



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01 Sep 2021 to 31 Aug 2022

Charity name: Ermington Pre School Unit

Charity registration number:

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Pre-School education for children aged 2 to 5.</b>
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	<b>Providing high quality care and education for children aged 2 to 5, focusing on expanding imagination for each child, and equipping children with resilience, independence, and curiosity for lifelong learning.</b>  <b>Our mission statement is "equipping every child for a world they will discover."</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>We confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant-making	Para 1.38	<b>We do not make grants to other organisations</b>
Policy on social investment including program-related investment	Para 1.38	<b>We have no investments.</b>  <b>We do not take part in social investments or program-related investments.</b>
Contribution made by volunteers	Para 1.38	<b>Volunteers work in administration and fundraising.</b>  <b>All volunteers are enhanced DBS checked and vetted for suitability following Safer Recruitment procedures</b>
Other		<b>None</b>

## Achievements and Performance

	SORP reference	
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><b>Continued to operate at full capacity.</b></p> <p><b>Provided care and support for 8 children with additional needs, obtaining EHCPs, Speech and Language therapy and assisted with applications for appropriate benefits for the families.</b></p> <p><b>Provided additional staff training for SEN.</b></p> <p><b>Computer systems updated, including accounting and payment systems, resulting in less admin work for the Manager and Deputy Manager.</b></p> <p><b>Improvements made to outdoor area including a new water wall and mud kitchen, repairs to fencing and removal of outdated equipment (a playhouse).</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set.	Para 1.41	<p><b>Aimed to be operating at full capacity by the end of the Autumn term. This was achieved by October half term.</b></p> <p><b>Continued to provide staff training.</b></p> <p><b>Manager attended various conferences and workshops provided by DCC, PSLA etc.</b></p>
Performance of fundraising activities against objectives set.	Para 1.41	<p><b>Fundraising continues to be a difficult area. Small events brought in some additional income.</b></p> <p><b>SeaMoor Lotto, Easy Fundraising, Class Fundraising and Amazon Smile brought in some additional funds. We are disappointed to hear that Amazon smile will cease to operate in 2022.</b></p>
Investment performance against objectives.	Para 1.41	<b>We have no investments.</b>
Other		<b>None</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Our financial position is satisfactory. A small loss was made this year, due to the costs associated with providing support for children with additional needs, and a general increase in costs of bills etc.</b></p> <p><b>Staff received a small pay rise in line with inflation, but the Committee are concerned that they are now underpaid as a result of the cost-of-living crisis.</b></p> <p><b>Accounts have been independently examined in accordance with general Directions given by the Charity Commission and have been submitted as part of our annual report.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>The charity accumulates reserves through fundraising to support the core business for the purchase of equipment and other resources.</b></p> <p><b>We aim to build reserves with a view to potentially expanding the building as we have operated consistently at full capacity for the last several years and believe there may be scope to expand.</b></p>
Amount of reserves held	Para 1.22	<b>£13,500</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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	<p><b>Funding for core activities is from EYEF and 2-Year Funding, with unfunded time being charged at cost to parents.</b></p> <p><b>Other income comes from various fundraising activities.</b></p>
Investment policy and objectives including any social investment policy adopted.	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>The changes to the number of funded hours for children announced by the Government will have a significant impact on our finances, as we will have fewer unfunded hours for which we can</b>

		<p>charge parents. The amount of funding received per hour is woefully inadequate and does not cover the even the basic costs of providing childcare such as staff salaries. This is a huge problem for all childcare settings nationwide and we have seen many local settings close as a result.</p> <p>Fundraising continues to be difficult as a result of the cost-of-living crisis, and there does not seem to be an end in sight for this.</p> <p>Recruitment to the committee remains difficult, and the decision was taken to begin the process of converting to a CIO operating model.</p>
Other		<p><b>Objectives for 2022-23</b></p> <p>Begin process to convert to CIO and aim to complete.</p> <p>Continue to provide care and support for children with additional needs.</p> <p>Investigate the possibility of extending the opening hours until 5/6 p.m., which could provide a new funding stream. However, there are costs associated with this.</p>

