

**LITTLE CHERRIES**  
**ANNUAL REPORT & FINANCIAL STATEMENTS**  
**For the year ended 31 August 2019**

Registered charity number 1030778

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## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Principal Address**

Little Cherries  
Bewick Bridge Community Primary School  
Fulbourn Old Drift  
Cherry Hinton  
Cambridge  
CB1 9ND

### **Bankers**

The Co-operative Bank  
PO Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

Unity Trust Bank  
Four Brindleyplace  
Birmingham  
B1 2JB

### **Independent Examiner**

Tim Stephens

### **Manager**

Anita Yates

### **OFSTED Registered No.**

221863

## TRUSTEES' ANNUAL REPORT

The Trustees of Little Cherries are pleased to present their annual report for the year ended 31 August 2019. The trustees who served during the year and since the year end were as follows:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Fahima Ali		Appointed November 2017
Daniela Bagaglia		Appointed January 2019
Caroline Bane	Secretary	Appointed November 2015
Zainab Bharmal		Resigned January 2019
Susan Condie		Resigned September 2018
Kathirvelan Ganesan		Appointed January 2019
Silvana Khoshaba		Appointed January 2019, resigned June 2019
Louise Leonard		Appointed January 2019
Charis Murton		Resigned January 2019
Jen Peacock	Chair	Appointed November 2015
Emma-Louise Smith		Appointed November 2017
Lorna Torkington		Appointed November 2017
Emily Walker		Appointed November 2016
Linling Zhang	Treasurer	Appointed November 2016

### Method of Appointment

Trustees are elected by the members at the Annual General Meeting and also form the management committee of the pre-school. The elected committee may co-opt up to three further members during the year.

### Governing Document

The pre-school is a registered charity, number 1030778, and is governed by its constitution dated 14 November 2012.

## **Objects**

As set out in the constitution, the objects of the pre-school are:

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.

## **Activities undertaken for the public benefit**

The charity runs a pre-school group in Cherry Hinton. We aim to provide a safe, secure and stimulating environment where children learn through play, exploration and experimentation. We work in partnership with parents to help children to learn and develop and through this add to the life and well-being of the local community.

It is our intention to make our setting accessible to children and families from all sections of Cherry Hinton's local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated admission procedures.

In planning the activities for the year, the trustees kept in mind the Charity Commission's general guidance on public benefit and in particular, the advancement of education.

## **Review of the Year**

Operating Monday to Friday term time only, Little Cherries offers 32 morning (9am to noon) and 32 afternoon places (12.45pm to 3.45pm). These places became fully booked early in the academic year with a total of 76 children accessing a place over the course of the year. At the end of the academic year approximately 34% of these children transitioned into reception classes with several others leaving due to moving area. Programmes of visits were planned with the staff and teachers of Bewick Bridge Community Primary School. Teachers made several visits to the children in the setting and the children were invited to a number of visits to their new reception classes. This ensured that children had a smooth transition into reception class. Reception class teachers from other local schools were also invited to visit children that were transitioning into their school.

### *Lunch Club*

We continue to offer a lunch session which allows children to stay 45minutes longer at either the end of the morning session or at the start of the afternoon session, or to bridge the gap for those children who attend a morning and afternoon session. Parents supply a packed lunch for their child. An additional charge is made for children attending this session.

### *Early Years Foundation Stage Framework*

We follow the Early Years Foundation Stage Framework set by the Department for Children, Schools and Families (DCSF 2012) which sets the standards for the learning, development and care of children from birth to 5 years old.

The principles which guide the work of all early years' practitioners are grouped into four themes;

- A unique child
- Positive relationships
- Enabling environment
- Learning and development

The framework emphasises the importance of play which underpins all development and learning for young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally.

We use the Early Years Foundation Stage (EYFS) to plan and provide a range of play activities and opportunities based around the children's current interests and curiosities. The EYFS covers seven areas of learning and development, these being:

- **Personal, Social and Emotional Development.** Learning to make friends, enjoying being part of a group, feeling special, sharing feelings and learning to do things for themselves.
- **Communication and Language.** Talking and listening to others, enjoying stories and books and learning ways of sharing thoughts and feelings with others.
- **Physical Development.** Finding out about their body and how to use and control it. Exercising their whole body and using tools safely.
- **Literacy.** Finding out how to make marks, letter-like shapes and letters. Hearing and saying letter sounds, reading environmental print and familiar words.
- **Mathematics.** Learning to count, share and compare and to see shapes and patterns around them. Working out ways of recording numbers and simple calculations.
- **Understanding of the World.** Learning to see themselves as part of a bigger world and finding out what they can do as part of that world. Using computers and the local environment to extend their learning.
- **Expressive Arts and Design.** Using colour, shape, sounds, music, movement and stories to share their thoughts and feelings with others. Developing their imagination and storytelling through role-play. Encouraging them to take risks and giving them the confidence to have a go.

