



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2019		31	08	2020

## Section A Reference and administration details

Charity name

Pepperpot Bathford Preschool

Other names charity is known by

Pepperpot

Registered charity number (if any)

1035101

Charity's principal address

Dovers Park

Bathford

Bath

Postcode

BA1 7UB

### 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	Mrs Susan Costello			
2	Mr Stuart Keith Nickless			
3	Mrs Jan Waters			
4	Mr Mike Costello			
5	Mrs Maria Pike			
6	Mrs Jennifer Chesters			
7	Mrs Charlotte Miller			
8	Dr Martin Goodhand			
9				
10				
11				
12				
13				
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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


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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution as amended and adopted on 8th April 2011. (The constitution is in the throes of revision and the amended version will be put to members shortly for comments and then will hopefully be adopted at the next AGM)
How the charity is constituted (e.g. trust, association, company)	Association
Trustee selection methods (e.g. appointed by, elected by)	Election by members at the AGM

### 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.

The Preschool has changed the structure further as the current Play Leader, with complete backing from all staff members and the Committee, has now also taken on the role of Manager. ( Since the previous Manager retired from this role in July 2019. )

A Deputy Play Leader has been appointed to assist the Play Leader with the day to day running of the setting.

One of our volunteers has joined the staffing team and is now completing her Level 2 in Childcare.

A further new member of staff has also been recruited in the role of Assistant, following a Safer Recruitment process. And is due to start in September 2020

## Section C Objectives and activities

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

Our objective is to provide high quality, preschool learning opportunities within a safe caring and child centred environment.  
We aim to ensure that these opportunities can be accessed by all families within the local community.

**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)**

The preschool has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

No fundraising activities were undertaken in this financial year as our reserves were reasonably healthy and other groups in our community had more pressing financial needs than ours.

**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.

We have always been keen for the parents, carers and grandparents to be fully involved within the group. In addition to this we are incredibly fortunate to have a pool of mature volunteer helpers that bring a wealth of life experience.

However due to the COVID pandemic we have needed to restrict all but essential visitors to the setting, as we closely follow Health and Safety requirements and the latest government guidelines.

## Section D

## Achievements and performance

## Summary of the main achievements of the charity during the year

Financially this has been another successful year for the group and our reserves have been increased.

We sent a large group of children, that were school ready, on to two of our local primary schools, after working alongside both schools to help with the transition process in July.

We have a significant number of children returning in September and we also have a number of children that are registered to join us throughout the following academic year.

We have invited a couple of students from two local secondary schools, to join us for their work experience week.

And we have also offered several students from Norland College the opportunity to join us for their six weekly placements.

We feel that this arrangement has greatly benefited the setting, the students and above all the children.

Our goal is to continue to provide excellent pre-school education for the children of families throughout the surrounding area.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our Reserves policy remains as is stated in our Constitution, whereby we are required to have sufficient reserves to cover 3 months' running costs, which is approximately £12,500 At the end of the Financial Year we are well in excess of the requirement.

### Details of any funds materially in deficit

### 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.

Our principal funding comes from the EYE (Early years entitlement) available from our Local Authority (BANES) All children are entitled to 15hrs per week, in the term after their third birthday, with some children being eligible to apply for 24 hours EYE.

We also charge each family a minimal weekly fee for snacks and consumables.

## 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)

*Jennifer Chesters*

*Martin Goodhand*

Full name(s)

Mrs Jennifer Chesters

Dr Martin Goodhand

Position (e.g. Secretary, Chair, etc)

Treasurer

Date

28 February 2021



Charity Name Pepperpot Bathford Preschool	No (if any) 1035101
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## Receipts and payments accounts

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For the period from	Period start date 01-Sep-19	To	Period end date 31-Aug-20
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary funds	-	-	-	-	-
Activities for generating funds	75,117	-	-	75,117	83,339
Investment income	46	-	-	46	26
Advance payment for following year	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>75,163</b>	<b>-</b>	<b>-</b>	<b>75,163</b>	<b>83,365</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>75,163</b>	<b>-</b>	<b>-</b>	<b>75,163</b>	<b>83,365</b>
<b>A3 Payments</b>					
Costs of generating voluntary income	-	-	-	-	-
Fundraising trading costs	-	-	-	-	-
Charitable activities	74,997	-	-	74,997	75,316
Governance costs	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>74,997</b>	<b>-</b>	<b>-</b>	<b>74,997</b>	<b>75,316</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>74,997</b>	<b>-</b>	<b>-</b>	<b>74,997</b>	<b>75,316</b>
<b>Net of receipts/(payments)</b>	<b>166</b>	<b>-</b>	<b>-</b>	<b>166</b>	<b>8,049</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>30,930</b>	<b>-</b>	<b>-</b>	<b>30,930</b>	<b>22,881</b>
<b>Cash funds this year end</b>	<b>31,096</b>	<b>-</b>	<b>-</b>	<b>31,096</b>	<b>30,930</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	31,096	-	-
	Cash in hand	-	-	-
		-	-	-
	<b>Total cash funds</b>	31,096	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Jennifer Chesters	Mrs Jennifer Chesters	28/02/2021
		Martin Goodhand	Dr Martin Goodhand	28/02/2021





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Pepperpot Bathford Preschool

**On accounts for the year  
ended**

31 August 2020

**Charity no  
(if any)**

1035101

**Set out on pages**

1 - 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 Acthave 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:**

**Date:**

28 February 2021

**Name:**

Mr M S Gurney BFP FCA

<b>Relevant professional qualification(s) or body (if any):</b>	ICAEW
<b>Address:</b>	Haines Watts, Chartered Accountants
	Old Station House, Station Approach, Newport Street
	Swindon, Wiltshire, SN1 3DU

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

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