



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01.04.22** Period start date To **31.03.23**

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	Childcare and Education.
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	To provide childcare and education to children and their families between to ages of 9 months to 11 years. The setting provides a baby room, toddler room and a Pre-school plus provision for children of school age before and after school and at holiday time. The charity is open for approx. 51 weeks a year between the times of 7.45am to 5.30pm.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	To the best of my knowledge all members have regard to the guidance.

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 have a policy on grant making, the last grant we had was when we applied for support during Covid.
Policy on social investment including program related investment	Para 1.38	Again, we do not have a policy on this and it is not something that we do as a charity.
Contribution made by volunteers	Para 1.38	Only contributions we have from volunteers is through fund raising event from the public and also the parents and families that attend the setting. Our committee is run by volunteers.
		None.

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>Over the last year there has been changes in staffing; a staff member went on Maternity leave in May'22 and is due to return on April 24th next year on a part-time basis of three days a week. Tracey May joined us in June 2022 and Rebecca Pipe joined us in January 2023 on 20 hour a week contract.</p> <p>All training is still being done online this is much easier for us and cuts down travelling and costs. Meetings with Ellie Mayhew our Quality and Access Advisor - Early Years and Childcare Service Education, Skills and Learning are now face to face, which is good and any assessments on children are now being done in the setting. Staff have all updated their first aid qualifications as well as some have needed to update safeguarding.</p> <p>Not only did we celebrate the late Queens jubilee of 70th years on the throne and few months later we had her funeral. We like to remember the happy days of the jubilee when we had our own display in the church, but we also celebrated with a party in the village hall. Of course, the play centre was closed Monday 19th September for the state funeral.</p> <p>Links with the school in respect of liaison – re-started last year after Covid. Although we still are not up to speed to what we used to do, hopefully we can improve on this. We do use the school hall again for our PE session; although we now are unable to use any of the equipment, for insurance purposes.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	To review the cost and income of the group and where possible keep the cost of childcare in our setting to enable to include all parents from the local community as affordable. With the level of the National Minimum Wage going up in April 2022 as well as pension cost also going up along with the cost of living rising due to COVID it is going to be a difficult time.
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		<p>Unfortunately costs in the last year have gone from bad to worse, not only are we having the knock on from COVID and the war in the Ukraine is also causing the inflation rate to rocket!</p> <p>Unfortunately, although funding has risen in 2022 and is also due to go up in 2023, it isn't enough.</p> <p>Budget 2023 – what will this mean?</p> <p>Continue to provide good quality education and care to all children in our care. This is going to mean that we need to recruit more staff to enable ratios are at the current level 1-8 for Acorns; 1-4 for seedlings and 1-3 for Buds.</p> <p>Our parents seem happy with what we provide for the children in our care. Staff have updated training; we now have a qualified teacher and a level 6-degree staff member as well as Pat who is level 5. T.M. although has not got qualifications in early years has worked with Suffolk County Council and has had vast experience working with children and their families in the areas of Safeguarding.</p> <p>Ellie Mayhew continues to support the setting in her role and she has made suggestions to us about how we can implement the EYFS and certainly how to evaluate and reflect on what we do. Within the budget in March 2023 it has announced that the ratio for 2 year olds will be going up to 1.5; I have very mixed feelings about this announcement and while this will help financially I am not sure how good it will be for those 2 year old's that have particularly individual needs.</p> <p>With OFSTED due anytime after October 2023 we need to ensure that all areas of the setting are reviewed and improved as we see fit. This could include Healthy eating; Physical Play; Making the most of Outdoor Play; Ensuring staff in particular new staff members (when we get them!) are fully up to speed with the new EYFS and the 3.I's (Intent; Implement and Impact.).</p> <p>This priority is linked to priority 2 closely. There is always a new initiative that is being pushed at us, sometimes it is relentless. Helen and Fenella took part in one last year which was called "five to thrive" which concentrated on what was being offered in the Buds room, I feel this was very successful and gave good insight to our very youngest children. OFSTED inspections have changed since our last</p>
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		and expects much more verbal input from staff in particular with the 3.I's and this requires planning to be spot on for the individual child and to ensure that the Keyperson knows their key group inside out.
Performance of fundraising activities against objectives set	Para 1.41	<p>No objective have been set again this year. We have only done a minimal amount of fund-raising restriction on COVID definitely took their toll on people's enthusiasm to do this type of event. The one event we planned which was the Christmas Chocolate bingo had to be cancelled due to it clashing with a school event, not only that ticket sales were slow to say the least.</p> <p>Bacton Charity Trust donation = £200 Photographs sessions = £305.73 Easy fund raising = £150.65 Christmas concert + raffle = £430.00 – less £30 for the church.</p> <p>Total = £1056.38</p>
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	With inflation soaring it has been a difficult year. The minimum wage makes things very hard for us to manage costs and we have had to put up fees again this year, there will also be an increase next year. We have no choice but to pass increases onto parents.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Any reserves are held for building costs, drops in attendance and redundancy however as you can see currently, we have reserve.
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	Inflation and increased running costs.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	PARA 1.46

