RACKERHAYES PRE-SCHOOL

England & Wales · Charity number 1017322

Details

Other names	HOMERS LANE PLAYGROUP, HOMERS LANE PRE - SCHOOL
Status	Registered
Legal form	Other
Registered	1993-02-17
Register	View on the Charity Commission register

Contact

Address	Rackerhayes Pre School St. Michaels Church Hall Chudleigh Road Kingsteignton Newton Abbot TQ12 3JU
Phone	07935915914
Email	rackerhayesmanager@live.co.uk
Website	www.rackerhayespreschool.org

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Rackerhayes Pre-School operates within St Michael's church hall, Kingsteignton and provides lots of fun learning and play for pre-school children along with a lunch club. More details to follow........

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE THE CATCHMENT AREA OF THE PLAYGROUP
- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	-	-	-	-
2024-08-31	£144,220	£133,246	-	-
2023-08-31	£124,301	£115,853	-	-
2022-08-31	£108,482	£109,314	-	-
2021-08-31	£92,604	£100,241	-	-
2020-08-31	£92,314	£90,251	-	-

Trustees

Name	Role	Appointed
Heather Early	Chair	2024-10-01
Abigail Hewett		2024-12-14
emma rainer		2023-01-15

Accounts

Rackerhayes Pre-School

Treasurer's Report 2023 – 2024

This years accounts are run from 1st September 2023 - 31st August 2024

Income

The total income for the year was £144,220.80 of which £13746.38 were paid school fees & lunch club fees. This income figure also includes the funding received from Kingsteignton Town Council. We used this to make repairs and upgrades, replacing the broken shed and installing a new outdoor play area.
We received £128,310.15 in funding from DCC Early Years and £7827.50 from vouchers. The preschool also received a grant from Kingsteignton Town Council for £1425.00. The remaining income was generated through fundraising, socials, registrations fees etc. The amount raised from fundraising and Social Events was £656.55

Expenditure

The total expenditure for the year was £133,246.51. We spent £104675.44 on employment costs, £599.70 on staff training and £4894.00 on renting the premises. The rest of the expenditure is broken down on the End of Year sheet - Staff wages have increased this year, this in turn increases the Pensions, Tax and National Insurance.
We have also spent £861.05 on replacing and renewing toys and equipment and on the outdoor play area.

These figures also include a monthly SO transferring £100 into a contingency fund, we use this account to cover expenses / wages during quieter periods. In December 22 we transferred £5000.00 from the contingency fund into the current account to cover wage expenses. This amount was transferred back to the contingency fund in July 24 from the main current account.

Petty Cash
The Petty Cash Held at the end of the year is £57.70, the income from fee’s and expenditure split between snacks, printing photos and activity items.

The accounts are currently with an independent examiner

Rackerhayes Pre-school

1st Sept 2022 - 31st Aug 2023		1st Sept 2023 - 31st Aug 2024
	INCOME	
15551.64	Fees	5918.88
5114.50	Vouchers	7827.50
86231.89	Funding	129735.15
196.14	Fund Raising	114.09
30.00	Registration Fees	0.00
832.27	£ in from Socials	542.46
00.00	£ in from Trips	00.00
96.00	New Uniform	44.00
6.00	Used Uniform	1.00
00.00	Scholastic	00.00
00.00	Tempest	00.00
16242.55	Misc Income*	37.72
£124,300.99		**£144,220.80**
	EXPENDITURE	
87647.97	Wages	97759.14
2526.79	Pension	3041.49
2776.36	TAX & NI	3874.81
4820.00	Rent	4894.00
191.26	Stationary	576.84
4059.95	Misc	4369.49
0.00	Trips	00.00
165.00	Socials	175.00
1362.51	Photos & Children's Presents	1547.03
7776.44	Repairs	7121.97
794.63	Toys & Equipment	861.05
747.29	Payroll	739.78
57.39	Outdoor Play Area (Inc outdoor classroom)	0.00
257.20	Staff Training	599.70
743.18	Insurance	1085.62
35.00	Ofsted	35.00
404.22	Phone / Internet	331.99
154.73	Computer Consumables	0.00
17.99	Website	0.00
1200.00	Transfer to Contingency*	6200.00
115.20	Advertising	0.00
0.00	Bank Charges	33.60
£115853.10		**£133,246.51**

