

# Broome and Ditchingham Preschool

England & Wales - Charity number 1037364

## Details

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**Other names** BROOME AND DITCHINGHAM PLAYGROUP

**Status** Registered

**Legal form** Other

**Registered** 1994-05-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Ditchingham Village Hall - Platinum Jubilee Annexe  
Loddon Road  
Ditchingham  
Bungay  
NR35 2QN

**Phone** 07721697974

**Email** [banddplaygroup@yahoo.co.uk](mailto:banddplaygroup@yahoo.co.uk)

**Website** [www.broomeandditchinghampreschool.com](http://www.broomeandditchinghampreschool.com)

## Activities

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

**Activities:** Educate young children/people.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** IN PRACTICE DITCHINGHAM
- Norfolk
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£93,329	£75,155	-	-
2024-07-31	£75,119	£68,858	-	-
2023-07-31	£69,298	£62,023	-	-
2022-07-31	£46,968	£55,748	-	-
2021-07-31	£47,436	£40,788	-	-
2020-07-31	£47,648	£50,782	-	-

## Trustees

Name	Role	Appointed
<b>Tonya Fisher</b>	Chair	2022-10-07
Laura Myatt		2020-01-07
Lauren Michelle Raven		2023-09-19
Ruth Dunning		2023-09-19
Simone Elizabeth Heywood		2023-09-19
Suzannah Goodfellow		2020-03-10

**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

**From Period start date 1<sup>st</sup> August 2024 To Period end date 31<sup>st</sup> July 2025**

**Charity name: Broome and Ditchingham Preschool**

**Charity registration number: 1037364**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide preschool education and social development for children aged 2-4.
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	The Preschool provides a term-time preschool service for children aged 2 to 4 from Broome, Ditchingham and surrounding villages. Places are available with funding from Norfolk County Council or through private fees.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit and are confident that the preschool complies with these requirements.

**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	The Preschool is overseen by volunteer trustees.
Other		N/A

### 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>In September 2024, the Preschool had 25 children on role and rising to 30 in January 2025. We offered a maximum of 27 hours a week per child.</p> <p>We offered a dedicated space for families and children with flexibility and longer hours.</p> <p>We developed our outdoor space further to include more nature based learning.</p> <p>We put in place a Sensory Food Education initiative that supported children to be interested and curious about a variety of</p>

		<p>fruit and vegetables. This introduced children to foods they may not have seen before and gave them an opportunity to try without any pressure to like.</p> <p>We developed our snack menu further to include a 3 week menu that offered a wider range of healthy foods.</p> <p>We included regular cooking based activities that encouraged the children to learn through baking with healthy foods.</p> <p>We also reviewed our policy and procedures to support families in providing healthy lunch boxes and fresh water to drink.</p> <p>We hope this has supported young children in our community to become healthier and have a positive relationship with food and making healthy choices.</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		N/A

activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year, the charity had income of £93,329 and expenditure of £75,155. This led to an operational surplus of £18,174, and the charity retained a positive balance of £49,527 including free reserves. This was pleasing and provided us with financial stability. The increased income is a result of changes to funding and increase in children attending and hours we are open for.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Preschool aims to hold reserves equivalent to a minimum of three months' running costs (approximately £15,000). This is to enable us to pay staff, bills and if necessary, reimburse fees in the event of unforeseen closure.</p> <p>We also aim for our reserves to provide us with a financial 'buffer' whereby we can subsidise staff salaries / rent etc if numbers of children are low.</p> <p>We review our reserves levels and position annually as part of our AGM.</p> <p>At year end for 2023- 2024, reserves levels were £15,000. This was equivalent to our reserves target, and trustees agreed that surplus income from the activities could be designated to bolster this amount each year further, due to increased monthly expenditure on salaries of 10% and increased rent.</p>
Amount of reserves held	Para 1.22	£15,000 August 24 in CAF
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

**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	<b>N/A</b>
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>N/A</b>
Other		<b>N/A</b>

## 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 charitable 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	Trustees are voted in each year at the Preschool's AGM for one year. Retiring officers and committee members are eligible for re-election.

### 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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
		N/A

Relationship with any related parties	Para 1.51	
Other		N/A

#### Reference and Administrative details

Charity name	Broome and Ditchingham Preschool
Other name the charity uses	NA
Registered charity number	<b>1037364</b>
Charity's principal address	Ditchingham Village Hall - Platinum Jubilee Annexe Loddon Road Ditchingham BUNGAY NR35 2QN

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Tonya Fisher	Chair	October 2022	
2	Lauren Raven	Treasurer	September 2022	
3	Suzanne Goodfellow	Secretary	March 2020	
4	Simone Heywood	Trustee	August 2022	
5	Laura Myatt	Trustee	January 2020	
6	Ruth Dunning	Trustee	September 2022	
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Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
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**Funds held as custodian trustees on behalf of others**

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

**Additional information (optional)****Names and addresses of advisers (Optional information)**

	Type of adviser	Name	Address
	A		
	<b>Name of chief executive or names of senior staff members (Optional information)</b>		

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

None
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**Other optional information**

NA
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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>	Lauren Raven	Tonya Fisher
	<b>Full name(s)</b>	Lauren Raven	Tonya Fisher
	<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
	<b>Date</b>	22/01/2024	

# Client Approval Statement

Broome & Ditchingham Preschool  
For the year ended 31 July 2025

I approve the financial statements which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in the notes, and for providing MRM accountants Ltd with all information and explanations necessary for their compilation.

  
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On Behalf of Broome & Ditchingham Preschool

# Independent examiner's report

Broome & Ditchingham Preschool  
For the year ended 31 July 2025

## Independent examiner's report to the trustees of Broome & Ditchingham Preschool

I report on the charity trustees on my examination of the accounts for the year ended 31 July 2025 .

### Responsibilities and basis of report

As the charity trustees of the Trust 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 s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material 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 120 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

Matthew Murray FCCA

MRM Accountants Ltd

# Statement of Financial Activities

Broome & Ditchingham Preschool  
 For the 12 months ended ~~30 June~~ <sup>31 July</sup> 2025


	UNRESTRICTED FUNDS	RESTRICTED INCOME FUNDS	TOTAL FUNDS 2025	TOTAL FUNDS 2024
<b>Incoming resources</b>				
Donations and legacies	3,258	-	3,258	3,058
Charitable activities	89,522	-	89,522	72,024
Other	549	-	549	37
Total Incoming resources	93,329	-	93,329	75,119
<b>Resources expended</b>				
Charitable Activities	71,739	-	71,739	65,537
Other	3,416	-	3,416	2,321
Total Resources expended	75,155	-	75,155	68,858
<b>Net movement in funds</b>	<b>18,174</b>	<b>-</b>	<b>18,174</b>	<b>6,261</b>
<b>Total funds brought forward</b>	<b>31,353</b>	<b>-</b>	<b>31,353</b>	<b>25,092</b>
<b>Total funds carried forward</b>	<b>49,527</b>	<b>-</b>	<b>49,527</b>	<b>31,353</b>

