

LITTLE CHERRIES
ANNUAL REPORT & FINANCIAL STATEMENTS
For the year ended 31 August 2020

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
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

Mark Goldsbrough

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:

Name	Position	Dates
Fahima Ali		Appointed November 2017 Resigned November 2019
Caroline Bane	Secretary	Appointed November 2015 Resigned November 2019
Jen Peacock	Chair	Appointed November 2015
Emma-Louise Smith		Appointed November 2017 Resigned November 2019
Lorna Torkington		Appointed November 2017
Emily Walker		Appointed November 2016
Linling Zhang	Treasurer	Appointed November 2016
Daniela Bagaglia		Appointed January 2019
Kathirvelan Ganesan		Appointed January 2019
Louise Leonard	Secretary	Appointed January 2019
Emma Poulter		Appointed November 2019

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 64 children accessing a place over the course of the year. At the end of the academic year approximately 60% of these children transitioned into reception classes with 2 others leaving due to moving area. Transitioning meetings with schools were completed via phone and transitioning reports for all children were sent to schools and parents.

This year has been filled with challenges which staff and committee have worked hard to overcome and ensure a successful year for Little Cherries. In November we moved from our rooms to a temporary classroom while the building was being renovated. Soon after moving back into our rooms the Covid-19 pandemic struck and in March we were forced to close entirely for several months, before opening up again in June to a small bubble, mainly consisting of the children of critical and key workers. Several members of staff were shielding and unable to work and we were able to access the government's furlough scheme. It was a period of great uncertainty and we are grateful to the staff and committee for their dedication, understanding and commitment during this time.

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

With such an unsettled year children have been faced with a range of different transitions and so managing those different and challenging transitions became a priority. Moving in November to our mobile classrooms, staff had to settle children in to a new environment with new routines, limitations and expectations. Once settled the children were able to enjoy a range of themed and child initiated activities that incorporated all areas of learning. Special songs, stories, events and visitors to the group have also supported seasonal themes and activities. Transitioning back to our classrooms after the spring half term children needed to be reintroduced to their environment and soon settled back, enjoying and exploring the free flow of the larger indoor and outdoor areas. Being less crowded the classrooms were less intimidating and helped children to naturally come out of their shells and be more social. Children were more willing to join in games and activities, and more willing to integrate with other children and make new friends. This all encouraged children to learn social skills and how to interact with other children. However it was all too short lived due to the closure in March.

A range of learning opportunities and events were planned for the spring/summer term but due to closure these were postpone. We embarked of offering families a range of learning opportunities through our Tapestry online learning journal.

Opening for the small group in July we initially concentrated our learning on settling the children back into the group, meeting new children, making new friends and teaching and talking to children about Covid19 by encouraging good hygiene habits.

Friends of Little Cherries (FOLC)

The FOLC has raised £1,048 for the group. Our usual programme of fundraising events was severely disrupted by the Covid-19 pandemic and we were unable to run many of the events we had planned.

In September 2019 we were invited to the Cherry Hinton festival, a community event. As there was no Festival Day event this year, for the first time we ran a Family Bingo Session which was a huge success, bringing together people from different parts of the community and raising £500 for Little Cherries. This event also helped to raise our profile within the community.

In-house fundraising events consisted of:

- Christmas raffle
- Village Festival (Bingo)

Money raised from fundraising assisted towards the cost of the Christmas parties and gifts from Father Christmas for each child, as well as paying for toys and resources within the group.

We also received a grant from Teversham Parish Council which was used to purchase a photocopier/printer, a shredder and a staff laptop. Due to the closure we have not been able to spend the remains of the grant in this academic year, but are passing it over into the next academic year.

We are very grateful to employees from ARM who donated their time to redecorate our rooms after the building work was completed, and to Ridgeons for donating paint and decorating materials.

We have continued to promote online shopping via Easyfundraising and have raised £275.

We are grateful for the support of parents and other family members for all our events, and to those families who chose to donate their refunded fees for the time we were closed.

