives - registered charity no. 293638

Report on the accounts of the charity for the year ended 31st March 2021 as set out on the attached pages.

Respective responsibilities of the trustees and examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) (b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement.

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

(a) which gives me reasonable cause to believe that in any material aspect the requirements

* to keep accounting records in accordance with section 41 of the Act; and

* to prepare accounts in accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Cardy A.C.C.A. (L4)