# Balance Sheet

Broome & Ditchingham Preschool  
As at 31 July 2025

	31 JUL 2025	31 JUL 2024
<b>Current assets</b>		
Debtors	5,095	5,703
Cash at bank and in hand	44,432	26,200
<b>Total current assets</b>	<b>49,527</b>	<b>31,903</b>
<b>Creditors: amounts falling due within one year</b>		
Bank loans and overdrafts	-	246
Other taxes and social security	-	304
<b>Total creditors: amounts falling due within one year</b>	<b>-</b>	<b>550</b>
<b>Net current assets (liabilities)</b>	<b>49,527</b>	<b>31,353</b>
<b>Total assets less current liabilities</b>	<b>49,527</b>	<b>31,353</b>
<b>Net assets (liabilities)</b>	<b>49,527</b>	<b>31,353</b>
<b>Funds of the Charity</b>		
Unrestricted funds	49,527	31,353
<b>Total funds</b>	<b>49,527</b>	<b>31,353</b>

Signed by one or two trustees on behalf of all the trustees

  
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Name LAUREN RAVEN

Date 9/4/2026

# Notes to the Financial Statements

## Broome & Ditchingham Preschool For the year ended 31 July 2025

### 1. 1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

### 1. 2 Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

### 1. 3 Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

	2025	2024
<b>2. Debtors</b>		
Trade debtors	5,095	5,703
Total debtors	5,095	5,703
	2025	2024
<b>3. Creditors</b>		
Other taxes and social security	-	304
Total creditors: amounts falling due within one year	-	304

# Client Approval Statement

Broome & Ditchingham Preschool  
For the year ended 31 July 2025

I approve the financial statements which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in the notes, and for providing MRM accountants Ltd with all information and explanations necessary for their compilation.

  
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On Behalf of Broome & Ditchingham Preschool

# Independent examiner's report

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For the year ended 31 July 2025

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### Independent examiner's statement

I have completed my examination. I confirm that no material 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 120 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

Matthew Murray FCCA

MRM Accountants Ltd

# Statement of Financial Activities

Broome & Ditchingham Preschool  
 For the 12 months ended ~~30 June~~ <sup>31 July</sup> 2025


	UNRESTRICTED FUNDS	RESTRICTED INCOME FUNDS	TOTAL FUNDS 2025	TOTAL FUNDS 2024
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<b>Total funds brought forward</b>	<b>31,353</b>	<b>-</b>	<b>31,353</b>	<b>25,092</b>
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Broome & Ditchingham Preschool  
As at 31 July 2025

	31 JUL 2025	31 JUL 2024
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<b>Total assets less current liabilities</b>	<b>49,527</b>	<b>31,353</b>
<b>Net assets (liabilities)</b>	<b>49,527</b>	<b>31,353</b>
<b>Funds of the Charity</b>		
Unrestricted funds	49,527	31,353
<b>Total funds</b>	<b>49,527</b>	<b>31,353</b>

Signed by one or two trustees on behalf of all the trustees

  
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Name LAUREN RAVEN

Date 9/4/2026

# Notes to the Financial Statements

## Broome & Ditchingham Preschool For the year ended 31 July 2025

### 1. 1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

### 1. 2 Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

### 1. 3 Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

	2025	2024
<b>2. Debtors</b>		
Trade debtors	5,095	5,703
Total debtors	5,095	5,703
	2025	2024
<b>3. Creditors</b>		
Other taxes and social security	-	304
Total creditors: amounts falling due within one year	-	304

**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

**From Period start date 1<sup>st</sup> August 2023 To Period end date 31<sup>st</sup> July 2024**

**Charity name: Broome and Ditchingham Preschool**

**Charity registration number: 1037364**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide preschool education and social development for children aged 2-4.
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	The Preschool provides a term-time preschool service for children aged 2 to 4 from Broome, Ditchingham and surrounding villages. Places are available with funding from Norfolk County Council or through private fees.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit and are confident that the preschool complies with these requirements.

**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	The Preschool is overseen by volunteer trustees.
Other		N/A

### 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>In September 2023, the Preschool had 23 children on role and rising to 28 in April 24. We offered a maximum of 27 hours a week per child.</p> <p>In 2023 the Preschool continues to use the Platinum Jubilee Annexe of Ditchingham Village Hall – which means the children had a dedicated space and could therefore enjoy greater flexibility and longer hours.</p> <p>Key achievements for the year included:</p> <ul style="list-style-type: none"> <li>● Contacted a variety of organisations and people in our community who could visit our setting to offer a wide variety of experiences for the children, for example, fire service, animal sanctuary, dental health educator, local farmers</li> </ul>

		<ul style="list-style-type: none"> <li>● Our staff team attended training 'Understanding Behaviour and Co-regulation' and we spent a significant amount of time developing our practice, strategies and policies to ensure we were all responding and supporting children to co-regulate in a consistent way that reflects current research</li> <li>● Our staff team attended training on 'Norfolk Graded Profile' which developed our knowledge on how to support and respond to families who are experience difficulties and may need signposting to additional resources</li> <li>● Developed a 'calm' zone for children who were struggling to regulate emotions and were becoming overwhelmed.</li> <li>● Used additional services (Schools and Community Team) to support us in preparing children for school, through some small group interventions, focusing on language and speech sounds</li> <li>● We have worked on developing confidence of early years practitioners on our curriculum</li> </ul>
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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
		N/A

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year, the charity had income of £75,119 and expenditure of £69,173. This led to an operational surplus of £5,947, and the charity retained a positive balance of £31,038 including free reserves. This was pleasing and provided us with financial stability. The increased income is a result of changes to funding and increase in children attending and hours we are open for.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Preschool aims to hold reserves equivalent to a minimum of three months' running costs (approximately £15,000). This is to enable us to pay staff, bills and if necessary, reimburse fees in the event of unforeseen closure.</p> <p>We also aim for our reserves to provide us with a financial 'buffer' whereby we can subsidise staff salaries / rent etc if numbers of children are low.</p> <p>We review our reserves levels and position annually as part of our AGM.</p> <p>At year end for 2023- 2024, reserves levels were £15,000. This was equivalent to our reserves target, and trustees agreed that surplus income from the activities could be designated to bolster this amount each year further, due to increased monthly expenditure on salaries of 10% and increased rent.</p>
Amount of reserves held	Para 1.22	£15,000 August 24 in CAF
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

**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	N/A
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	N/A
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 charitable 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	Trustees are voted in each year at the Preschool's AGM for one year. Retiring officers and committee members are eligible for re-election.

