



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sep	2019		31	Aug	2020

Section A Reference and administration details

Charity name

Digby Village Preschool

Other names charity is known by

Digby Playgroup

Registered charity number (if any)

1032999

Charity's principal address

c/o Digby Church of England Primary School

Church Street

Digby, Lincolnshire

Postcode

LN4 3LZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jane Goddard	Chair		Membership
2	Emily Clement	Treasurer		Membership
5	Sharon Venn			Membership
6	Emma Brown			Membership
7	Francoise Young			Membership
8	Faye Taylor			Membership
10	Barbara Brown		From 13 Feb 2020	Membership
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Nil	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Nil		

Name of chief executive or names of senior staff members (Optional information)

Manager 1 Sep 19 – 31 Aug 20 Donna Cottrell

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees have a full induction and receive copies of all relevant policies and procedures including Roles and Responsibilities of Committee Members.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We provide early years education and childcare for 2 to 4 year olds in a friendly and stimulating environment, offering government funded places from the age of 2.

Digby Village Preschool has been operating for many years and re-registered in 2006 when it moved to its current location. It is a not-for-profit organisation and a registered charity.

Operating from Digby Church of England Primary School premises, it uses a classroom within the school whilst also having access to the various school facilities including the hall and outside play areas.

The location of the preschool within the Primary School is an ideal stepping stone in preparing children for starting full time education.

The preschool is managed by a volunteer committee, but employs experienced child care professionals to undertake the daily running of the facility.

As a not-for-profit organisation, all fees and funding received, goes directly to pay all the regular business outgoings. Any 'profit' thereafter is channelled straight back into the preschool to pay for replacing equipment, toys etc.

The preschool is run in accordance with Ofsted regulations and conforms to the Early Years Foundation practices.

Trustees have had full regard to the guidance issued by the Charity Commission on public benefit throughout the period.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Nothing additional to report.

Summary of the main achievements of the charity during the year

We have continued to provide quality child care and early years education, operating from within Digby Church of England Primary School premises. Government funding and fees have covered the main business costs of wages and room hire, some fundraising did happen in an effort to provide better, newer resources, equipment and toys. From Mar 2020 the Preschool had to close due to the COVID-19 pandemic. However, staff worked remotely with the children over media platforms to ensure some continuity.

13 families have benefitted, albeit remotely from March 2020, with learning/childcare provided 5 days a week over 39 weeks (aligned to the school term).

Section E

Financial review

Brief statement of the charity's policy on reserves

Digby Village Preschool has just over £5000 held in a second bank account. This amount is held to cover any redundancy payments should they be required.
Any funds remaining at the end of the financial year in both accounts are carried forward to the next financial year.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principal sources of funds: Fees, funding from Lincolnshire County Council (LCC), fundraising from Christmas performance, Henry Young Trust Christmas donation.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Goddard	E Clement
Full name(s)	Jane Goddard	Emily Clement
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	7 Jun 2021	

Digby Village Preschool

Income and Expenditure (Current) Account

For the Year Ended 31st August 2020

<u>Income</u>	£
Fees	2939.00
Grants	38143.01
Fundraising	181.83
Donations	200.00
Transfer from Deposit Acct	0
Misc.	170.75
	41634.59

Expenditure

Petty Cash	221.00
Wages	35,655.76
Room Hire	2410.01
Equipment	1571.47
Courses	110.00
Fundraising	0
Advertising	10.00
Tax	3285.72
Transfer to Deposit Account	0
Misc.	1159.64
Accountant	150.00
	44,573.60

Summary

Total Income	£41,634.59
Total Expenditure	£44,573.60

Income over Expenditure £-2939.01

Deposit Account – Income £30.04

Deposit Account – Expenditure £00.00

Income over Expenditure £30.04

Digby Village Preschool

Balance Sheet Account

For the Year Ended 31st August 2020

Current Assets (held on 31 Aug 20)

Current Bank Account	£11542.42
Less Reconciling Items (A)	£0
Petty Cash	£0
Deposit Account	£5037.84
Total	<u>£16,580.26</u>

Financed By

Accumulated Fund (assets held on 1 Sep 19)	£19,489.23
Additional Income over Expenditure over the year	£-2908.97
Total	<u>£16,580.26</u>

Reconciling Items (A)

Receipt not showing on statement	£0.00
Cheques Drawn Not Yet Banked	£0.00
	<u>£0.00</u>

(if any):

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Address:

18 NORTH STREET
DI21 3Y
LINCOLNSHIRE LN4 3LY

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Digby Village Preschool

On accounts for the year
ended

31/08/2020

Charity no
(if any)

1032999

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

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

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to—
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15 / 05 / 2021

Name:

SUZANNE WEAVER

Relevant professional
qualification(s) or body

SCHOOL BUSINESS MANAGER