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 2019- 20 Staff

Manager: Anita Yates

Deputy: Dawn Sheehan

General Practitioners: Yvonne Bendall, Angela Maycock, Stephanie Finch, Hannah Merwiak

SEN Practitioners: Elizabeth Williams, Bridget Migdal

Cover Assistants: Marcus Laker, Fay Hakrama

Volunteer: x1

Administrator: Samantha Bramley

Finance & Admissions Manager: Alison Green (resigned January 2019)

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. During closure staff worked from home, writing reports, continuing their CPD by participating in online training, and planning for themes and targeted learning activities in specific areas.

At the start of the academic year all staff participated in updating their First Aid training. Up to lockdown in March staff attended weekly and half termly in-house meetings/training. This provided 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. During lockdown staff continued to access a variety of training courses offered online through the the Early Years Alliance, Educare. The training programmes accessed by staff from Sept 2019 to August 2020 include:

- Pediatric First Aid
- Speech, Language and Communication (online)
- Improving Children's Learning Through Play (online)
- Being a Key Person in an Early Years Setting (online)
- Supporting Children with SEND (online)
- Effective Safeguarding Practice (online)
- Infection Prevention and Control (online)
- Reflective Practice in the Early Years (online)
- Providing a Healthy Food Environment (online)
- Getting to grips with the EYFS (online)
- Theories underpinning the EYFS (online)
- Equality and Inclusion. (online)

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 £52,934 and liabilities at the end of the year were £2,887. Total reserves required are therefore £55,821. The current level of reserves is £81,429.

Little Cherries currently faces some uncertainty around SEN funding and the trustees anticipate rising staff costs due to potential increases in the National Living Wage and statutory pension contributions. There is also a great deal of uncertainty around the ongoing Covid-19 pandemic which may incur additional staffing costs or the setting closing and losing revenue. They have therefore taken the decision to maintain a level of reserves higher than the target. They are anticipating using some of the money in reserves to cover additional staffing costs for 1:1 support and to pay backdated holiday pay.

This report was approved by the Trustees on 12 October 2020 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 31st August 2020 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.

Mark Goldsbrough FCA
2 Limedale Close
Cambridge
CB1 9BQ

Date: 20 November 2020

RECEIPTS AND PAYMENTS ACCOUNTS

	Notes	2020		Total £	2019
		Unrestricted funds £	Restricted funds £		Total £
Receipts					
Early Years Funding 2018-19		-	-	-	95,371
Early Years Funding 2019-20		116,780	4,465	121,245	
Fees		19,112	-	19,112	27,218
SEN Funding for 1 to 1		5,558	-	5,558	2,525
Grants / Donations		300	6,255	6,555	2,000
Fundraising	2a	1323	-	1,323	1,377
Trip contributions		-	-	-	282
Other		107	-	107	95
Total receipts		143,180	10,720	153,900	128,868
Payments					
Wages, NIC & pensions		114,766	8,706	123,471	131,768
Rent		7,356	-	7,356	9,140
Rates		569	-	569	1,126
Insurance		1,215	-	1,215	1,087
Training		1,042	-	1,042	326
Resources		243	-	243	615
Stationery & postage		102	-	102	138
Photocopy & telephone		237	-	237	316
Food		329	-	329	723
Software licences		907	-	907	832
DBS, Ofsted & ICO		205	-	205	335
From funds raised	2b	50	-	50	153
Trip	2b	-	-	-	755
Cost of fundraising		80	-	80	314
Marketing		-	-	-	-
Deposits returned		1,071	-	1,071	1,287
Bank charges		139	-	139	140
Other		156	-	156	211
Subtotal		128,467	8,706	137,173	149,266
Asset & investment purchases					
Toys		8	14	21	49
Equipment		209	1,972	2,181	1,671
Total Payments		128,683	10,692	139,375	150,986
Net receipts / (payments)		14,497	28	14,525	(22,118)
Transfers between funds		-	-	-	-
Cash funds last year		65,100	1,804	66,904	89,022
Cash funds this year end	3	79,597	1,832	81,429	66,904

STATEMENT OF ASSETS AND LIABILITIES AT 31 AUGUST

Notes	Unrestricted funds £	2020 Restricted funds £	Total £	2019 Total £
Cash funds				
Current accounts	79,274	1,832	81,106	66,799
Petty cash	323	-	323	105
	<u>79,597</u>	<u>1,832</u>	<u>81,429</u>	<u>66,904</u>

Assets retained for the charity's own use

Various toys and resources	Outside play equipment & flooring
Various chairs, tables and desks	Cupboards, filing cabinets and storage equipment
Kitchen equipment and white goods	8 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
Shredder	

The estimated value of these assets at 31 August 2020 is £11,185.

