

Little Fishes Pre-School (Brackley)

Annual Report September 2021 to August 2022

This was a busy year with numbers attending the pre-school being high and some sessions running at capacity. However, the majority of children left at the end of the summer term resulting in only six returning in September 2022. Towards the end of the financial year plans were made to deal with this and the trustees are grateful to staff for their flexibility and good will in accepting this. A deficit budget is predicted for 2022-23 but it is hoped that the numbers of children attending will grow through the year, and we remain optimistic about the future.

During the year a long serving staff member, Sarah Anderson, resigned and was not replaced. The trustees are grateful to Sarah for her dedicated contribution to Little Fishes over many years.

During the spring of 2022 the setting was impacted by Covid with both staff and children testing positive, forcing the pre-school to close for two days. As the year progressed this became much less of a problem although the staff team were aware of cases of strep. A locally in the Autumn and were on the alert for symptoms.

Conversations with John McCree continued during the year regarding the erection of an outdoor covered area, but it was felt that this project should be 'put on hold' while numbers projected for September 2022 were small as the considerable cost of financing this remains an issue as grant applications had not been successful.

During the year staff and trustees participated in a number of beneficial fundraising events eg. Brackley Beer Festival, Town Fireworks Display and Christmas Santa Run and we are thankful for the resulting donations.

The trustees remain grateful to our treasurer Ian Timmis for all the work he does behind the scenes, particularly in keeping on top of changes to the law which impact on staff conditions. Thanks also go to Sue Byatt for her help as bookkeeper and Roger Lewry as the independent examiner of the pre-school accounts.

Sessions times and lunch club remain unchanged. A suggestion that we take children from two years of age was discussed but it was decided that, overall, we would not pursue this although any requests from parents would be considered on an individual basis.

Little Fishes Pre-School continues to be held in high regard in the community and relationships with parents are good. The staff team are consistent and very experienced and continually provide rich and varied age-appropriate activities and experiences for the children.

We trust that God will continue to lead and bless this area of ministry.

Denise Smith (Chair)

On behalf of the Trustees

LITTLE FISHES PRE-SCHOOL, BRACKLEY

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

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 AUGUST 2022

GENERAL FUND RECEIPTS & PAYMENTS ACCOUNT		<i>Note</i>	2021-22	2020-21
Receipts:				
Main income - fees	2		7,334.73	10,606.80
Main income - NCC / WNC child funding	3		69,695.67	44,404.85
Main income - NCC / WNC additional funding	4		0.00	0.00
Supplementary income	5		154.69	232.37
Transfers from other funds	6		1,273.16	195.79
			<u>78,458.25</u>	<u>55,439.81</u>
Payments:				
Staff costs	7		59,875.08	47,747.58
Running costs	8		3,626.24	3,010.58
Depreciation of fixed assets	9		0.00	0.00
Other expenditure	10		761.00	579.31
Transfers to other funds	11		13,627.50	4,102.34
			<u>77,889.82</u>	<u>55,439.81</u>
Surplus (Deficit) for the year			568.43	0.00
Balance brought forward			<u>10,599.59</u>	<u>10,599.59</u>
Balance carried forward			<u>11,168.02</u>	<u>10,599.59</u>

DEEL FUND RECEIPTS AND PAYMENTS ACCOUNT		<i>Note</i>	2021-22	2020-21
		12		
Receipts:				
Received from NCC / WNC			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			<u>763.36</u>	<u>763.36</u>
Balance carried forward			<u>763.36</u>	<u>763.36</u>

DEFICIT RESERVE FUND RECEIPTS AND PAYMENTS ACCOUNT		<i>Note</i>	2021-22	2020-21
		13		
Receipts:				
Transfer from General Fund			13,000.00	0.00
			<u>13,000.00</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			13,000.00	0.00
Balance brought forward			<u>5,000.00</u>	<u>5,000.00</u>
Balance carried forward			<u>18,000.00</u>	<u>5,000.00</u>

FOREST SCHOOL FUND RECEIPTS AND PAYMENTSNote
14

	2021-22	2020-21
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

	2021-22	2020-21
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	0.00
	<u>1,000.00</u>	<u>0.00</u>
Surplus (Deficit) for the year	(1,000)	0.00
Balance brought forward	<u>6,000.00</u>	<u>0.00</u>
Balance carried forward	<u>5,000.00</u>	<u>6,000.00</u>

PAYE LIABILITY FUND RECEIPTS AND PAYMENTS ACCOUNTNote
17

	2021-22	2020-21
Receipts:		
Transfers from (to) General Fund	2,050.17	580.61
	<u>2,050.17</u>	<u>580.61</u>
Payments:		
Payments to (refund from) HMRC	1,760.69	543.40
	<u>1,760.69</u>	<u>543.40</u>
Surplus (Deficit) for the year	289.48	37.21
Balance brought forward	<u>48.90</u>	<u>11.69</u>
Balance carried forward	<u>338.38</u>	<u>48.90</u>