Year 2023 / 2024
*£5000.00 transferred from Main A/C back to Contingency from 22/23

Misc items
Sundries - Paper towels, Paper Cups, gloves, tissues, cleaning equipment etc
Uniform
Postage
Data Protection Fee

Chocolate for fundraising event
Snacks for preschool
Additional sanitising equipment / Covid PPE- Aprons etc

<u>Petty Cash 2023 – 2024</u>

Opening Balance £84.01

Expenditure £26.31

Closing Balance £57.70

Broken Down as:

Expenditure
Photos - £7.78
Snacks - £10.74
Activity resources - £7.79

CONFIDENTIAL

Christopher Marle ACCA
Chartered Certified Accountant
28 Broadway Avenue, Kingsteignton, Devon, TQ12 3EW
07786 884 585
chrismarle@virginmedia.com

15th May 2025

Rackerhayes Pre-School
St. Michael's Church Hall
Chudleigh Road
Kingsteignton
Devon, TQ12 3EW

To the Trustees of Rackerhayes Pre-School, (the Trust). Registered Charity No.1017322

Independent Examiners Report of Accounts for the year to 31st August 2024

Introduction

The following report is a summary of my independent review of the accounting records and Treasurer's Report to the Trust for the year ended 31st August 2024. The Trust is eligible to opt for this independent review in lieu of a full audit due to its gross revenue being below the Charity Commission threshold.

I can confirm that I am a Chartered Certified Accountant of good standing and am conducting this examination in line with the ACCA's guidance for honorary work for Charities. I have no close personal relationship with any of the Trustees and am not involved with the management or day to day running of the charity. My examination has been conducted following the Charity Commission's directions and in line with the Guidance for Examiners (CC32).

Report

I have reviewed the accounting records maintained by the Trust and can confirm that the records provided were sufficient to verify the years transactions with any missing paperwork available to view on request.

I have been able to follow the transaction process of all income and expenditure that I selected for testing and can verify that the transactions observed in the cash accounting records are consistent with the electronic cash book and do not vary in any material way.

The Treasurers Report accurately describes the financial position of the Trust with account balances reconciling to bank statements. Having discussed the increasing value of additional employers costs such as National Insurance and Pensions, we have decided to update the Wages cost referred to in the report to Employment Costs so as to include these now more material values.

Conclusion

Discussions on review with the management show that the Trust is in control of their cost base despite the challenges of rising employment costs as well as general inflationary pressures. The Trust has sufficient funds, including a Contingency fund which has had the draw-downs used for last years renovations repaid and continues to be topped up on a regular basis. In conclusion, I can verify that the interests of the Trust are being suitably governed and I have not observed any issues to cause concern regarding the financial position of the Trust.

Yours sincerely,

Christopher Marle ACCA

Accounts

Rackerhayes Pre-School

Treasurer's Report 2022 – 2023

This years accounts are run from 1st September 2022 - 31st August 2023

Income

The total income for the year was £124300.99 of which £15551.64 were paid school fees & lunch club fees. This income figure also includes the funding received from the closure of Chudleigh Preschool in June (£10303.98 – Which we used to make some major repairs and upgrades this year, replacing the broken fence and installing a new Sensory Shed) and £850.00 funding awarded from Kingsteignton Council.
We received £86231.89 in funding from DCC Early Years and £5114.50 from vouchers. The remaining income was generated through fundraising, socials, registrations fees etc. The amount raised from fundraising was £1028.41

Expenditure

The total expenditure for the year was £115853.10. We spent £87647.97 on staff wages, £257.20 on staff training and £4820.00 on renting the premises. The rest of the expenditure is broken down on the End of Year sheet - Staff wages have increased this year, this in turn increases the Pensions. We have also spent £794.63 on replacing and renewing toys and equipment and on the outdoor play area.

These figures also include a monthly SO transferring £100 into a contingency fund, we use this account to cover expenses / wages during quieter periods. In December 22 we transferred £5000.00 from the contingency fund into the current account to cover wage expenses. When the Budget is complete in December 23, we hope to transfer this back into the contingency.

