

Bassetts Farm Preschool Trustee's report for September 16-August 17

Registered charity number 900102

Address - St Johns Road, Exmouth, Devon, EX8 4GB

The charities objectives and activities

In setting our objectives and planning our activities our Trustee's have followed the charity commission's general guidance and in particular the public benefit through providing continued provision of good quality accessible and inclusive early years childcare for children age 2-4 years from within the local community. We do this by employing qualified staff who deliver the EYFS using OFSTED and safeguarding guidance to ensure a stimulating and challenging curriculum is provided that encourages all children to become independent learners who can take risks and are school ready by the time they start their reception year. The staff work closely with children and their families within the key work groups, providing individual learning plans and ideas that are shared with parents and families on a weekly basis. We encourage parents to be as involved as possible with their children's progress and offer extended support to anyone who requires it including for additional learning or emotional development. The preschool employs two managers, one administrator and six Early years workers, As a team we encourage other professionals to visit our setting and work alongside staff, families and children in whatever role required. We welcome parents to visit the preschool both before and when they start so that the whole family feels happy with the setting and has developed a good relationship with their keyworker. We are a community preschool that enjoys an excellent working relationship with the primary school that we rent our premises from and that 97-100% of our children transition to.

Trustee's are elected to the committee at each AGM which is held in the Autumn term. Members who are willing to serve on the committee are nominated and seconded by other members. All members must stand down at each AGM and be elected again if they wish to serve for another year.

Trustee's elected in the year Sept16-Aug 17

Emma Maguire - Chair and safeguarding Samantha Moore - Secretary Claire Hill - Treasurer
Jayne Marchant Jodie Parker Becky Hopkins Emma Hunt Sarah Jackson

Our governing document is the PLA Model Preschool constitution 2011.

The policies and procedures we use for induction, training and the safeguarding of the committee and the preschool as a business are

- Committee - running of preschool, conflict of interest and volunteer policy
- Management responsibility
- Concerns and complaints
- Reserves
- Induction and training of trustee's

The preschool constitution is adopted at the AGM and at the first committee meeting for policies and procedures.

Organisational structure

The committee are responsible for the overall management of the preschool. The managers and administrator are employed by them to run the preschool on a daily basis as the policies above state. All issues that are not considered as day to day running must be explained to and agreed by the committee and recorded in the minutes of the meeting. As well as the main and fundraising account the Trustee's have been adding to a reserves/emergency account over the years, which now holds enough to cover all redundancies in the case of an emergency. The building we operate from is leased from Devon County Council and so no major repairs would be funded by the preschool. All legal and relevant insurances are held and displayed in the foyer of the preschool with the registration certificate.

Financial Review Sept 16 - Aug17

Account records, balances of accounts, cash flow forecasts and annual audit checks are presented and available for any Trustee or member as and when they wish to see them.

The cash flow projections for year ending August 17 showed we would make an expected profit of £2840 after some extra spending on equipment for the garden it looks as if this will be closer to £2000 profit, however the books will be

audited and final numbers displayed on the Charities commission website and then presented to the committee and at the next AGM. After looking at the forecast for the next financial year (Sept 17-Aug 18) a profit of £3000 is expected, these numbers included an agreed staff pay rise of 4%.

Fundraising

In June of this year the committee held a cake sale at the preschool towards funds for the outdoor area £71.37 was made and added to the fundraising account. No other fundraising events were held but some good ideas were discussed for the future.

The preschool year

Once again we have had a really good year, with staff, parents and children all feeling happy and positive.

The biggest achievement has been the redevelopment of the outdoor area. A big thank you to Buildbase for their donations of slate, membrane and guttering and to Daniel Moore and family for the continued hard work with painting and building new equipment.

A lot of work has been done by Claire, Karen and Sarah to prepare for the 30 hour funding, finding out what our community need and what we can offer. We have decided that we will offer the extended funding but for the next year will operate with the hours we currently do and then reassess next year. Sarah spent a great deal of the summer holidays chasing up and entering validation codes for this funding. We are hoping that now the system is up and running this won't happen again.