REDUNDANCY RESERVE FUND RECEIPTS AND PAYMENTS ACCOUNT
Note

18

	2021-22	2020-21
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>

REGISTRATION DEPOSIT FUND RECEIPTS AND PAYMENTS ACCOUNT
Note

19

	2021-22	2020-21
Receipts:		
Received from parents / carers	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	0.00	0.00
Balance carried forward	<u>0.00</u>	<u>0.00</u>

SEND FUND RECEIPTS AND PAYMENTS ACCOUNT
Note

20

	2021-22	2020-21
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
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

21

	2021-22	2020-21
Receipts:		
Donations and fund-raising	484.53	91.20
Transfers from General Fund	0.00	0.00
	<u>484.53</u>	<u>91.20</u>
Payments:		
Cheques and other payments	0.00	0.00
Transfer to General Fund	0.00	91.00
	<u>0.00</u>	<u>91.00</u>
Surplus (Deficit) for the year	484.53	0.20
Balance brought forward	3,794.19	3,793.99
Balance carried forward	<u>4,278.72</u>	<u>3,794.19</u>

TEMPEST PHOTOGRAPHY RECEIPTS AND PAYMENTS ACCOUNT

	<i>Note</i> 22	2021-22	2020-21
Receipts:			
Received from parents / carers		0.00	0.00
		<u>0.00</u>	<u>0.00</u>
Payments:			
Payment to Tempest Photography		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>0.00</u>	<u>0.00</u>
Balance carried forward		<u>0.00</u>	<u>0.00</u>

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

	<i>Note</i> 24	2021-22	2020-21
Receipts:			
Received from WNC (transferred from General Fund)		627.50	337.88
		<u>627.50</u>	<u>337.88</u>
Payments:			
Cheques and other payments		649.03	863.27
		<u>649.03</u>	<u>863.27</u>
Surplus (Deficit) for the year		(21.53)	(525.39)
Balance brought forward		<u>349.59</u>	<u>874.98</u>
Balance carried forward		<u>328.06</u>	<u>349.59</u>

DISABILITY ACCESS FUND (DAF) FUND RECEIPTS AND PAYMENTS ACCOUNT

	<i>Note</i> 25	2021-22	2020-21
Receipts:			
Received from NCC (transferred from General Fund)		0.00	615.00
		<u>0.00</u>	<u>615.00</u>
Payments:			
Cheques and other payments		600.61	0.00
		<u>600.61</u>	<u>0.00</u>
Surplus (Deficit) for the year		-600.61	615.00
Balance brought forward		<u>615.00</u>	<u>0.00</u>
Balance carried forward		<u>14.39</u>	<u>615.00</u>

SPONSOR MONEY FUND

	<i>Note</i>	2021-22	2020-21
Receipts:			
Received by Fund Raising		923.00	0.00
		<u>923.00</u>	<u>0.00</u>
Payments:			
Payments		589.31	0.00
		<u>589.31</u>	<u>0.00</u>
Surplus (Deficit) for the year		333.69	0.00
Balance brought forward		<u>0.00</u>	<u>0.00</u>
Balance carried forward		<u>333.69</u>	<u>0.00</u>

CHILDREN IN NEED FUND

	Note	2021-22	2020-21
Receipts:			
Received by Fund Raising		0.00	9.60
		<u>0.00</u>	<u>9.60</u>
Payments:			
Payment to Children in Need		0.00	9.60
		<u>0.00</u>	<u>9.60</u>
Surplus (Deficit) for the year		0.00	0.00
Balance brought forward		<u>0.00</u>	<u>0.00</u>
Balance carried forward		<u>0.00</u>	<u>0.00</u>

OUTSIDE SHELTER FUND

	Note	2021-22	2020-21
	26		
Receipts:			
Received by Transfer from Main Fund		0.00	3,149.46
		<u>0.00</u>	<u>3,149.46</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	3,149.46
Balance brought forward		<u>3,149.46</u>	<u>0.00</u>
Balance carried forward		<u>3,149.46</u>	<u>3,149.46</u>

STATEMENT OF ASSETS AND LIABILITIES AT 31 AUGUST 2022

	Note	2021-2022	2020-2021
ASSETS:			
Fixed assets		0.00	0.00
Current assets			
Bank Current Account Barclays		5,249.08	14,496.68
Bank Current Account Lloyds		23,351.94	0.00
Outstanding credits (debits)		<u>(1000)</u>	<u>0.00</u>
Net balance		27,601.02	14,496.68
Bank Deposit Account Barclays		25,132.43	25,128.65
Outstanding credits (debits)		<u>0.00</u>	<u>0.00</u>
Net balance		25,132.43	25,128.65
Petty cash		5.78	59.91
		<u>52,739.23</u>	<u>39,685.24</u>

REPRESENTING BALANCES ON THE FOLLOWING ACCOUNTS:

General Account		11,168.02	10,599.59
DAF		14.39	615.00
DEEL	12	763.36	763.36
Deficit reserve	13	18,000.00	5,000.00
Forest school reserve	14	249.90	249.90
NCC grant reserve	16	5,000.00	6,000.00
PAYE liability	17	338.38	48.90
Redundancy reserve	18	9,000.00	9,000.00
SEND reserve	20	115.25	115.25
Special donations and fund-raising	21	4,278.72	3,794.19
EYPP (Early Years Pupil Premium)	24	328.06	349.59
Outside Shelter Fund	25	3,149.46	3,149.46
Sponsor Money Fund		333.69	0.00
		<u>52,739.23</u>	<u>39,685.24</u>

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 AUGUST 2022

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 Northamptonshire County Council (NCC) or West Northamptonshire Council (WNC).
The cost per three hour session is £13.00. In exceptional cases of hardship Brackley Baptist Church will assist with the payment of fees.

