



Magical Moments Day Care
c/o St. Giles Children's Centre
Lamb Gardens
Lincoln. LN2-4EG.
Telephone: 07902915122

Trustee Annual Report March 2018 – April 2019

Magical Moments Daycare runs by the Pre-School Learning Alliance Constitution 2008. The Setting is run by a voluntary management committee. The Trustees are appointed/re-elected on an annual basis. We allow anyone to express an interest in joining the committee throughout the year. If we feel that we need members they are invited to the next meeting. AGM meeting are always advertised within the setting and we welcome any interested parties. As a chair I will always meet separately with prospect members to ensure that they understand what is involved and whether they are able to meet the needs. Full safeguarding procedures are followed for committee members with full DBS checks. No committee member is allowed to be in the setting unaccompanied until full confirmation has been received from Ofsted regarding their suitability. The setting is a member of the Pre-school Learning alliance and we are an agreed provider of Early Years Education for Lincolnshire County Council.

The aim of the setting is to enhance the development and education of children from 6 weeks to 5 years by offering appropriate play, education and care facilities along with experiences that otherwise they may not encounter. We welcome all children regardless of faith, gender, circumstances, disability or family background. We are an inclusive setting. Children will learn through play and environment that enables us to cover the areas of Early Years Curriculum.

We run on a full roll of children. We have opted to operate a very flexible approach to sessions so that we can meet the needs of the area we are in and working families along with the wrap around facility that we do with the nursery school next door to us. Will have opted to do stretched funding so this can also accommodate childcare into the school holidays. We have made it our mission to ensure we can offer the best possible solutions to meet all parental needs. We have ensured that opportunities for pupil premium children are met with separate/smaller sessions for children with additional needs and also doing outside activities such as community gardening groups. We hold an annual sports

day for all children and invite parents along. We hold various celebrations throughout the year.

All policies are reviewed on an annual basis and available for anyone to read at any time of the year.

Staffing can still always be an issue due to illness and requiring cover. We are looking to try and recruit more bank staff so that this can help alleviate issues when our regular employed staff require time away. Financially things have settled down greatly this year and with some stronger process in place we have completed the year with a surplus. As we are a not for profit organisation this will be used to start a reserve fund to enable us to cope in times of hardship.

We currently do not have a reserves policy. This is something moving forward that the committee will look at together. We have this year managed to hold the account at a balance around £45,000 - £50,000. Although we do not carry a huge amount of reserves, we have met all needs of the setting.

C Greenfield
Chairperson

Accounts April 18 to March 19

Organisation Name name: Magical Moments Playgroup

Charity Number: 1122943

Expenditure

Revenue cost	April	May	June	July	August	September	October	November	December	January	February	March
Staff costs	13627.81	13869.09	16300.61	15363.83	14125.57	14358.40	13502.44	15911.73	15900.90	13289.13	14219.61	12704.73
Premises costs/Insurance/Licences		1170.84	796.55		1170.84			1170.84		171.06	1170.84	1170.84
Pet Supplies/Plants/Garden												
mobile top ups		10.00	10.00		10.00	15.00		15.00		15.00		15.00
Activity+Material costs+Resoucrs	361.54	146.54	190.74	514.89	9.30	14.98	239.76	160.00	100.72	298.44	106.63	169.20
Stationery/Postage	40.36	22.00	6.76		14.99		24.58	4.98	3.50	4.10		4.50
Advertising/Website	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40
Transport/petrol/Expenses					15.00		62.40		2.50			
Groceries/Supplies/Cleaning	548.29	310.34	383.82	492.16	402.66	337.36	412.86	373.05	300.55	463.82	351.69	355.14
Childrens Gifts/Party Items	39.05				70.26				201.04			12.98
Trips			360.00	648.61								
Equipment	423.60				31.00	49.99			79.99		35.30	85.99
tax/N.I	2703.51	1491.72	1047.32	1759.60	1376.76	1851.96	2300.84	2802.50	1662.06	2700.30	389.73	1312.58
Ofsted	50.00											50.00
training		90.00				20.00	146.00	29.00				80.00
Household items/Furniture/Building	20.00	20.00		20.00	65.00	20.00	6.50	20.00	20.00	29.58	20.00	
Bank Charges	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
other expenses			54.76	19.95	19.95	29.95	19.95	19.95	44.95	19.95	208.66	
Total Expenditure	17867.56	17183.93	19203.96	18872.44	17364.73	16751.04	16768.73	20560.45	18369.61	17044.78	16555.86	16014.36

Income

Income	April	May	June	July	August	September	October	November	December	January	February	March
Fees Bank	5245.85	5415.95	6168.45	6399.20	3631.15	7353.55	6815.15	7614.15	5221.00	5692.75	5206.25	5986.50
Fees Cash/Cheque	1415.00	1356.25	1018.50	1050.00	1904.90	743.75	1653.88	1310.75	1278.00	1404.30	867.25	1449.35
Funding	34924.79	494.50	21900.83			14970.95	12001.16	12955.74	7567.14	17382.83	12752.71	15939.16
Fund raising				1096.00								
Trip			13.00	424.00								
Total Income	41585.64	7266.70	29100.78	8969.20	5536.05	23068.25	20470.19	21880.64	14066.14	24479.88	18826.21	23375.01

Totals
173173.85
6821.81
0.00
90.00
2312.74
125.77
280.80
79.90
4731.74
323.33
1008.61
705.87
21398.88
100.00
365.00
241.08
360.00
438.07
0.00
212557.45

Totals
70749.95
15451.93
150889.81
1096.00
437.00
238624.69

External Examination of Accounts 2018-2019

Income and expenditure have been reviewed on an external basis for Magical Moments. Nothing has come to my attention to think that these have not been prepared correctly.

I am pleased to see this year things have settled down and there is a surplus. This is due to invoices coming in more regularly and being paid fully and on time so that there isn't such a financial hit on the settling.

Staffing has still been a little unsettled and due to that there have been incurred costs for sick pay and shift covering.

A stronger system has been in place to do with PAYE/NIC and this again in turn has allowed cash flow to be better.

I would again also suggest maybe moving over to a more electronic book keeping system. Although this will incur costs to the setting for initial set up it will make accounting more simplified and robust.

R Roberts
Independent Accounts Assistant
31 December 2019