At the end of the year one of our lovely members of staff Steph, decided to move on to pastures new and is leaving us to start a job at the hospital in Exeter, she will be sadly missed but we did not need to advertise the job as current staff members decided to take the hours on between them.

Our end of term party was held at The World of Country Life after much organising by committee member Emma Hunt. Sadly when we arrived at the venue we hadn't been very well catered for, but the children seemed to enjoy the day! An email expressing our issues was sent and we are still awaiting a reply

Looking Ahead.....

- September 17 sees the introduction of the 30 hour funding, after some initial problems in August we hope it will continue more smoothly.
- Fees will be put up slightly in line with new government funding
£4 per hour for paying 3 and 4 year olds
£5 per hour for paying 2 year olds
- One of our members of staff Jade, shared her exciting news that she is expecting her second baby. This means that we will be advertising a maternity cover post for one year from Jan 18-Jan 19.

Signature *E. Maguire*
Full name E. MAGUIRE
Position held CHAIRPERSON
Date 4-10-17.

Signature *Claire Precious*
Full name CLAIRE PRECIOUS
Position held ~~E~~MANAGER
Date 4/10/17

Signature *K. M. Bamsey*
Full name KAREN BAMSEY
Position held CO MANAGER
Date 4/10/17

BASSETTS FARM PRE-SCHOOL

INCOME & EXPENDITURE ACCOUNT **FOR THE YEAR ENDED 31ST AUGUST 2017**

2016	2017
£	£
<u>Income</u>	
107,517.94 DCC (Voucher Agency)	110,196.17
20,352.74 Playgroup Fees	22,652.45
1,055.93 Other	6,548.32
0.00 Interest	0.00
0.00 Other Grants	0.00
128,926.61 Total Income	139,396.94
<u>Expenditure</u>	
109,099.48 Staff Wages	108,251.01
13,213.07 Expenditure & Replacements	13,681.85
7,688.64 Premises Costs	5,830.65
0.00 Insurance	0.00
3,067.56 Other Expenses	7,877.85
133,068.75 Total Expenditure	135,641.36
(4,142.14) Surplus / (Deficit)	3,755.58

BALANCE SHEET AS AT 31ST AUGUST 2017

<u>Assets</u>	
20,000.00 Equipment at Valuation	20,000.00
11,224.11 Cash at Bank	11,463.73
22,758.11 Cash at Building Society	26,274.07
53,982.22 Total Assets	57,737.80
<u>Liabilities</u>	
0.00 Wages and PAYE	0.00
0.00 Total Liabilities	0.00
53,982.22 Net Assets	57,737.80
<u>Accumulated Fund</u>	
58,124.36 Balance at 1st September	53,982.22
(4,142.14) Surplus / (Deficit) for the Year	3,755.58
53,982.22 Net Funds	57,737.80
Discrepancy	0.00

I have examined the books and records for the year ended 31st August 2017.

Stuart Melhuish MCIMA

March 2018

 20-3-18

DATE	TOTAL PD IN	FEES & LUNCHES FROM PARENTS	T + SW SHIRTS BK BAGS	DCC FUNDING	MILK REFUND	OTHER
Sep-16	£ 20,799.02	£ 1,441.50	£ 71.00	£ 19,128.91	£ 117.80	£ 39.81
Oct-16	£ 1,225.33	£ 1,204.00	£ 8.00			£ 13.33
Nov-16	£ 14,998.72	£ 2,026.60	£ 8.00	£ 12,937.13		£ 26.99
Dec-16	£ 6,581.98	£ 1,196.20	£ 17.00		£ 120.92	£ 5,247.86
Jan-17	£ 18,815.44	£ 2,236.80	£ 55.00	£ 16,485.88	£ 16.87	£ 20.89
Feb-17	£ 2,245.13	£ 2,235.60				£ 9.53
Mar-17	£ 21,121.70	£ 2,502.60		£ 18,485.39	£ 95.00	£ 38.71
Apr-17	£ 27,673.61	£ 1,781.00		£ 25,889.00		£ 3.61
May-17	£ 2,212.89	£ 2,210.85				£ 2.04
Jun-17	£ 20,612.36	£ 3,036.30	£ 4.25	£ 17,269.86	£ 161.02	£ 140.93
Jul-17	£ 2,438.36	£ 2,108.60				£ 329.76
Aug-17	£ 672.40	£ 672.40				
	£ 139,396.94	£ 22,652.45	£ 163.25	£ 110,196.17	£ 511.61	£ 5,873.46