3 NCC / 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 £12.15 per session for those aged at least 3.

4 There was no additional funding from NCC this year.

	Note	2021-22	2020-21
5	Supplementary income		
	Bank interest	3.78	5.37
	Lunch club	0.00	110.00
	Photography commission	0.00	0.00
	Miscellaneous income	136.08	5.00
	Donations	14.83	112.00
		154.69	232.37
6	Transfers into General Fund		
	From NCC Grant Reserve	1,000.00	0.00
	From Special Donations and Fund-raising	273.16	195.79
	From SEND Reserve	0.00	0.00
		1,273.16	195.79
7	Staff costs		
	Employees' salaries (net)	43,958.60	35,572.74
	Employees' salaries (gross)	44,431.07	35,745.37
	Employees' salaries (refunded via the HMRC Job Retention Scheme)	(472.47)	(172.63)
	Administration	5,000.98	4,557.28
	Folder work (and Transition)	33.84	25.28
	Learning & development summaries	8.04	0.00
	Occasional cover	2,317.90	3,529.37
	Planning and team meetings	616.48	645.04
	Seasonal gifts	165.16	101.77
	SEN costs	37.15	162.79
	Sickness cover	0.00	103.50
	Temporary staff wages	6,704.25	1,926.95
	Training costs	365.10	311.47
	Travel costs	0.00	0.00
	Uniforms and badges	0.00	276.75
	Employer Pension Costs	667.58	374.64
	Staff Bonus	0.00	160.00
		59,875.08	47,747.58
8	Running costs		
	Donations to church for use of premises	1,000.00	1,000.00
	Cleaning costs	237.49	173.59
	Consumables (inc stationery, pens, craft items etc)	702.57	581.56
	Insurance premium and PLA membership	732.56	719.86
	Ofsted fee and DBS/CRB checks	35.00	85.00
	Photographs	0.00	0.00
	Refuse bin collection	390.00	390.00
	Subscriptions	0.00	0.00
	Toys / equipment / books etc	528.62	60.57
		3,626.24	3,010.58
9	Depreciation	Depreciation Value 31.8.22	Value 31.8.21
	All items previously written off	0.00 0.00	0.00
10	Other expenditure		
	Advertising and promotion	0.00	107.40
	Visit of Magician (in lieu of Annual Pre-school Trip)	170.00	0.00
	Computer and internet expenses	208.59	80.79
	End of term gifts for children	60.91	124.23
	Miscellaneous costs	321.50	266.89
		761.00	579.31

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 31 AUGUST 2021 (Continued)

11	Transfers to other funds		
	To Deficit (reserve) fund	13,000.00	0.00
	To NCC grant reserve fund	0.00	0.00
	To Redundancy Reserve Fund	0.00	0.00
	To EYPP fund	627.50	337.88
	To DAF Fund	0.00	615.00
	To Outside Shelter Fund	0.00	3,149.46
		<u>13,627.50</u>	<u>4,102.34</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. Nearly all the surplus from 2021-22 has been transferred into the Deficit reserve fund, to offset the large budgetary loss for 2022-23.

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.

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.

16

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.

17 An adjustment of £46.88 was posted at the start of the year to bring the PAYE liability account back into balance with the HMRC statement. In addition the HMRC wrote off the March 2022 payment of £182.96. A journal has been posted for this.

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 Registration Deposit Fund is no longer used

20 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.

21 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	0.00
Santa Run	484.53
Round Table	0.00
Sponsor Money	<u>923.00</u>
	<u>1,407.53</u>

22 The Tempest Photography Fund has been set up to receive money from parents / carers who have ordered photos taken at a session at the pre-school. After paying Tempest Photography, the balance is retained as commission and transferred to the General Fund. Photos were not taken in 2021-22.

23 Instead of the annual pre-school trip a magician visited the Pre-School.

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.

24

25 The Disability access fund was set up in 2018/19 to record monies used to support children where NCC provide funds for this purpose

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

26

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.

27

These accounts and statement of assets and liabilities set out on pages 1 through 7 relating to the year ended 31 AUGUST 2022 have been prepared by me and are a true reflection of the financial affairs of the pre-school.

Signed:

Ian Timmis - Honorary Pre-school Treasurer

Date:

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 2022. 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:

Name: Roger Lewry

Date:

LITTLE FISHES PRE-SCHOOL (BRACKLEY)

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 of the Financial Statement for the year ending 31 AUGUST 2022

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.

Name: Roger Lewry

Date: January 2023