### 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	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
		N/A

Relationship with any related parties	Para 1.51	
Other		N/A

**Reference and Administrative details**

Charity name	Broome and Ditchingham Preschool
Other name the charity uses	NA
Registered charity number	<b>1037364</b>
Charity's principal address	Ditchingham Village Hall - Platinum Jubilee Annexe Loddon Road Ditchingham BUNGAY NR35 2QN

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Tonya Fisher	Chair	October 2022	
2	Lauren Raven	Treasurer	September 2022	
3	Suzannah Goodfellow	Secretary	March 2020	
4	Simone Heywood	Trustee	August 2022	
5	Laura Myatt	Trustee	January 2020	
6	Ruth Dunning	Trustee	September 2022	
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Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		



**Funds held as custodian trustees on behalf of others**

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

**Additional information (optional)**

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

	Type of adviser	Name	Address
	A		
	<b>Name of chief executive or names of senior staff members (Optional information)</b>		

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

None
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**Other optional information**

NA
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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>	Lauren Raven	Tonya Fisher
	<b>Full name(s)</b>	Lauren Raven	Tonya Fisher
	<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
	<b>Date</b>	22/01/2024	

# **Unaudited Financial Statements**

Broome & Ditchingham Preschool  
For the year ended 31 July 2024

# Contents

- 3 Client Approval Statement
- 4 Independent examiner's report
- 5 Statement of Financial Activities
- 6 Balance Sheet
- 7 Notes to the Financial Statements
- 8 Detailed Profit and Loss

# Client Approval Statement

**Broome & Ditchingham Preschool**  
**For the year ended 31 July 2024**

I approve the financial statements which comprises the Statement of Financial Activities, the Balance Sheet and the related notes. I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in the notes, and for providing MRM accountants Ltd with all information and explanations necessary for their compilation.

**Lauren Raven**

.....

On Behalf of Broome & Ditchingham Preschool

# Independent examiner's report

## Broome & Ditchingham Preschool For the year ended 31 July 2024

### **Independent examiner's report to the trustees of Broome & Ditchingham Preschool**

I report on the charity trustees on my examination of the accounts for the year ended 31 July 2024 .

### **Responsibilities and basis of report**

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

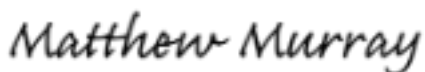
I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.



Matthew Murray FCCA

MRM Accountants Ltd

# Statement of Financial Activities

## Broome & Ditchingham Preschool For the year ended 31 July 2024

	UNRESTRICTED FUNDS	RESTRICTED INCOME FUNDS	TOTAL FUNDS 2024	TOTAL FUNDS 2023
<b>Incoming resources</b>				
Donations and legacies	3,058	-	3,058	2,709
Charitable activities	72,024	-	72,024	66,161
Other	37	-	37	428
<b>Total Incoming resources</b>	<b>75,119</b>	<b>-</b>	<b>75,119</b>	<b>69,298</b>
<b>Resources expended</b>				
Charitable Activates	65,537	-	65,537	58,993
Other	3,321	-	3,321	3,030
<b>Total Resources expended</b>	<b>68,858</b>	<b>-</b>	<b>68,858</b>	<b>62,023</b>
<b>Net movement in funds</b>	<b>6,261</b>	<b>-</b>	<b>6,261</b>	<b>7,275</b>
<b>Total funds brought forward</b>	<b>6,261</b>	<b>-</b>	<b>6,261</b>	<b>7,275</b>
<b>Total funds carried forward</b>	<b>12,523</b>	<b>-</b>	<b>12,523</b>	<b>14,551</b>

# Balance Sheet

## Broome & Ditchingham Preschool As at 31 July 2024

	NOTES	31 JUL 2024	31 JUL 2023
<b>Current assets</b>			
Debtors		5,703	-
Cash at bank and in hand		25,954	26,073
<b>Total current assets</b>		<b>31,657</b>	<b>26,073</b>
<b>Creditors: amounts falling due within one year</b>			
Other taxes and social security		304	199
Other creditors		-	782
<b>Total creditors: amounts falling due within one year</b>		<b>304</b>	<b>982</b>
<b>Net current assets (liabilities)</b>		<b>31,353</b>	<b>25,092</b>
<b>Total assets less current liabilities</b>		<b>31,353</b>	<b>25,092</b>
<b>Net assets (liabilities)</b>		<b>31,353</b>	<b>25,092</b>
<b>Funds of the Charity</b>			
Unrestricted funds		31,353	25,092
<b>Total funds</b>		<b>31,353</b>	<b>25,092</b>

Signed by one or two trustees on behalf of all the trustees

**L Raven**

Name

**Lauren Raven**

Date

**14/5/2025**

# Notes to the Financial Statements

## Broome & Ditchingham Preschool For the year ended 31 July 2024

### 1. 1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

### 1. 2 Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

### 1. 3 Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

	2024	2023
<b>2. Debtors</b>		
Trade debtors	5,703	-
<b>Total debtors</b>	<b>5,703</b>	<b>-</b>
	2024	2023
<b>3. Creditors</b>		
Other taxes and social security	304	199
Other creditors	-	31
<b>Total creditors: amounts falling due within one year</b>	<b>304</b>	<b>231</b>

# Detailed Profit and Loss

## Broome & Ditchingham Preschool For the year ended 31 July 2024

	NOTES	2024	2023
<b>Sales</b>			
2Yr Working parent funding		15,925	17,800
3/4 Yr universal funding		44,649	37,200
EYPP Income		1,129	1,306
Fees		9,637	8,153
LEA Funding		-	150
Lottery Fundraising		560	516
Uniform Sales		125	435
<b>Total Sales</b>		<b>72,024</b>	<b>65,561</b>
<b>Cost of Sales</b>			
Purchases		1,454	2,326
<b>Total Cost of Sales</b>		<b>1,454</b>	<b>2,326</b>
<b>Gross Profit</b>		<b>70,571</b>	<b>63,235</b>
<b>Other Income</b>			
Fundraising & Donations		3,058	2,709
Grant income		-	600
Interest Income		37	128
Other Revenue		-	300
<b>Total Other Income</b>		<b>3,095</b>	<b>3,738</b>
<b>Expenses</b>			
<b>Establishment Expenses</b>			
Equipment		1,306	764
Garden Supplies		-	241
Rent		7,769	6,477
Repairs & Maintenance		25	2
<b>Total Establishment Expenses</b>		<b>9,100</b>	<b>7,484</b>
<b>Staff Costs</b>			
Pensions Costs		820	499
Salaries		54,029	48,488
Staff Training		75	135
<b>Total Staff Costs</b>		<b>54,923</b>	<b>49,122</b>
<b>Legal and Professional Fees</b>			
Audit & Accountancy fees		786	630
Legal Expenses		263	375
Ofsted		50	50
<b>Total Legal and Professional Fees</b>		<b>1,099</b>	<b>1,055</b>
<b>Finance Charges</b>			

	NOTES	2024	2023
Bank Fees		60	60
<b>Total Finance Charges</b>		<b>60</b>	<b>60</b>
<b>General Administration</b>			
Advertising & Marketing		242	215
Bad Debts		-	157
DBS checks		124	74
General Expenses		304	175
Health & Safety		329	179
Insurance		813	781
Postage & Stationery		6	299
Subscriptions		404	-
Sundry Expenses		-	56
Telephone & Internet		-	40
<b>Total General Administration</b>		<b>2,222</b>	<b>1,975</b>
<b>Total Expenses</b>		<b>67,404</b>	<b>59,697</b>
<b>Operating Profit (Loss)</b>		<b>6,261</b>	<b>7,275</b>
<b>Profit (Loss) on Ordinary Activities before Taxation</b>		<b>6,261</b>	<b>7,275</b>
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Broome & Ditchingham Preschool  
For the year ended 31 July 2024

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On Behalf of Broome & Ditchingham Preschool

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I report on the charity trustees on my examination of the accounts for the year ended 31 July 2024 .