Petty Cash
The Petty Cash Held at the end of the year is £84.01, the income from fee’s and expenditure split between snacks, key cutting and activity items.

The accounts are currently with an independent examiner

Rackerhayes Pre-school

1st Sept 2021 - 31st Aug 2022		**1st Sept 2022 - 31st Aug 2023**
	INCOME	
9726.33	Fees	15551.64
9669.50	Vouchers	5114.50
85639.28	Funding	86231.89
1633.04	Fund Raising	196.14
30.00	Registration Fees	30.00
863.55	£ in from Socials	832.27
00.00	£ in from Trips	00.00
49.00	New Uniform	96.00
31.50	Used Uniform	6.00
00.00	Scholastic	00.00
00.00	Tempest	00.00
3512.39	Misc Income*	16242.55
£108,481.59		**£124,300.99**
	EXPENDITURE	
85908.82	Wages	87647.97
1842.08	Pension	2526.79
1082.08	TAX & NI	2776.36
4680.50	Rent	4820.00
153.91	Stationary	191.26
2022.54	Misc	4059.95
0.00	Trips	00.00
428.28	Socials	165.00
1034.70	Photos & Children's Presents	1362.51
3313.84	Repairs	7776.44
674.03	Toys & Equipment	794.63
715.80	Payroll	747.29
335.99	Outdoor Play Area (Inc outdoor classroom)	57.39
625.40	Staff Training	257.20
675.30	Insurance	743.18
35.00	Ofsted	35.00
519.72	Phone / Internet	404.22
547.94	Computer Consumables	154.73
17.99	Website	17.99
4700.00	Transfer to Contingency*	1200.00
0.00	Advertising	115.20
0.00	Bank Charges	00.00
£109,313.92		**£115,853.10**

Year 2022 / 2023

* Transfer into current account from contingency £5000.00

Misc items

Sundries - Paper towels, Paper Cups, gloves, tissues, cleaning equipment etc

Uniform

Postage

Data Protection Fee

Chocolate for fundraising event
Snacks for preschool
Additional sanitising equipment / Covid PPE- Aprons etc

<u>Petty Cash 2022 – 2023</u>

Opening Balance £105.67

Expenditure £21.66

Closing Balance £84.01

Broken Down as:

Expenditure
Key cutting £12.00
Bread & Milk £5.67
Jubilee items £3.99

Christopher Marle ACCA
Chartered Certified Accountant
28 Broadway Avenue, Kingsteignton, Devon, TQ12 3EW
07786 884 585
chrismarle@virginmedia.com

18th May 2024

Rackerhayes Pre-School
St. Michael's Church Hall
Chudleigh Road
Kingsteignton
Devon, TQ12 3EW

To the Trustees of Rackerhayes Pre-School, (the Trust). Registered Charity No.1017322

Independent Examiners Report of Accounts for the year to 31st August 2023

Introduction

The following report is a summary of my independent review of the accounting records and Treasurer's Report to the Trust for the year ended 31st August 2023. The Trust is eligible to opt for this independent review in lieu of a full audit due to its gross revenue being below the Charity Commission threshold.

I can confirm that I am a Chartered Certified Accountant of good standing and am conducting this examination in line with the ACCA's guidance for honorary work for Charities. I have no close personal relationship with any of the Trustees and am not involved with the management or day to day running of the charity. My examination has been conducted following the Charity Commission's directions and in line with the Guidance for Examiners (CC32).

Report

I have reviewed the accounting records maintained by the Trust and can confirm that the records provided were sufficient to verify the years transactions with any missing paperwork available to view on request.

I have been able to follow the transaction process of all income and expenditure that I selected for testing and can verify that the transactions observed in the cash accounting records are consistent with the electronic cash book and do not vary in any material way.

The Treasurers Report accurately describes the financial position of the Trust with account balances reconciling to bank statements.

Conclusion

Discussions with management and members of the Committee demonstrate a robust understanding of the factors influencing the Trusts sources of finance and the obligations to manage this. The Trust has sufficient funds, including a Contingency fund which is topped up on a regular basis. In conclusion, I can verify that the interests of the Trust are being suitably governed and I have not observed any issues to cause concern regarding the financial position of the Trust.