The framework sets the standards that all early years providers must meet to ensure that children learn and develop well, ensures children are kept healthy and safe and ensures that children have the knowledge and skills they need to start school.

### *Themes/Children's Interests*

The children have enjoyed a range of themed and child initiated activities that have incorporated all areas of learning. Special songs, stories, events and visitors to the group have also supported these themes and activities.

In addition to seasonal themes, children's interests have seen us exploring our senses, exploring and experiencing different genres of music and making our own music. Children have become knowledgeable about growth and decay when growing plants and we have been thinking about people in our own community. During the Christmas season we invited parishioners from the local church to

come to visit us. Children presented them with gifts that they had made and served them with tea and biscuits before singing to them.

*Visitors*

*Father Christmas*

During the Christmas party Father Christmas visited the children, bringing them all a present.

*Dentist*

During the dentist's visit children learnt about foods that were good and bad for their teeth. They then sorted different foods and drinks, saying which were good and bad and were then shown how to clean their teeth properly.

We have also been very privileged with parents volunteering and sharing their knowledge and expertise to deliver some excellent activities including storytelling, playing the Clarinet and Kajon, and demonstrations on the art of Mehndi and Rangoli.

*Events*

When celebrating 'Book Week' the children were invited to dress as a character from a favourite book. Children brought in their favourite books to share with others. Some parents came to read a story to the children.

A shop was set up for 'Mother's Day' where children were encouraged to buy and wrap a present for their mum.

We hosted two Stay and Play sessions, one in the autumn term and one for Father's Day. For Father's Day we invited all Daddies, or a special male family member, to a 'Stay and Play' session where they had the opportunity to stay with their child and join them in games and activities. Children also helped to serve light refreshments.

After a few days practising, parents were invited to come and watch their children participate in a sports day, followed by a fundraising cake stall.

During the summer term the children were treated to a trip to 'Cheeky Monkeys Play Barn' where they were able to enjoy the indoor or outdoor activities and play equipment followed by party food.

*Friends of Little Cherries (FOLC)*

The FOLC has had a busy year raising over £1,370 for the group. We attended several local community events which helped to support the community and raise our profile whilst also raising much needed funds for Little Cherries.

In September 2018 we were invited to the Cherry Hinton festival, a community event. Our teddy tombola had a great response from both the donations from parents and at the event itself.

In-house fundraising events consisted of:

- Christmas raffle
- Cake & Book Sales
- Village Festival (Teddy Tombola)
- Handprint tea towels
- Easter 200 square
- Bewick Bridge summer fair (Teddy Tombola)
- Mother's Day shop
- Bewick Bridge Christmas fair

- Commission from two photograph opportunities.

Money raised from fundraising assisted towards the cost of the Christmas parties and gifts from Santa for each child, subsidised the cost of the trip to Cheeky Monkeys Play Barn, covered costs for the Father's Day event and Stay and Play, and provided activities, party food and resources for the end of year party.

We also received a grant from Teversham Parish Council which was used to purchase new furniture and a staff laptop.

We are grateful for the support of parents and other family members for all our events.

We have continued to participate in the FareShare FoodCloud programme which enables branches of Tesco to inform local charities such as ourselves of surplus food which is available for collection. We have not only benefited with reducing our food costs but have been inspired to be imaginative with the produce we are given, such as potato printing, making soup and varying the snack food that we offer to children.

#### *Review of 2018- 2019 Staff*

Manager: Anita Yates

Deputy: Dawn Sheehan

Room Co-ordinators: Hannah Merwiak and Angela Maycock

General Practitioners: Yvonne Bendall, Stephanie Finch, Yana Nenova

SEN Practitioners: Elizabeth Williams, Bridget Migdal

Lunch Club Supervisors and Cover Assistants: Marcus Laker, Fay Hakrama

Volunteer: x1

Student : x1

Administrator: Christine Rookes / Samantha Bramley

Finance & Admissions Manager: Alison Green

Christine Rookes left our employment towards the end of the Spring Term, being replaced by Samantha Bramley.

Hannah Merwiak left for maternity leave during the Summer Term 2018 and returned in the Summer Term 2019, taking a part time position as general practitioner.

Staff have continued to work hard to develop and improve the setting, introducing new practice and improving the way we deliver our service. They remain happy, motivated and keen to continue reviewing the service we provide.

Staff continue to access a variety of training courses offered through the Cambridge County Council (CCC), Early Years and Childcare Training and Support Programme or online through our affiliation to the Preschool Learning Alliance. To help keep informed and updated on new operating trends, current thinking and legislation, staff have also been able to attend local networking and hub meetings provided by the CCC. Staff attend weekly and half termly in-house meetings/training. This provides benefits for our employees by being able to discuss children's next steps, review practice, and to refresh the skills they use on a day-to-day basis, giving them more confidence to implement these skills in the workplace.