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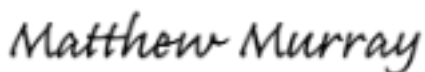
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Signed by one or two trustees on behalf of all the trustees

**L Raven**

Name

**Lauren Raven**

Date

**14/5/2025**

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**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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**Trustees' Annual Report for the period**

**From Period start date 1<sup>st</sup> August 2022 To Period end date 31<sup>st</sup> July 2023**

**Charity name: Broome and Ditchingham Preschool**

**Charity registration number: 1037364**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide preschool education and social development for children aged 2-4.
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	The Preschool provides a term-time preschool service for children aged 2 to 4 from Broome, Ditchingham and surrounding villages. Places are available with funding from Norfolk County Council or through private fees.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit and are confident that the preschool complies with these requirements.

**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	The Preschool is overseen by volunteer trustees.
Other		N/A

**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>In September 2022, the Preschool had <b>XX</b> children on role and offered a maximum of <b>XX</b> hours a week per child.</p> <p>The 2022 term began from the Preschool's new base in the Jubilee Annexe of Ditchingham Village Hall – which meant that the children had a dedicated space and could therefore enjoy greater flexibility and longer hours.</p> <p>Key achievements for the year included:</p> <ul style="list-style-type: none"> <li>• Developing children's confidence around trying healthy foods that may not be available at home with group tasting sessions</li> <li>• Introducing children to different cultures with celebrations for Chinese New Year and Divali</li> <li>• Developing 4 year olds readiness for school through liaison work with primary school teachers and adapting our curriculum to support these transitions</li> <li>• Increasing children's exposure to nature through engagement with the Preschool's new nature garden. Activities included checking the hedgehog house, looking at live small mammals that lived in the garden and hunting for mini-beasts.</li> </ul>

#### 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	At the end of the financial year, the charity had income of £69,298.32 and expenditure of £62,023.04. This led to an operational surplus of £7,275.28, and the charity retained a positive balance of £21,750.15 including free reserves. This was pleasing stability after last year's recorded deficit, which was incurred due to exceptional additional costs through the building of the new annexe in which they would be based. The increased income compared to the previous year's £46,968.96 was due to the increased hours the Preschool was able to offer from its new building.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Preschool aims to hold reserves equivalent to a minimum of three months' running costs (approximately £12,000). This is to enable us to pay staff, bills and if necessary reimburse fees in the event of unforeseen closure. We also aim for our reserves to provide us with a financial 'buffer' whereby we can subsidise staff salaries / rent etc if numbers of children are low. We review our reserves levels and position annually as part of our AGM. At year end for 2022-23, reserves levels were £10,900.47. This was slightly below our reserves target, and trustees agreed that surplus income from the activities could be designated to bolster this amount, which may also need to be bolstered due to increased monthly expenditure on salaries.
Amount of reserves held	Para 1.22	£10,900.47
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### 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	N/A
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	<b>N/A</b>
Other		<b>N/A</b>

## 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 charitable 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	Trustees are voted in each year at the Preschool's AGM for one year. Retiring officers and committee members are eligible for re-election.

### 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	N/A
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	Broome and Ditchingham Preschool
Other name the charity uses	NA
Registered charity number	1037364
Charity's principal address	Ditchingham Village Hall - Platinum Jubilee Annexe Loddon Road Ditchingham BUNGAY NR35 2QN

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Tonya Fisher	Chair	October 2022	
2	Laura Myatt	Treasurer	January 2020	
3	Suzannah Goodfellow	Secretary	March 20202	
4	Simone Heywood	Trustee		
5	Lauren Raven	Trustee		
6	Ruth XXXX	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

<b>Director name</b>		
NA		

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	
NA		

**Funds held as custodian trustees on behalf of others**

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

**Additional information (optional)**

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

Type of adviser	Name	Address
A		

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

--

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

None
------

**Other optional information**

NA
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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>	Laura Myatt	Tonya Fisher
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<b>Full name(s)</b>	Laura Myatt	Tonya Fisher
---------------------	-------------	--------------

<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
--	-----------	-------

<b>Date</b>	22/01/2024
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# Broome and Ditchingham Preschool

## Balance Sheet As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUL 31, 2022 (PP)
Fixed Asset		
<b>Total Fixed Asset</b>		
Cash at bank and in hand		
CAF Bank - 00013009	10,849.21	1,331.93
CAF Bank - 00090019	10,900.47	12,490.42
Petty Cash	0.47	11.60
<b>Total Cash at bank and in hand</b>	<b>£21,750.15</b>	<b>£13,833.95</b>
Debtors		
Debtors	4,323.04	2,219.18
<b>Total Debtors</b>	<b>£4,323.04</b>	<b>£2,219.18</b>
Current Assets		
Village Hall Fund	0.00	0.00
<b>Total Current Assets</b>	<b>£0.00</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£26,073.19</b>	<b>£16,053.13</b>
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	750.85	73.58
<b>Total Trade Creditors</b>	<b>£750.85</b>	<b>£73.58</b>
Current Liabilities		
Accruals and Deferred Income	0.00	-3,000.00
Adnams - Restricted Fund	0.00	0.00
Nature Garden Restricted Funds	0.00	0.00
PAYE Clearing	103.13	1,029.32
Payroll clearing	31.47	50.14
Pension Clearing	96.16	83.79
RC Snelling Restricted Donation	0.00	0.00
Restricted Funds - NCF	0.00	0.00
<b>Total Current Liabilities</b>	<b>£230.76</b>	<b>£-1,836.75</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£981.61</b>	<b>£-1,763.17</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£25,091.58</b>	<b>£17,816.30</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£25,091.58</b>	<b>£17,816.30</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£25,091.58</b>	<b>£17,816.30</b>
Charity funds		
Retained Earnings	17,816.30	26,680.80
Surplus/(Deficit)	7,275.28	-8,864.50
<b>Total Charity funds</b>	<b>£25,091.58</b>	<b>£17,816.30</b>

# Broome and Ditchingham Preschool

## Financial Activities

August 2022 - July 2023

	TOTAL	
	AUG 2022 - JUL 2023	AUG 2021 - JUL 2022 (PP)
<b>Income</b>		
Bank Interest	128.31	8.68
EYPP Income	1,306.33	342.00
Fees	8,153.11	11,134.25
Fundraising & Donations	2,709.45	312.55
LEA Funding	55,150.32	30,242.40
Lottery Fundraising	515.80	482.10
Other (Grants)	600.00	4,014.98
Other Income	300.00	
Photos		239.00
Uniform Sales	435.00	193.00
<b>Total Income</b>	<b>£69,298.32</b>	<b>£46,968.96</b>
<b>TOTAL</b>	<b>£69,298.32</b>	<b>£46,968.96</b>
<b>Expenditures</b>		
Accountancy	630.00	475.00
Advertising/Promotional	215.00	326.18
Bad Debt	156.75	
Bank charges	60.00	96.00
Catering	665.06	437.12
Craft & Consumables	290.79	297.92
DBS checks	74.20	245.00
Donations		24.99
Equipment	763.65	847.47
EYPP Expenditure	584.52	614.75
Garden Supplies	240.98	1,027.99
Health & Safety	179.49	6.98
Insurances	780.87	718.72
Legal & Professional services	375.00	
Office/General Administrative Expenses	175.07	316.06
Ofsted	50.00	50.00
Phone Costs	40.00	21.29
Printing, Postage and Stationery	298.57	27.47
Purchases	334.08	0.00
Rent	6,477.20	7,286.26
Repairs & Renewals	2.38	6,448.43
Salaries - Employment Allowance	-1,661.45	-1,076.32
Salaries - Gross Pay	48,488.01	35,870.62
Salary - Employer NI	1,661.45	1,076.32
Salary - Employer Pension	499.45	398.57
Sundries	55.50	29.50
Training Courses	135.00	30.00
Uniforms	451.47	151.80
<b>Total Expenditures</b>	<b>£62,023.04</b>	<b>£55,748.12</b>
<b>NET OPERATING INCOME</b>	<b>£7,275.28</b>	<b>£-8,779.16</b>

