

# Littlestones Pre School & Out of School Club

## Trustees Report 2018-2019

### **Introduction**

Cashless setting rolled out fully, however we still have parents that insist on paying cash and working hard to encourage them to use bank transfer, Fast payments, cashier deposit or cheques in hope that we will become a 100% cash free setting.

We continue to offer 30 funded hours places for all entitled Parents and carers and 2 Year funded also and this has helped our setting maintain a steady cash flow.

### **Movers & Shakers**

16 School Leavers in July 2018.

4 New Starters in September 2018 new term.

12 Remain from previous school year. (Sept 2018 total 16 children)

5 Joined us from October 2018 to April 2019.

### **Staff**

Gemma Sim continues to be Ofsted nominated contact and Chair of the Committee.  
Kirsty Savage, Manager.

<b>Staff</b>		<b>Position</b>	<b>Start/End Date</b>	<b>Qualification</b>
Kirsty Savage	-	Manager	03/10/2011	NVQ Level 3
Deputy	-	Deputy	16/04/2018 – 20/07/2018	NVQ Level 4
Deputy Promoted 01/01/19 -		Deputy	02/03/2015	NVQ Level 3
Key Person	-	Key Person	01/09/2018	NVQ Level 3
Key Person	-	Key Person	01/09/2018	NVQ Level 3
Care Assistant	-	Care Ass	23/04/2001	NVQ Level 3

We work closely with our local College and offer placements for young adults who are currently acquiring their NVQ level 3 in Early Years Education. Please note that these students are always supervised and never left unattended with our children.

Our Team continue to wear staff uniforms which we believe emboldens team morale, displays professionalism and is also free advertising.

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## Trustees Report 2018-2019

### Lease

Our Lease is due for renewal in August 2019 with Northants CC and we plan to request to sign for another five year lease.

### Fundraising & Marketing 2018-2019

All our fundraising will go towards the garden area for the children. We introduced the sale of a Pre School logo with our logo embroidered. These have been very popular and a great way to advertise our setting.

- Littlestones Pre School & Out of School Club Summer Fete.
- Littlestones Preschool end of year photos
- Littlestones Pre School Cake Stall x 2.
- Littlestones Pre School & Out of School Club Xmas Hamper
- Littlestones Pre School & Out of School Club Xmas Fete
- Littlestones Pre School & Out of School Club Xmas Hamper
- Littlestones Pre School & Out of School Club Children's Uniform

### Grants

We were not successful in obtaining grants in this school year and plan to apply for the Lottery to fund the renovation of a children's rest room.

### Summary

Like the previous financial year 2018-2019 experienced additional financial cost due to government led incentives, which led to cost increase in wages.

In addition we had to invest in the outside area of the setting to improve the entrance as the cemented path ways are sinking and we therefore instructed a company to lay a complete new surface which was an expensive outlay in a difficult financial year.

We were also left with significant unpaid fees which we had not experienced in the past few years having worked hard to ensure we had control. The significant arrears (£2461 written off as bad debt) coincided with the 30H funding and parents advising that they were entitled to the funding, which was proven and then the entitlement was withdrawn and Parents maintained that they were entitled. These children then left the setting and Parents did not respond to our letters or telephone calls. We have amended our policy and process to ensure this does not reoccur and now the 30h funding has imbedded itself we have not had any further instances. We are chasing Arrears and updating Carer Statements monthly instead of termly and this will also ensure Arrears are kept to a minimum.

Littlestones Pre School & Out of School Club

Trustees Report 2018-2019

## ASSETTS

<b><u>LITTLESTONES PRESCHOOL &amp; AFTER SCHOOL CLUB</u></b> <b><u>FINANCIAL STATEMENT AS AT 31ST MARCH 2019</u></b>
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### **ASSETTS**

Current Account	£ 39,108.87
Deposit Account	£ 14,033.24
Cash in Hand	£ 2,117.12
Plus Arrears Owed	£ 2,801.00
Less Cheques not Cleared	£ -
Less arrears written off	£ 2,461.00

<b><u>NETT ASSETTS</u></b>	<b><u>£ 55,599.23</u></b>
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<b><u>Bad Debts Written Off</u></b>	<b><u>£ 2,461.00</u></b>
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### **Accounts Checked & Signed**

Treasurer	Sandra Stevens	.....
Chair	Gemma Sim	.....
Manager	Kirsty Savage	.....
Secretary	Tracy Savage Groves	.....

**Profit and Loss Statement**  
**LITTLESTONES PRE-SCHOOL & ASC CLUB**  
**1ST APRIL 2018 TO 31ST MARCH 2019**

**Income**

Description	Amount
Fundraising	£ 766.36
Grants/Other	
Paid Fees & Vouchers	£ 38,746.49
Fee Arrears Owing up to 31st March 2019	£ 2,801.00
NCC Funding	61,034.34
Trips	£ 1,129.00
Other (Includes refunds of goods)	
	Amount
<b>Total Income</b>	<b>104,477.19</b>

**Expenses**

Description (example - Advertising, Stationery, Postage, Fuel)	Amount
Sundries	1,552.72 Includes Maintenance & Equipment via Petty Cash
Groceries/ Cleaning	2,212.28
PPS	700.78
Telephone/Internet	1,381.83
Utilities	5,208.70
Rates & RENT	200.00
Insurance/Reg Fees	2,336.32
PAYE EER'S	7,588.81
Wages	75,562.99
Staff training	874.20
Equipment	4,992.67
Trips	1,630.22
Other (includes maintenance of property)	5,085.46
	Amount
<b>Total Expenses</b>	<b>109,326.98</b>

INCOME LESS EXPENSES	Amount -4,849.79
TRANSFER TO SAVINGS A/C	
<b>Net Profit</b>	<b>-4,849.79</b>

**Accounts Checked & Signed**

Treasurer	Sandra Stevens
Chair	Gemma Sim
Manager	Kirsty Savage
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*S. Stevens*  
*G. Sim*  
*K. Savage*  
*T. Savage Groves*