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	Our funding is generated by fees for services that we give to the parents caring for their children. The second highest part of our funding is Government funding for children aged 2 yrs; 3yrs and 4yrs for the nursery education. Fund raising is minimal at the moment and this year only raised £1056.38, which was very disappointing but we hope for better next year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The risk for the charity is always funding – the real cost of providing a child-care place outweighs what we receive in grant funds and fees from parents (this is about to rise in 2023). Fall in numbers attending the setting is always a worry; numbers are quite good now but there are so many families opting to send their children to school outside of our area, and this has a knock on to us. Also, since COVID our out of school provision has also suffered in attendance falls, during the school holidays, there are so many parents that are able to work from home – this is an area that we are having to monitor closely. Finally staffing seems

		to be getting harder and harder although we have managed to get two new staff members; applications for these posts were very poor.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		VOLUNTEER COMMITTEE RUN.
Type of governing document (trust deed, royal charter)	Para 1.25	WE USE THE 2011 EARY YEARS ALLIANCE CONSTITUTION.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Voluntary committee.
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	A.G.M.

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	N/A
Registered charity number	293638
Charity's principal address	BACTON PLAYCENTRE. TAILORS GREEN. BACTON, STOWMARKET. 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	Chair		
2	Sarah Miller	Committee		
3	Jemma Gritton	Committee		
4	Louise Ralph	Committee		
5	Ross & Tasha Corbyn	Committee		
6	Pat Chapman	Manager – nominated individual for OFSTED		
7	Wendy Mills	Staff representative.	Non-voting	
8	Rachel Ottley	Minute Taker and administrator for setting.	Non-voting	
9	Phil Chapman	Building Officer.	Non-voting	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	OUR BUILDING ALTHOUGH THIS IS ON LEASED LAND FROM SUFFOLK COUNTY COUNCIL.
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 – PLAYCENTRE.
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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	P J CHAPMAN	
Full name(s)	PATRICIA JANE CHAPMAN	GEORGETTE DAWSON
Position (eg Secretary, Chair, etc)	MANAGER	CHAIR
Date	29.03.23	

BACTON UNDER FIVES**CHARITY NO: 293638****REVENUE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023**

INCOME	2023	2022
	£	£
Funding	112,429	102,727
Fees	169,279	131,991
Grants	0	570
Fundraising	769	1,056
Interest Earned	<u>177</u>	<u>4</u>
	282,654	236,348
 LESS EXPENSES		
Wages	227,295	208,031
Milk, Food, Drinking Water & Cleaning	15,928	13,980
Training	989	180
Activities & Resources	5,313	5,104
Equipment	1,794	1,422
Fundraising	314	533
Repairs & Renewals	4,042	1,859
Utilities	6,469	6,238
Administration	10,298	8,589
Insurance	2,865	2,922
Subscriptions	91	17
Miscellaneous	94	55
Accountancy	400	400
Depreciation	<u>4,923</u>	<u>5,091</u>
	280,815	254,421
 SURPLUS	<u><u>1,839</u></u>	<u><u>-18,073</u></u>

BACTON UNDER FIVES**CHARITY NO: 293638****BALANCE SHEET AS AT 31ST MARCH 2023**

CURRENT ASSETS	2023		2022	
	£	£	£	£
Pre-School Building	221,746		226,271	
Pre-School Equipment	295		369	
Other Equipment	1,833		2,156	
Debtors	0		0	
Deposit Account	40,034		22,215	
Current Account	6,452		16,693	
Cash In Hand	38		854	
		270,397		268,558
LESS CURRENT LIABILITIES				
Creditors & Accruals	400		400	
		400		400
		<u>269,997</u>		<u>268,158</u>
Financed by:				
Accumulated Fund	268,158		286,231	
Surplus/(Deficit)	1,839		-18,073	
Total Funds		<u>269,997</u>		<u>268,158</u>
		0		

I certify that these statements represent a true summary of the financial transactions of Bacton Under Fives for the year ending 31st March 2023 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 2023 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.



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