# Broome and Ditchingham Preschool

## Financial Activities August 2022 - July 2023

	TOTAL	
	AUG 2022 - JUL 2023	AUG 2021 - JUL 2022 (PP)
Other Expenditures		
Nature Garden Funding costs		71.93
Restricted - Family Support Fund		13.41
<b>Total Other Expenditures</b>	<b>£0.00</b>	<b>£85.34</b>
NET OTHER INCOME	<b>£0.00</b>	<b>£-85.34</b>
NET INCOME/(EXPENDITURE)	<b>£7,275.28</b>	<b>£-8,864.50</b>

# Broome and Ditchingham Preschool

## Financial Activities by Class

August 2022 - July 2023

	DITCHINGHAM UNITED CHARITIES	FREEMASONS DONATION 2023	RESTRICTED - DITCHINGHAM UNITED CHARITIES 2023	RESTRICTED FUND - SOUTH NFLK & BROADLAND HEALTH & WELLBEING P'SHIP	VILLAGE HALL - ARNOLD CLARK	NOT SPECIFIED	TOTAL
<b>Income</b>							
Bank Interest						128.31	£128.31
EYPP Income						1,306.33	£1,306.33
Fees						8,153.11	£8,153.11
Fundraising & Donations		300.00	600.00			1,809.45	£2,709.45
LEA Funding						55,150.32	£55,150.32
Lottery Fundraising						515.80	£515.80
Other (Grants)				600.00			£600.00
Other Income						300.00	£300.00
Uniform Sales						435.00	£435.00
<b>Total Income</b>	<b>£0.00</b>	<b>£300.00</b>	<b>£600.00</b>	<b>£600.00</b>	<b>£0.00</b>	<b>£67,798.32</b>	<b>£69,298.32</b>
<b>TOTAL</b>	<b>£0.00</b>	<b>£300.00</b>	<b>£600.00</b>	<b>£600.00</b>	<b>£0.00</b>	<b>£67,798.32</b>	<b>£69,298.32</b>
<b>Expenditures</b>							
Accountancy						630.00	£630.00
Advertising/Promotional						215.00	£215.00
Bad Debt						156.75	£156.75
Bank charges						60.00	£60.00
Catering				181.69		483.37	£665.06
Craft & Consumables		22.45				268.34	£290.79
DBS checks						74.20	£74.20
Equipment	551.34	65.98			0.00	146.33	£763.65
EYPP Expenditure						584.52	£584.52
Garden Supplies	198.00					42.98	£240.98
Health & Safety						179.49	£179.49
Insurances						780.87	£780.87
Legal & Professional services						375.00	£375.00
Office/General Administrative Expenses						175.07	£175.07
Ofsted						50.00	£50.00
Phone Costs						40.00	£40.00
Printing, Postage and Stationery						298.57	£298.57
Purchases		147.62				0.00	186.46
Rent						6,477.20	£6,477.20
Repairs & Renewals						2.38	£2.38
Salaries - Employment Allowance						-1,661.45	£ -
Salaries - Gross Pay						48,488.01	£48,488.01
Salary - Employer NI						1,661.45	£1,661.45
Salary - Employer Pension						499.45	£499.45
Sundries						55.50	£55.50
Training Courses						135.00	£135.00
Uniforms						451.47	£451.47
<b>Total Expenditures</b>	<b>£749.34</b>	<b>£236.05</b>	<b>£0.00</b>	<b>£181.69</b>	<b>£0.00</b>	<b>£68,855.96</b>	<b>£62,023.04</b>
<b>NET OPERATING INCOME</b>	<b>£ -749.34</b>	<b>£63.95</b>	<b>£600.00</b>	<b>£418.31</b>	<b>£0.00</b>	<b>£6,942.36</b>	<b>£7,275.28</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -749.34</b>	<b>£63.95</b>	<b>£600.00</b>	<b>£418.31</b>	<b>£0.00</b>	<b>£6,942.36</b>	<b>£7,275.28</b>



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www.abcabacus.co.uk

## **Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"**

I report on the accounts of the above charity number 1037364 for the year ended 31 July 2023

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 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.

Peter Bussey FFA FIPA  
**26<sup>th</sup> January 2024**

**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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**Trustees' Annual Report for the period**

**From 1<sup>st</sup> August 2021 Period start date To 31<sup>st</sup> July 2022 Period end date**

**Charity name: Broome and Ditchingham Preschool**

**Charity registration number: 1037364**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide preschool education and social development for children aged 2-4.
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	The Preschool provides a term-time preschool service for children aged 2 to 4 from Broome, Ditchingham and surrounding villages. Places are available with funding from Norfolk County Council or through private fees.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit and are confident that the preschool complies with these requirements.

**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	The Preschool is overseen by volunteer trustees. In 2021-22 trustees were instrumental in securing funds and project managing activity around the Preschool's new premises.

Other		N/A
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### 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>In September 2021, the Preschool had 19 children on role and offered 210 hours a week.</p> <p>The focus for this year was moving into new premises (an annexe attached to the Village Hall) which would enable the Preschool to offer more hours to local families. This process of transition was completed by the end of the academic year, and the 2022 term began from the Preschool's new base.</p> <p>Key achievements for the year included:</p> <ul style="list-style-type: none"> <li>• Developing children's confidence around trying healthy foods that may not be available at home with group tasting sessions</li> <li>• Introducing children to different cultures with celebrations for Chinese New Year and Divali</li> <li>• Developing 4 year olds readiness for school through liaison work with primary school teachers and adapting our curriculum to support these transitions</li> <li>• Increasing children's exposure to nature through engagement with the Preschool's new nature garden. Activities included checking the hedgehog house, looking at live small mammals that lived in the garden and hunting for mini-beasts.</li> </ul>