The training programmes accessed by staff from Sept 2018 to August 2019 include:

- Refresher courses for Designated Persons for Child Protection

- Speech and Language Training.
- Refresher for Equalities Named Coordinator
- Senco refresher network and briefing session
- Food Safety L2 – Online

The Manager also attends at least 2 local networking meetings per year.

The Committee intends to continue their current strategies of maintaining the pre-school's levels of training and qualifications by investing in staff training to provide high quality education for our children, thus maintaining the breadth and depth of the education provided.

Staff acknowledge the time, commitment and expertise given by the members of the management committee who give of their time as volunteers and without whom the pre-school could not operate as it does.

### **Reserves Policy**

We aim to hold sufficient reserves to cover three months' running costs of the pre-school and to meet any liabilities owed at the end of the year. Three months' running costs currently equate to £38,415 and liabilities at the end of the year were £6,289. Total reserves required are therefore £44,704. The current level of reserves is £66,904.

Little Cherries currently faces some decreasing levels of SEN funding and the trustees anticipate rising staff costs due to increases in the National Living Wage. They also anticipate some extra expenses as a consequence of the renovations at Bewick Bridge and a potential drop in numbers and therefore revenue for the 2019/20 academic year. They have therefore taken the decision to maintain a level of reserves higher than the target and not to designate any reserves for specific purchases in the coming year.

**This report was approved by the Trustees on 7 October 2019 and signed on their behalf by:**

**Jennie Peacock**  
Chairperson

**Linling Zhang**  
Treasurer

## **REPORT OF THE INDEPENDENT EXAMINER**

### **To the Trustees of Little Cherries**

I report on the accounts of Little Cherries (registered charity number 1030778) for the year ended 31<sup>st</sup> August 2019 set out on pages 11-15.

### **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Tim Stephens FCA**  
17 Harcombe Road  
Cambridge  
CB1 9PD

**Date: 1 November 2019**

## RECEIPTS AND PAYMENTS ACCOUNTS

	Notes	2019		Total	2018
		Unrestricted funds	Restricted funds		Total
		£	£	£	£
<b>Receipts</b>					
Early Years Funding 2017-18		-	-	-	108,475
Early Years Funding 2018-19		89,700	5,671	<b>95,371</b>	17,138
Fees		27,218	-	<b>27,218</b>	28,909
SEN Funding for 1 to 1		2,525	-	<b>2,525</b>	2,027
Grants / Donations		-	2,000	<b>2,000</b>	2,017
Fundraising	2a	1,377	-	<b>1,377</b>	1,356
Trip contributions		282	-	<b>282</b>	353
Other		95	-	<b>95</b>	102
<b>Total receipts</b>		<b>121,197</b>	<b>7,671</b>	<b>128,868</b>	<b>160,377</b>
<b>Payments</b>					
Wages, NIC & pensions		126,166	5,602	<b>131,768</b>	126,242
Rent		9,140	-	<b>9,140</b>	8,463
Rates		1,126	-	<b>1,126</b>	1,093
Insurance		1,087	-	<b>1,087</b>	1,078
Training		326	-	<b>326</b>	279
Resources		474	141	<b>615</b>	846
Stationery & postage		138	-	<b>138</b>	106
Photocopy & telephone		316	-	<b>316</b>	306
Food		654	69	<b>723</b>	713
Software licences		753	79	<b>832</b>	671
DBS, Ofsted & ICO		335	-	<b>335</b>	669
Other		211	-	<b>211</b>	238
From funds raised	2b	153	-	<b>153</b>	496
Trip	2b	755	-	<b>755</b>	749
Cost of fundraising		314	-	<b>314</b>	179
Deposits returned		1,287	-	<b>1,287</b>	1,523
Bank charges		140	-	<b>140</b>	154
<b>Subtotal</b>		<b>143,375</b>	<b>5,891</b>	<b>149,266</b>	<b>143,805</b>
Asset & investment purchases					
Toys		49	-	<b>49</b>	1,294
Equipment		627	1,044	<b>1,671</b>	361
<b>Total Payments</b>		<b>144,051</b>	<b>6,935</b>	<b>150,986</b>	<b>145,460</b>
Net receipts / (payments)		(22,854)	736	<b>(22,118)</b>	14,917
Transfers between funds		-	-	-	-
Cash funds last year		87,954	1,068	<b>89,022</b>	74,105
<b>Cash funds this year end</b>	3	<b>65,100</b>	<b>1,804</b>	<b>66,904</b>	<b>89,022</b>