## Structure, Governance and Management

Description of charity's trusts:		N/A
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	Constitution as from time to time adopted or amended at Annual General Meeting.
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	Appointed by committee

### 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	There are policies covering all major procedures relating to the Charity's operation. These are available at any time on request.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	The Charity is subject to overall control by a Committee, with day-to- day management by a Manager and a Deputy Manager.  All activities are "risk managed" and governed by written procedures for minimising risk, while still providing children with interesting and challenging activities.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

## Reference and Administrative details

Charity name	Ermington Pre School Unit
Other name the charity uses	N/A
Registered charity number	1034037
Charity's principal address	The Lodge, Ermington Primary School, School Road Ermington Ivybridge PL21 9NH

**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	Katherine Toms	Chair		Pre-School Committee
2	Nicholas Toms	Treasurer		Pre-School Committee
3	Gemma McClements			Pre-School Committee
4				
5				
6				
7				
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17				
18				
19				
20				

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

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## 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)

Sarah Foulis – Manager  
Cathryn Isaac – Deputy Manager

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	K L Toms	
<b>Full name(s)</b>	Katherine Lindsay Toms	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	25 July 2022	



**Profit and loss and balance sheet for Er**

Profit and loss report

**INCOME**

Funding	£	88,031.54
Fees	£	32,082.35
Donations		
Grants		
Kids Club	£	-
Fundraising	£	447.06
Misc	£	317.47
Interest	£	7.12

**EXPENDITURE**

Wages
HMRC
Equipment
Snack/Food
Fundraising
Phone/Internet
Training/Uniform
Rent
Repairs/Maintenance
Insurance
Payroll/Auditing
Children Activities
Advertising
Computer costs
Ofsted/DBS
Subscriptions
Debt collection
Trips
Sundry expenses/Play sundries
Team Building

Total                    £ 120,885.54  
Total                    £ 120,885.54

total  
total

Profit/Loss

**Wilmington Pre-school****1st September 2021 to 31st August 2022**Balance sheet**ACCOUNTS**Current Account bfwd  
Deposit Account bfwdProfit/loss for the yr  
Closing cash position

BANK

ACCOUNT  
Current Account  
Deposit Account

TOTAL

## NOTE

THE TWO GREEN NUMBERS SHOUL

£ 84,934.75

£ 8,144.60

£ 1,623.83

£ 3,602.01

£ -

£ 961.09

£ 3,258.15

£ 5,640.00

£ 1,292.95

£ -

£ 1,564.92

£ 1,430.00

£ 938.70

£ 569.22

£ 191.00

£ -

£ -

£ -

£ 6,540.91

£ 1,022.59

£ 121,714.72

£ 127,192.94

-£ 829.18

£29,127.67  
£56,730.00

-£829.18  
£85,028.49

£22,813.15  
£56,737.12

£79,550.27

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# Independent examiner's report on the accounts



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Ermington Pre-school

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1034037

**Set out on pages**

**2** remember to include the page numbers of additional sheets)

**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 statement**

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 connection with my examination, no matter has come to my attention (other than that disclosed below \*)

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.

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

**Signed:**

*N A Hooper*

**Date:**

09/07/2023

**Name:**

Nicola Hooper

<b>Relevant professional qualification(s) or body (if any):</b>	FMAAT
<b>Address:</b>	21 Cherry Tree Close
	Exeter
	Devon EX4 5AT

Section B	Disclosure
	<p><b>Only complete if the examiner needs to highlight material problems.</b>(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)</p>

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

Advice has been given to the setting about ways of changing how expenses to staff are dealt with. A large amount of income is paid in this way. Advised to pay companies direct, set up a pay trail of invoices with expense claim forms.