### 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
		N/A

Investment performance against objectives	Para 1.41	
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the financial year, the charity had income of £46,968.96 and expenditure of £55,748.12. This led to an operational deficit of -£8779.16, although the charity retained a positive balance of £17,816.30 including free reserves. The deficit was higher than usual as the charity had incurred exceptional additional costs through the building of the new annexe in which they would be based. In order to ensure building work was completed, it was necessary for the charity to pay contractors up front from its own funds. These funds have subsequently been recouped from the Village Hall and other funding sources, and the charity is confident that this deficit is unlikely to recur in 2022-23 and the charity will remain a going concern.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Preschool aims to hold reserves equivalent to a minimum of three months' running costs (approximately £12,000). This is to enable us to pay staff, bills and if necessary reimburse fees in the event of unforeseen closure. We also aim for our reserves to provide us with a financial 'buffer' whereby we can subsidise staff salaries / rent etc if numbers of children are low. We review our reserves levels and position annually as part of our AGM. At year end for 2021-22, reserves levels were £12,490.42, in keeping with our reserves target. The reserves target will be revisited in 2023-24 to ensure that it is set to reflect current monthly costs, which have increased due to increased cost of living.
Amount of reserves held	Para 1.22	£12,490.42
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### Additional information (optional)

You may choose to include further statements where relevant about:

		<b>N/A</b>
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The charity's principal sources of funds (including any fundraising)	Para 1.47	
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>N/A</b>
Other		<b>N/A</b>

## 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 charitable 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	Trustees are voted in each year at the Preschool's AGM for one year. Retiring officers and committee members are eligible for re-election.

### 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	<b>N/A</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>N/A</b>
Relationship with any related parties	Para 1.51	<b>N/A</b>
Other		<b>N/A</b>

### Reference and Administrative details

Charity name	Broome and Ditchingham Preschool
Other name the charity uses	NA
Registered charity number	<b>1037364</b>

Charity's principal address	Ditchingham Village Hall - Platinum Jubilee Annexe Loddon Road Ditchingham BUNGAY NR35 2QN

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Tonya Fisher	Chair	October 2022	
2	Laura Myatt	Treasurer	January 2020	
3	Suzannah Goodfellow	Secretary	March 20202	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

<b>Director name</b>		
<b>NA</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

<b>NA</b>		

**Funds held as custodian trustees on behalf of others**

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

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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Type of adviser	Name	Address
A		

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

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

None
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**Other optional information**

NA
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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>	Laura Myatt	Tonya Fisher
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<b>Full name(s)</b>	Laura Myatt	Tonya Fisher
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<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
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<b>Date</b>	14/04/2023
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## **Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"**

I report on the accounts of the above charity number 1037364 for the year ended 31 July 2022

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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**

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- the accounting records were not kept in accordance with section 130 of the 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.

Peter Bussey FFA FIPA  
**13<sup>th</sup> March 2023**

# Broome & Ditchingham Preschool

Financial Activities  
August 2021 - July 2022

	TOTAL
Income	
Bank Interest	8.68
EYPP Income	342.00
Fees	11,134.25
Fundraising & Donations	312.55
LEA Funding	30,242.40
Lottery Fundraising	482.10
Other (Grants)	4,014.98
Photos	239.00
Uniform Sales	193.00
<b>Total Income</b>	<b>£46,968.96</b>
TOTAL	<b>£46,968.96</b>
Expenditures	
Accountancy	475.00
Advertising/Promotional	326.18
Bank charges	96.00
Catering	437.12
Craft & Consumables	297.92
DBS checks	245.00
Donations	24.99
Equipment	847.47
EYPP Expenditure	614.75
Garden Supplies	1,027.99
Health & Safety	6.98
Insurances	718.72
Office/General Administrative Expenses	316.06
Ofsted	50.00
Phone Costs	21.29
Printing, Postage and Stationery	27.47
Purchases	0.00
RC Snelling Donation Costs	2,276.80
Rent	7,286.26
Repairs & Renewals	4,171.63
Salaries - Employment Allowance	-1,076.32
Salaries - Gross Pay	35,870.62
Salary - Employer NI	1,076.32
Salary - Employer Pension	398.57
Sundries	29.50
Training Courses	30.00
Uniforms	151.80
<b>Total Expenditures</b>	<b>£55,748.12</b>
NET OPERATING INCOME	<b>£ -8,779.16</b>
Other Expenditures	
Nature Garden Funding costs	71.93

# Broome & Ditchingham Preschool Broome & Ditchingham Preschool

Financial Activities  
Balance Sheet  
August 2021 - July 2022  
As of July 31, 2022

	TOTAL
Restricted - Family Support Fund	13.41
<b>Total Other Expenditures</b>	<b>£85.34</b>
<b>Total Fixed Asset</b>	<b>£ -85.34</b>
NET OTHER INCOME	£ -85.34
Cash at bank and in hand	£ -8,864.50
NET INCOME/(EXPENDITURE)	1,331.93
CAF Bank - 00013009	
CAF Bank - 00090019	12,490.42
Petty Cash	11.60
<b>Total Cash at bank and in hand</b>	<b>£13,833.95</b>
Debtors	
Debtors	2,219.18
<b>Total Debtors</b>	<b>£2,219.18</b>
Current Assets	
Village Hall Fund	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
NET CURRENT ASSETS	<b>£16,053.13</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	73.58
<b>Total Trade Creditors</b>	<b>£73.58</b>
Current Liabilities	
Accruals and Deferred Income	-3,000.00
Adnams - Restricted Fund	0.00
Nature Garden Restricted Funds	0.00
PAYE Clearing	1,029.32
Payroll clearing	50.14
Pension Clearing	83.79
RC Snelling Restricted Donation	0.00
Restricted Funds - NCF	0.00
<b>Total Current Liabilities</b>	<b>£ -1,836.75</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£ -1,763.17</b>
NET CURRENT ASSETS (LIABILITIES)	<b>£17,816.30</b>
TOTAL ASSETS LESS CURRENT LIABILITIES	<b>£17,816.30</b>
TOTAL NET ASSETS (LIABILITIES)	<b>£17,816.30</b>
Charity funds	
Retained Earnings	26,680.80
Surplus/(Deficit)	-8,864.50
<b>Total Charity funds</b>	<b>£17,816.30</b>



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## **Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"**

I report on the accounts of the above charity number 1037364 for the year ended 31 July 2022

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 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.

Peter Bussey FFA FIPA  
**13<sup>th</sup> March 2023**

**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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**Section B Structure, governance and management**

Julie Nelson Allen – (Preschool Manager)

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

Accountants	Abacus Accountancy Services The Willows Ipswich Road Long Stratton NR15 2TG	
None		

Type of adviser Name Address  
Names and addresses of advisers (Optional information)

As above	
Name	Dates acted if not for whole year

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

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Suzannah Goodfellow	Chair	10/03/2020	
2 Laura Myatt	Trustee	07/01/2020	
3 Lindsay Anne Goodings	Trustee	16/04/2021	

Names of the charity trustees who manage the charity

Charity name: Broome and Ditchingham Preschool

Other names charity is known by: NA

Registered charity number (if any): 1037364

Charity's principal address: Ditchingham Village Hall  
Loddon Road  
Ditchingham  
BUNGAY  
Postcode: NR35 2QN