DATE 2016/17	TOTAL	SALARIES	PENSION	RENT	ORANGE & TXT SERVICE	WASTE DISPOSAL	OTHER PREM COSTS	CATERING COSTS	CONSUM ABLES	EQUIP MENT	OFFICE	BANK CHARGES	OTHER
Sep-16	£ 9,669.80	£ 7,781.75	£ 107.37		£ 25.93	£ 18.70		£ 314.17	£ 833.06	£ 280.00	£ 76.99	£ 27.61	£ 204.22
Oct-16	£ 8,471.92	£ 7,574.54	£ 115.77		£ 38.44			£ 409.44		£ 127.74	£ 171.65	£ 23.74	£ 10.60
Nov-16	£ 13,674.15	£ 9,892.61	£ 95.42	£ 1,266.00	£ 32.01	£ 164.79		£ 1,052.61	£ 321.21	£ 144.36	£ 155.88	£ 37.46	£ 511.80
Dec-16	£ 12,729.18	£ 11,000.89	£ 97.44		£ 32.71	£ 91.40		£ 341.22	£ 16.98	£ 25.11	£ 18.00	£ 36.43	£ 1,069.00
Jan-17	£ 9,285.43	£ 7,560.17	£ 46.26			£ 73.39		£ 862.43	£ 77.80	£ 319.53	£ 288.37	£ 54.98	£ 2.50
Feb-17	£ 9,181.73	£ 8,183.61	£ 46.88		£ 41.17	£ 91.62		£ 602.33	£ 101.85	£ 40.47	£ 41.00		£ 32.80
Mar-17	£ 17,329.91	£ 9,541.70	£ 141.06	£ 1,266.72	£ 32.55	£ 90.97		£ 578.07	£ 279.29	£ 116.32	£ 64.00	£ 73.97	£ 5,145.26
Apr-17	£ 9,869.41	£ 8,559.84	£ 126.06		£ 37.35	£ 134.29		£ 692.17	£ 44.66	£ 67.00	£ 103.00	£ 30.55	£ 74.49
May-17	£ 11,178.11	£ 8,866.72	£ 108.14		£ 31.56		£ 631.45	£ 983.17	£ 178.79	£ 181.77	£ 148.70	£ 37.32	£ 10.49
Jun-17	£ 11,778.18	£ 9,833.67	£ 138.11		£ 37.28	£ 175.14		£ 737.74	£ 199.89	£ 352.02	£ 186.99	£ 36.05	£ 81.29
Jul-17	£ 10,636.81	£ 8,294.97	£ 83.18		£ 34.29	£ 115.78		£ 856.42	£ 560.03	£ 120.28	£ 74.20	£ 37.17	£ 460.49
Aug-17	£ 11,836.73	£ 9,916.80	£ 138.05		£ 403.45	£ 97.16	£ 824.88	£ 37.20		£ 67.00	£ 27.19	£ 50.09	£ 274.91
	£ 135,641.36	£107,007.27	£ 1,243.74	£ 2,532.72	£ 746.74	£ 1,053.24	£ 1,456.33	£ 7,466.97	£ 2,613.56	£ 1,841.60	£ 1,355.97	£ 445.37	£ 7,877.85