



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 Sep 20  
Period end date

Period start date To 31 Aug 21

**Charity name: Digby Village Preschool**

**Charity registration number:1032999**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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.</p> <p>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.</p> <p>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.</p> <p>The location of the preschool within the Primary School is an ideal stepping stone in preparing children for starting full time education.</p> <p>The preschool is managed by a volunteer committee, but employs experienced child care professionals to undertake the daily running of the facility.</p> <p>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.</p>

		The preschool is run in accordance with Ofsted regulations and conforms to the Early Years Foundation practices.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had full regard to the guidance issued by the Charity Commission on public benefit throughout the period.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

### Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>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.</p> <p>The Preschool has had periods of closure this period due to the COVID-19 pandemic. However, staff worked remotely with the children over media platforms to ensure some continuity.</p> <p>Approximately a dozen families have benefitted, with learning/childcare provided 5 days a week over 39 weeks (aligned to the school term).</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£7068 was in the current account at the end of the period, which is carried forward to the next period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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 are carried forward to the next financial year.
Amount of reserves held	Para 1.22	c. £5000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds: Fees, funding from Lincolnshire County Council (LCC), Easy Fundraising (Online purchases scheme), Henry Young Trust Christmas donation. £2000 grant in May 21 from North Kesteven Council.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Despite advertising for new trustees, the charity has a significant lack of trustees. We hope for Digby Church of England Primary School to take over the Preschool within the next year in order to keep it open.
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	EGM.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All trustees have a full induction and receive copies of all relevant policies and procedures including Roles and Responsibilities of Committee Members.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

## Reference and Administrative details

Charity name	Digby Village Preschool
Other name the charity uses	Digby Playgroup
Registered charity number	1032999
Charity's principal address	c/o Digby Chirch of England Primary School Church Street Digby 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	Emily Clement			Membership
2	Sharon Venn			Membership
3	Donna Cottrell		30/11/21 - Present	Membership
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6				
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17				
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Donna Cottrell - Manager

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

N/A

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	E. Clement	S. Venn
<b>Full name(s)</b>	Emily Clement	Sharon Venn
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Committee member
<b>Date</b>	6 Jun 22	



## **Digby Village Preschool**

### **Income and Expenditure (Current) Account**

#### **For the Year Ended 31<sup>st</sup> August 2021**

<b><u>Income</u></b>	<b>£</b>
Fees	1,921
Grants/Funding	33,013.05
Fundraising	16.49
Donations	3,061.86
Misc.	609.82
	<b>38,622.22</b>

#### **Expenditure**

Petty Cash	20
Wages	33,556.59
Room Hire	2,077.03
Equipment	496.95
Courses	80
Tax	5,021.78
Misc.	1,843.90
	<b>43,096.25</b>

#### **Summary**

Total Income	£38,622.22
Total Expenditure	£43,096.25

**Income over Expenditure                      £-4,474.03**

*Deposit Account – Income                      £22.86*

*Deposit Account – Expenditure                      £00.00*

***Income over Expenditure                      £22.86***

## **Digby Village Preschool**

### **Balance Sheet Account**

#### **For the Year Ended 31<sup>st</sup> August 2021**

##### **Current Assets (held on 31 Aug 21)**

Current Bank Account	£7068.39
Less Reconciling Items (A)	£0
Petty Cash	£6
Deposit Account	£5060.70
<b>Total</b>	<b><u>£12,135.09</u></b>

##### **Financed By**

Accumulated Fund (assets held on 1 Sep 20)	£16,580.26
Additional Income over Expenditure over the year £-4474.03 + £22.86 + £6	
<b>Total</b>	<b><u>£12,135.09</u></b>

##### **Reconciling Items (A)**

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

# Independent examiner's report on the accounts

CHARITY COMMISSION  
FOR ENGLAND AND WALES



## Independent Examiner's Report

Report to the trustees/  
members of

On accounts for the year  
ended

Set out on pages

(remember to include the page numbers of additional sheets)

Charity no	1032999
(if any)	

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31 / 08 / 2021.

Responsibilities and  
basis of report

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**  
[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:

*[Signature]*

Date:

23 Feb 2022

Name:

John A. Fry

Relevant professional  
qualification(s) or body

PAWIST ACCOUNTANT  
FOR THE DIABY PARISH COUNCIL

IER

Oct 2018

(if any):

Address:

16A North Street

DIABY

LINCOLN 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.

I comment on the accuracy of the Diaby Parish Council's accounts and  
matters of concern on behalf of the Diaby Parish Council.

*[Signature]*