**Section A Reference and administration details**

**Trustees' Annual Report for the period**

Period start date: 01 08 2020  
Period end date: 31 07 2021

From To



**Additional details of objectives and activities (Optional information)**

<p>To provide education and care for children aged 2 - 5</p>	<p>The Trustees have had regard to the guidance issued by the Charity Commission on public benefit and are satisfied that the Preschool continues to operate in this capacity.</p> <p>In 2020-21 the Preschool:</p> <ul style="list-style-type: none"> <li>• Provided day care and education for 25 children</li> <li>• Provided care for children and of keyworkers and vulnerable families during the national lockdown of January 2020</li> </ul> <p>These activities benefit children who receive care, learning opportunities and support to build their independence and confidence. It benefits families by providing high quality childcare and this year enabling key workers, such as paramedics, to perform their duties while their children were safe and cared for.</p>
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Summary of the objects of the charity set out in its governing document

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)

**Section C Objectives and activities**

<p>NA</p>	<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>
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**Additional governance issues (Optional information)**

<p>Constitution</p>	<p>Registered charity, registered with Ofsted as an Early Years Provider</p>	<p>Appointed by committee members (trustees)</p>
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**Description of the charity's trusts**

Type of governing document (eg trust deed constitution)

How the charity is constituted (eg trust, association, company)

Trustee selection methods (eg appointed by elected by)

- Increasing numbers of children on role from 14 in September to 25 by July, despite the restrictions of the pandemic
- Supporting literacy development through daily stories, songs and rhymes to promote communication and spoken language. We have introduced new vocabulary and plenty of time to listen and have high quality interactions with the children
- Supporting numeracy development through counting rhymes and songs with puppets and props, providing interesting everyday objects to count and sort as well as plenty of sensory play, such as water and playdough to develop understanding of concepts, such as capacity, volume and shape.
- Physical development has been promoted through our large outdoor space where children have access to fresh air and freedom to be active. Resources and the natural world have supported developing and strengthening large muscle groups and gross motor skills as well as providing appropriate activities and resources to strengthen hand and finger muscles to develop fine motor skills in preparation for writing.
- Providing opportunities for celebration through World Book Day, a 'Teddy Bears' picnic and a 'graduation' event for those preparing to begin primary school
- Laising with primary schools to share information on children and support a smooth transition
- Beginning work on a 'community garden' for preschool children and local people to enjoy nature
- Holding a series of small events to raise funds for the preschool including raffles, competitions, sponsored activities and dressing up days
- Investing in staff training in skills and knowledge so staff can support children's emotional wellbeing and identify individual struggles after the potential trauma of a global pandemic on their lives and development
- Retaining all staff successfully through a turbulent year, at a time when sector turnover is high and recruitment slow

The Preschool was inspected by Ofsted In December 2019 and awarded 'Good' status in every aspect. It has continued to perform well, despite the challenging circumstances presented by Covid. Key achievements were:

Summary of the main achievements of the charity during the year

## Section D Achievements and performance

- You may choose to include further statements, where relevant, about:
- policy on grantmaking;
  - policy programme related investment;
  - contribution made by volunteers.

**Section E Financial review**

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

Cash at the bank in unrestricted funds was £12,482.82 on 31<sup>st</sup> July 2021. The main financial risks to the charity are loss of council funding and private fees through low take up of places, or temporary unscheduled closure. The Charity aims to hold reserves to cover a minimum of three months running costs at all times.

**Details of any funds materially in deficit**

Not applicable.

**Further financial review details (Optional information)**

NA

**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.

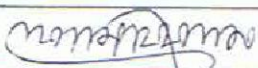
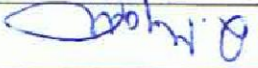
**Section F Other optional information**

NA

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	
Full name(s)	Suzannah Goodfellow
Position (eg Secretary, Chair, etc)	Chair
	Treasurer
	Laura Myatt
	
Date	30.09.2021

The Willows, Ipswich Road  
Long Stratton, NR15 2TG  
Tel. 01508 333040  
office@abcbacus.co.uk  
www.abcbacus.co.uk

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## Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"

I report on the accounts of the above charity number 1037364 for the year ended 31 July 2021

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

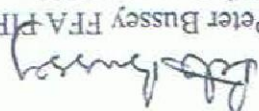
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 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.

  
Peter Bussey FFA FIPA  
17th January 2022

**Broome & Ditchingham Preschool**  
**Financial Activities**  
**August 2020 - July 2021**

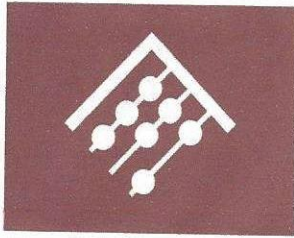
Income	
Bank Interest	1.24
EYFP Income	223.66
Fees	4,742.94
Fundraising & Donations	2,745.85
LEA Funding	36,949.37
Lottery Fundraising	81.20
Other (Grants)	2,500.00
Other Income	57.00
Uniform Sales	135.00
<b>Total Income</b>	<b>£47,436.26</b>
<b>TOTAL</b>	<b>£47,436.26</b>
Expenditures	
Accountancy	125.00
Advertising/Promotional	136.00
Bank charges	81.50
Catering	394.95
Craft & Consumables	230.75
Donations	2,700.00
DPA	35.00
Equipment	596.74
EYFP Expenditure	220.87
Garden Supplies	56.74
Health & Safety	52.88
Insurances	634.61
Office/General Administrative Expenses	181.78
Osted	50.00
Phone Costs	30.00
Printing, Postage and Stationery	6.99
RC Snelling Donation Costs	0.00
Rent	3,503.56
Salaries - Employment Allowance	-556.52
Salaries - Gross Pay	31,262.91
Salaries - Employer NI	554.13
Salaries - Employer Pension	256.52
Sundries	34.45
Training Courses	30.00
Uniforms	169.03
<b>Total Expenditures</b>	<b>£40,787.89</b>
<b>NET OPERATING INCOME</b>	<b>£6,648.37</b>
Other Income	
Job Retention Scheme - furlough payment	635.70
<b>Total Other Income</b>	<b>£635.70</b>
<b>NET OTHER INCOME</b>	<b>£635.70</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£7,284.07</b>

# Broome & Ditchingham Preschool

## Balance Sheet

### As of July 31, 2021

<b>TOTAL</b>	
Fixed Asset	14,559.28
Total Fixed Asset	14,559.28
Cash at bank and in hand	12,482.48
CAF Bank - 00013009	13.50
CAF Bank - 00090019	27,055.26
Petty Cash	3,100.21
Total Cash at bank and in hand	33,100.21
Debtors	3,100.21
Debtors	3,100.21
Total Debtors	330,155.47
NET CURRENT ASSETS	330,155.47
Creditors: amounts falling due within one year	530.50
Trade Creditors	530.50
Creditors	530.50
Total Trade Creditors	530.50
Current Liabilities	0.00
Accruals and Deferred Income	0.00
Nature Garden Restricted Funds	157.94
PAYE Clearing	2,712.92
Payroll clearing	58.33
Pension Clearing	14.98
RC Snelling Restricted Donation	0.00
Restricted Funds - NCF	32,944.17
Total Current Liabilities	33,474.67
Total Creditors: amounts falling due within one year	33,474.67
NET CURRENT ASSETS (LIABILITIES)	226,680.80
TOTAL ASSETS LESS CURRENT LIABILITIES	226,680.80
TOTAL NET ASSETS (LIABILITIES)	226,680.80
Charity funds	19,396.73
Retained Earnings	7,284.07
Surplus/(Deficit)	226,680.80
Total Charity funds	226,680.80



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### **Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"**

I report on the accounts of the above charity number 1037364 for the year ended 31 July 2021

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the 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.