Yours sincerely,

Christopher Marle ACCA

Accounts

Rackerhayes Pre-School

Treasurer's Report 2021 – 2022

This years accounts are run from 1st September 2021 - 31st August 2022

Income

The total income for the year was £108,481.59 of which £9,726.33 were paid school fees & lunch club fees. We received £85,639.28 in funding from DCC Early Years and £6,996.50 from vouchers. The remaining income was generated through fundraising, socials, registrations fees etc. After the reduction of fundraising in the past few years due to the COVID restrictions, the amount raised from fundraising has started to rise again, fundraising this year being £1633.04, which includes £999 funding awarded from Kingsteignton Council.

Expenditure

The total expenditure for the year was £109,313.92. We spent £85,908.82 on staff wages, £625.40 on staff training and £4680.50 on renting the premises. The rest of the expenditure is broken down on the End of Year sheet - Staff wages have increased this year, this in turn increases the Pensions. The Tax and NI however is lower this year due to being in credit from 5 years previous. This has now almost been cleared so will go back up again next year.
We have also spent £1010.02 on replacing and renewing toys and equipment and on the outdoor play area.
Computer consumables have gone up this year as it includes the purchase of a new printer.
We have had some major repairs this year spending £3313.84 on replacing the fence, repairing a shed roof and a new shed.

These figures also include a monthly SO transferring £100 into a contingency fund, we use this account to cover expenses / wages during quieter periods. This year in November we transferred £3500.00 from the contingency fund into the current account to cover wage expenses and when the funding came through this was transferred back into the contingency in December.

Petty Cash
The Petty Cash Held at the end of the year is £105.67, the income from fee's and expenditure split between heating, snacks, gardening and activity items.

The accounts are currently with an independent examiner

Statement of Assets and Liabilities
At 31st August 2022

Current Account

Fund at 1st September 2021	**£7569.62**
Income	**+ £108,481.59**
Expenditure	**- £109,313.92**
FUND AT 31st August 2021	**£6737.29**

1st Reserve Account (Redundancy) Account ending 211

Fund at 1st September 2021	**£ 10067.35**
Plus Deposits	**+£0.00**
Plus Interest	**+£4.72**
FUND AT 31st August 2022	**£10072.07**

2nd Reserve Account (Contingency) Account ending 203

Fund at 1st September 2021	**£6128.28**
Plus Deposits	**+£4700.00**
Minus Withdrawal	**-£3500.00**
Plus interest	**+£3.29**
FUND AT 31st August 2022	**£7331.57**

Petty Cash

Fund at 1st September 2021	**£70.62**
Income from Fee’s unbanked	**+£100.00**
Expenditure	**-£64.95**
FUND AT 31st August 2022	**£105.67**

Rupp&Fraser
CHARTERED ACCOUNTANTS
& REGISTERED AUDITORS

R&F

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RACKERHAYES PRE-SCHOOL,

Our Ref
Your Ref

Date

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF RACKERHAYES PRE-SCHOOL,

I report to the Trustees on my examination of the financial statements of Rackerhayes Pre-School, (the Trust) for the year ended 31 August 2022.

Responsibilities and basis of report

As the Trustees of the Trust you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Trust's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Trust as required by section 130 of the 2011 Act; or
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Chris Rupp F.C.A.

Dated: 14 November 2023

Accounts

Rackerhayes Pre-School

Treasurer's Report 2021 – 2022

This years accounts are run from 1st September 2021 - 31st August 2022

Income

The total income for the year was £108,481.59 of which £9,726.33 were paid school fees & lunch club fees. We received £85,639.28 in funding from DCC Early Years and £6,996.50 from vouchers. The remaining income was generated through fundraising, socials, registrations fees etc. After the reduction of fundraising in the past few years due to the COVID restrictions, the amount raised from fundraising has started to rise again, fundraising this year being £1633.04, which includes £999 funding awarded from Kingsteignton Council.