**STATEMENT OF ASSETS AND LIABILITIES AT 31 AUGUST**

Notes	Unrestricted funds £	2019 Restricted funds £	Total £	2018 Total £
<b>Cash funds</b>				
Current accounts	64,995	1,804	<b>66,799</b>	88,930
Petty cash	105	-	<b>105</b>	92
	<u>65,100</u>	<u>1,804</u>	<u><b>66,904</b></u>	<u>89,022</u>

**Assets retained for the charity's own use**

Various toys and resources	Outside play equipment & flooring
Various chairs, tables and desks	Cupboards and storage equipment
Kitchen equipment and white goods	7 computers, 2 printers and associated software
2 portable radios and a camera	1 telephone
Display boards & book racks	External storage shed & storage units
Various office furniture and equipment	Settee
Whiteboard	9 tablets
Playhouse and outdoor benches	All-weather shelter

The estimated value of these assets at 31 August 2019 is £12,400.

	Unrestricted funds	2019 Restricted funds	Total £	2018 Total £
<b>Liabilities</b>				
Early Years Funding received in advance	-	-	-	17,816
Deposits & fees in advance	2,861	-	<b>2,861</b>	2,945
Staff wages	1,913	-	<b>1,913</b>	1,272
Trade creditors	1,515	-	<b>1,515</b>	907
	<u>6,289</u>	<u>-</u>	<u><b>6,289</b></u>	<u>22,940</u>

The financial statements on pages 11 to 15 were approved by the Trustees on 7 October 2019 and signed on their behalf by:

**Jennie Peacock**

**Linling Zhang**

**Chair**

**Treasurer**

## NOTES TO THE ACCOUNTS

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The Trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

#### **Taxation**

As a registered charity, the pre-school is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Fund accounting**

Funds held by the pre-school are either:

##### *Unrestricted funds*

These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

##### *Restricted funds*

These are funds that can only be used for particular restricted purposes within the objects of the pre-school. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### *Designated funds*

These are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

2. FUNDRAISING	2019	2018
a. Income	£	£
Christmas raffle	283	270
Cake & Book Sales	276	102
Village Festival (Teddy Tombola)	184	173
Tea towel sales	245	250
Easyfundraising	135	40
Easter 200 square	109	-
Bewick Bridge event (Teddy Tombola)	71	60
Mother's Day event	50	64
Bewick Bridge Christmas event	24	-
Table top sale	-	132
Handprints	-	125
Easter raffle	-	119
Plant sale	-	21
	<b>1,377</b>	1,356
<b>b. Expenditure</b>		
Christmas Parties	99	186
Summer Parties	20	16
Stay & play	20	-
Fathers' Day	14	-
Living Eggs	-	294
Total	<b>153</b>	496
Cheeky Monkeys Trip Contribution	<b>473</b>	396
Total Expenditure from Funds Raised	<b>626</b>	892

The total cost of the Cheeky Monkeys trip was £755. This was paid for by £282 parental contributions and £473 contribution from fundraising.

A total of £314 was spent on the cost of fundraising leaving a balance of £437 which has been spent on general resources for Little Cherries.

### 3. RESERVES

The following movements on reserves took place during the year:

	Balance at 1.09.2018	Income	Expenditure	Transfer to/from general fund	Balance at 31.08.2019
	£	£	£	£	£
<i>Restricted Funds</i>					
Early years pupil premium	-	2,353	(2,353)	-	-
Early year deprivation funding	-	1,473	(1,473)	-	-
Disability access funding	-	1,845	(1,845)	-	-
Outdoor play equipment	177	-	(141)	-	<b>36</b>
Bench & settee	200	-	(200)	-	-
Kimberly Brown-Bonnett Memorial Fund	436	-	(21)	-	<b>415</b>
Tablets for children's use	255	-	(79)	-	<b>176</b>
Computer equipment, tables and secure filing	-	2,000	(823)	-	<b>1,177</b>
<i>Total Restricted Funds</i>	<b>1,068</b>	<b>7,671</b>	<b>(6,935)</b>	<b>-</b>	<b>1,804</b>
<i>Designated Funds</i>					
<i>Total Designated Funds</i>	-	-	-	-	-
<i>General Funds</i>					
General fund	87,954	121,197	(144,051)	-	<b>65,100</b>
<b>Total</b>	<b>89,022</b>	<b>128,868</b>	<b>(150,986)</b>	<b>-</b>	<b>66,904</b>

As set out in the reserves policy, the target level of reserves is £44,704 representing three months' running costs (£38,415) plus any liabilities owed at the end of the year (£6,289).

#### *Notes about reserves*

Little Cherries currently faces some decreasing levels of SEN funding and the trustees anticipate rising staff costs due to increases in the National Living Wage. They also anticipate some extra expenses as a consequence of the renovations at Bewick Bridge and a potential drop in numbers and therefore revenue for the 2019/20 academic year. They have therefore taken the decision to maintain a level of reserves higher than the target and not to designate any reserves for specific purchases in the coming year.