Peter Bussey FFA FIPA  
17<sup>th</sup> January 2022

**Broome and Ditchingham Preschool**

England & Wales - Charity number 1037364

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# Accounts

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# Supervisors Report – 2<sup>nd</sup> December 2020

## ATTENDANCE:

**Children on roll** – we currently have 20 children attending, 1 child starting in Spring term and 4 in summer term = 25 children

**Current Academic Year** – Current numbers are in the table below. We are currently keeping a smaller group size of 16 but we have a few children who want additional sessions if we decide to return to a group size of 20. We are registered to take 24 children a session.

	Autumn 20	Spring 21	Summer 21
Tuesday	14 am 12 pm	14 am 13 am	17 am(poss' 19) 17 am
Wednesday	14 am 9 pm	16 am 10 am	17 am (poss' 20) 13 am
Thursday	14 am 9 (lunch)	13 am 7 (lunch)	16 am 7 (lunch)
Friday	13 am	14 am	15 am

**School starters September 2021** – 14 children will be moving onto school

**21-22 Academic year** – currently this predicts 11 children remaining plus 1 on waiting list

## STAFFING

Myself, Nikki and Laura H remain our core early years team this year. Laura N sadly left us over the summer and as numbers of children were low we did not need to replace her. Georgia is also part of our team who has volunteered with us on a Tuesday for 4 years and has been doing some paid work this year to cover when needed, such as lunch breaks on a Tuesday, extra weekly cleaning and occasional training. Having Georgia work these small amounts of cover is also keeping our staffing bubble small.

Training has been limited this year due to the pandemic, however we are still able to access Norfolk County Council's termly briefings via zoom. I have managed to update my First Aid training and Georgia completed Child Protection training.

If we decide to increase our group size in the spring we will require another member of staff temporarily for the summer term

## COVID-19

**National Lockdown:** This has been a challenging year with many changes. We closed the preschool at the beginning of the first national Lockdown on 23<sup>rd</sup> March. After completing a thorough risk assessment, Me and Nikki reopened on 15<sup>th</sup> June for a reduced number of sessions until the summer holidays. We had a small group of 7 children of key workers and children who were moving onto reception in the September. This 6 weeks was a valuable learning curve in fine tuning our procedures to minimise the risk of transmission of the virus within preschool.

**Home Learning:** During this time while children were at home the preschool tried to remain in contact with all families to support them in entertaining their children and encouraging play & learning. We did this through a dedicated closed facebook group where staff and parents posted ideas and photos. Staff also recorded story time videos and we tried to hold some group circle time zoom meetings with the children which was a bit mad!! The committee also won funding for us to provide craft packs for some children, including those who had seen the arrival of a new sibling either just before or during Lockdown.

**School Transitions:** We had 11 children move onto reception this September. We continued to support parents and children in this process even during these challenging times. I contacted all 5 receiving schools to invite reception teachers to arrange telephone meetings to discuss the children's needs, character and stage of development. These meetings were backed up by sending them transition reports that were completed by the child's key person. We also emailed useful tips and information to parents to help them prepare their children for school and the children all received the book 'Silly Billy' that focused on 'worries and feelings' along with a set of worry dolls.

**September Reopening:** Settling in returning children and our new children was done in a slow and controlled way so that we could support them emotionally. We had to adapt our usual methods as we were unable to have parents in the preschool. We held an open morning for these children with time slots so they could spend a little time with their key person and re-familiarise themselves with the surroundings which seemed to work well. We also recorded video messages from the staff to rebuild that connection and welcome the children back.

**Ellingham Preschool Closure:** a couple of weeks into the new term, our nearest local preschool closed and we were inundated with enquiries from concerned parents requiring preschool education for their children. We therefore repeated the successful open morning for these parents so they could visit our preschool while following government guidelines. We were able to offer the vast majority the sessions they requested and began settling these children in sensitively too.

**Continuing to Minimise Risk:** We accept there is no such thing as social distancing with under 5's so we focus on other methods to minimise the risk of transmitting covid-19 while at preschool. We took what we learned from our initial opening in June and feel we have implemented new procedures that help to minimise any risk while also keeping the children's emotional well being central, for example:

- Daily cleaning of equipment and furniture
- Increased attention on teaching personal hygiene
- Rotating and quarantining equipment/soft furnishings/books which are not easily disinfected
- We use malleable resources that are only used once, such as, water, shaving foam etc
- Only children and staff allowed into preschool.
- Keeping our daily group size to 16 (to be reviewed in the spring)
- Well ventilated hall at all times
- Lots of outdoor play & learning is encouraged in all weather

## **CURRICULUM**

We continue to offer a well planned stimulating learning environment indoors and out that covers all areas of the early years curriculum. We utilise our large outdoor space and beautiful natural surroundings to learn outdoors as much as possible which means children and staff are outdoors in the fresh air a lot. Along with following the children's interests we also use nature based themes as starting points for learning, subjects such as stars, trees, hedgehogs, leaves, spiders and owls. We support this learning with weekly trips to Broome Heath.

Now that all the children have settled in to preschool we have also incorporated speech and language groupwork to support those children who need a little extra support. Activities are planned and carried out daily either in small groups (2-4) or in larger groups at circle time and so all children benefit from this, not just those they are aimed at.

## **TAPESTRY**

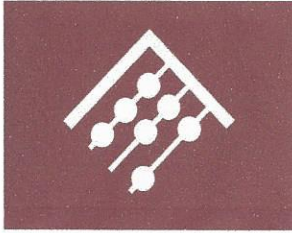
We are very pleased to have the children's play and learning documented online through Tapestry from this term. This is going well so far and we are learning how to use it effectively. We hope you like this way of recording your child's progress and that you feel much better informed on what they are doing in preschool. It is a new venture for us so any feedback would be gratefully received.

## **COMMUNICATION**

We have had to use technology far more this year to ensure good communication with parents/carers and we hope we have succeeded. We appreciate that it can be difficult at arrival and collection time to speak to staff but please feel free to arrange a convenient time to have a phone call if you need to speak in length with your child's key person. Emails are read daily so you will get a response within 24 hours. Notices and updates are posted on our facebook page, in Tapestry memos and via email regularly so please ensure you look at these.

**Acknowledgements:** Thank you to all the committee for all their support this year with some difficult decisions. A big thank you to Laura H, Laura N and Georgia for their hard work and dedication and especially to Nikki for reopening preschool with me on June 15<sup>th</sup> in what was a very anxious time.

**Report written by:** Julie Nelson-Allen **Date:** 02/12/20



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## **Independent examiner's report to the trustees of the "Broome & Ditchingham Playgroup"**

I report on the accounts of the above charity number 1037364 for the 16 months ended 31 July 2020

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act). The charity's trustees consider that an audit is not required for this year under section 144 of the Act 1993 and that an independent examination is needed.

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### **Basis of independent examiner's report**

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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.

Peter Bussey FFA FIPA  
4<sup>th</sup> November 2020