Expenditure

The total expenditure for the year was £109,313.92. We spent £85,908.82 on staff wages, £625.40 on staff training and £4680.50 on renting the premises. The rest of the expenditure is broken down on the End of Year sheet - Staff wages have increased this year, this in turn increases the Pensions. The Tax and NI however is lower this year due to being in credit from 5 years previous. This has now almost been cleared so will go back up again next year.
We have also spent £1010.02 on replacing and renewing toys and equipment and on the outdoor play area.
Computer consumables have gone up this year as it includes the purchase of a new printer. We have had some major repairs this year spending £3313.84 on replacing the fence, repairing a shed roof and a new shed.

These figures also include a monthly SO transferring £100 into a contingency fund, we use this account to cover expenses / wages during quieter periods. This year in November we transferred £3500.00 from the contingency fund into the current account to cover wage expenses and when the funding came through this was transferred back into the contingency in December.

Petty Cash

The Petty Cash Held at the end of the year is £105.67, the income from fee’s and expenditure split between heating, snacks, gardening and activity items.

The accounts are currently with an independent examiner

Accounts

Rackerhayes Pre-School

Treasurer's Report 2019 – 2020

This years accounts are run from 1st September 2019 - 31st August 2020

Income

The total income for the year was £92,314.11 of which £3044.65 were paid school fees & lunch club fees. We received £86,918.23 in funding from DCC Early Years and £724.00 from computershare / Kiddicare / Sodexo vouchers. The remaining income was generated through fundraising, socials, registrations fees etc.

Expenditure

The total expenditure for the year was £90,251.82. We spent £73,773.70 on staff wages and £4205.38 on renting the premises. The rest of the expenditure is broken down on the End of Year sheet.

We have a monthly SO set up transferring money into a contingency fund, we use this account to cover expenses / wages during quieter periods, the account was last used for this purpose in December 2017. In accounts year 2018 / 2019 we used some of our savings in this fund for the new outdoor play area.

The accounts are with an independent examiner

Year 20~~18~~19 / 20~~19~~20

^ £4708.00 Transferred in from the contingency fund to pay for new outdoor play area

Misc items / Items bought from Petty cash

Sundries - Paper towels, gloves, tissues, cleaning equipment etc

Uniform

Storage

Staff Meals / Thanks you gifts

Accountancy / Book Audit

Postage

GDPR compliant storage

DBS Check

Snacks and equipment for preschool

Additional sanitising equipment / Covid PPE

Toys / Books second hand

Statement of Assets and Liabilities
At 31st August 2020

Current Account

Fund at 1st September 2019	**£13,144.05**
Income	**+ £92,314.11**
Expenditure	**- £90,251.82**
FUND AT 31st August 2020	**£15,206.34**

1st Reserve Account (Redundancy) Account ending 211

Fund at 1st September 2019	**£10,051.03**
Plus Deposits	**+£0.00**
Plus Interest	**+£15.30**
FUND AT 31st August 2020	**£10,066.33**

2nd Reserve Account (Contingency) Account ending 203

Fund at 1st September 2019	**£3,721.32**
Plus Deposits	**+£1,200**
Plus interest	**+£6.42**
FUND AT 31st August 2020	**£4,927.74**

Rackerhayes Pre-school

1st Sept 2018 - 31st Aug 2019		1st Sept 2019 - 31st Aug 2020
	INCOME	
£12,416.89	Fees	3044.65
£1,256.00	Vouchers	724.00
£86,714.20	Funding	86918.23
£936.35	Fund Raising	362.89
£60.00	Registration Fees	0
£1,044.30	£ in from Socials	258.50
£531.34	£ in from Trips	281.98
£159.12	New Uniform	68.86
£7.50	Used Uniform	22.00
£17.97	Scholastic	0
£54.75	Tempest	0
£4,776.70^	Misc Income	633.00~
107,975.12		**£92,314.11**
	EXPENDITURE	
£74,193.53	Wages	73773.70
£926.38	Pension	1457.19
£800.00	Petty Cash	200.00
£2,732.20	TAX & NI	1409.60
£4,644.00	Rent	4205.38
£72.96	Stationary	281.16
£1,367.83	Misc	2630.04
£784.20	Trips	691.25
£472.99	Socials	259.89
£1,019.17	Photos & Children's Presents	531.21
£17.97	Scholastic	0
£1,904.96	Toys & Equipment	840.13
£450.49	Payroll	664.76
£5,945.03	Outdoor Play Area (Inc outdoor classroom)	184.97
£437.64	Staff Training	260.00
£744.89	Insurance	746.00
£35.00	Ofsted	35.00
£164.37	Phone / Internet	181.64
£79.99	Computer Consumables	79.99
£55.46	Website	619.91
£1,200.00	Transfer to Contingency	1200.00
£0.00	Advertising	0
£19.00	Bank Charges	0
£98,068.06		**£90,251.82**