	Unrestricted funds	2020 Restricted funds	Total £	2019 Total £
Liabilities				
Early Years Funding received in advance	-	-	-	-
Deposits held & fees in advance	1,531	-	1,531	2,861
Staff wages	1,289	-	1,289	1,913
Trade creditors	67	-	67	1,515
	<u>2,887</u>		<u>2,887</u>	<u>6,289</u>

The financial statements on pages 11 to 15 were approved by the Trustees on 12 October 2020 and signed on their behalf by:

Jennie Peacock

Chair

Linling Zhang

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	2020	2019
a. Income	£	£
Christmas raffle	548	283
Village Festival Bingo Event	500	-
Easy Fundraising	275	135
Cake & Book Sales	-	276
Village Festival (Teddy Tombola)	-	184
Tea towel sales	-	245
Easter 200 square	-	109
Bewick Bridge event (Teddy Tombola)	-	71
Mother's Day event	-	50
Bewick Bridge Christmas event	-	24
Table top sale	-	-
Handprints	-	-
Easter raffle	-	-
Plant sale	-	-
	<u>1,323</u>	<u>1,377</u>
b. Expenditure		
Christmas Parties	50	99
Summer Parties	-	20
Stay & play	-	20
Fathers' Day	-	14
Living Eggs	-	-
Total	50	153
Cheeky Monkeys Trip Contribution	-	473
Total Expenditure from Funds Raised	<u>50</u>	<u>626</u>

There was no Cheeky Monkeys trip this year or Summer Party due to the pandemic.

A total of £80 was spent on the cost of fundraising leaving a balance of £1193 which has been spent on general resources for Little Cherries.

3. RESERVES

The following movements on reserves took place during the year:

	Balance at 1.09.2019	Income	Expenditure	Transfer to/from general fund	Balance at 31.08.2020
	£	£	£	£	£
<i>Restricted Funds</i>					
Early years pupil premium	-	2,161	(2,161)	-	-
Early year deprivation funding	-	1,074	(1,074)	-	-
Disability access funding	-	1,230	(1,230)	-	-
Govt Job Retention Scheme	-	4,255	(4,255)	-	-
Teversham Grant 19-20	-	2,000	(795)	-	1205
Teversham Grant 18-19	1,177	-	(1,177)	-	-
Outdoor play equipment	36	-	-	-	36
Kimberly Brown-Bonnett Memorial Fund	415	-	-	-	415
Tablets for children's use	176	-	-	-	176
<i>Total Restricted Funds</i>	1,804	10,720	(10,692)	-	1,832
<i>Designated Funds</i>					
<i>Total Designated Funds</i>	-	-	-	-	-
<i>General Funds</i>					
<i>Total General Funds</i>	65,100	143,180	(128,683)	-	79,597
Total	66,904	153,900	(139,375)	-	81,429

As set out in the reserves policy, the target level of reserves is £55,821, representing three months' running costs (£52,934) plus any liabilities owed at the end of the year (£2,887).

Notes about reserves

Little Cherries currently faces some uncertainty around SEN funding and the trustees anticipate rising staff costs due to potential increases in the National Living Wage and statutory pension contributions. There is also a great deal of uncertainty around the ongoing Covid-19 pandemic which may incur additional staffing costs or the setting closing and losing revenue. They have therefore taken the decision to maintain a level of reserves higher than the target. They are anticipating using some of the money in reserves to cover additional staffing costs for 1:1 support and to pay backdated holiday pay.