Year 2019 / 2020

` £633.00 paid back by PCC for heater

Mrs Donna Starkey MICB
Certified Bookkeeper
12 Old Orchard, Bovey Tracey, Devon, TQ13 9SU
07743481806
donna.star48@gmail.com

24th October 2020

Rackerhayes Pre-School
St. Michael's Church Hall
Chudleigh Road
Kingsteignton
Devon TQ12 3JU

To the Trustees of Rackerhayes Pre-School, Registered Charity No.1017322

Independent Examiner's Report of the Accounts for the year from 1st September 2019 to 31st August 2020

Introduction

This is a report of the financial records of Rackerhayes Pre-School based on the information and explanations which have been supplied to me by their Treasurer, Mrs Hannah Smith, of 6 Tarrs Avenue, Kingsteignton, Devon TQ12 3BX.

My exam was carried out under section 145 of the 2011 Charity Commission's Act and following the Directions given (updated September 2017). I have followed the Commission's Guidance on Independent Examination of Charity Accounts: Direction and Guidance for Examiners (CC32).

The value of the charity's income and assets fall below the audit threshold, so the trustees may opt for this independent exam, which is less thorough than a formal audit.

The trustees are responsible for the preparation of the accounts and for the appointment of a suitable Independent Examiner. They consider that an audit is not required, and I can confirm that this is the case. I am a certified bookkeeper and have been a Member of the Institute of Certified Bookkeepers since 2007. I hold a current Practice Licence. I have no close personal relationship with any of the trustees and am not involved in the day to day running of the charity.

Basis of Report

I have reviewed the records with which I have been supplied and checked that they appear complete and that there are no significant differences from previous years. The accounts are kept in the form of income/expenditure accounts as suits an organisation of this type, size and structure. I have checked that I can understand the records and that there are no obvious errors or omissions. I have checked sample transactions to see if I can track the paper trail from prime entry to accounts.

I do not make an exhaustive check of every individual item nor do I check for every minor error or for basic arithmetic errors.

I report my findings to the trustees. I am bound to report any concerns to the Charity Commission.

Independent Examiner's Report

I have been supplied with all relevant paperwork. I have the Treasurer's Report, the Statement of Assets and Liabilities, the Income/Expenditure Account, bank statements, monthly salary sheets, P32s, petty cash sheets, the original receipts and invoices for expenses, statements of the card account, details of Devon County Council funding, fee payment sheets and an electronic copy of the cashbook in the form of a spreadsheet.

The paperwork appears well organised and complete. I can understand the current financial position of the charity and make comparisons with previous periods. I am satisfied that the charity meets its stated aims and objectives and that it carries out activities as would be expected.

Having examined the accounts I found a few minor issues which I raised with Hannah and which have been resolved. I find her open and candid in her approach.

I can state that

- All the correct records appear to be kept
- The records appear to complete and well organised
- All the receipts and invoices that support the records appear to be kept
- Transactions are correctly posted to the cashbook
- Comparisons can be made between the accounts, the cashbook and the cash records
- Whilst it is possible to follow the paper trail from prime entry, this is less clear than in previous years because more transactions are now being completed by card or BAC. I have discussed this with Hannah and extra records are being put in place.

The Treasurer's Report explains the current financial position of the charity and this is consistent with the records and the accounts as presented to me. Income has obviously been affected by Covid-19 this year, but expenses have also been reduced and the funds in the bank accounts remain healthy. There are contingency funds in place.

Conclusion

The accounts appear to be complete and well kept and are as described in the Treasurer's Report. The accounts accord with the records. An understanding of the charity's financial position can be established from the accounts.

Based on the information and explanations provided I have found no issues with the accounts which cause me concern.

Yours faithfully

Donna Starkey MICB