



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

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 Lodon Road Ditchingham BUNGAY Postcode NR35 2QN

## Names of the charity trustees who manage the charity

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

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

Name	Dates acted if not for whole year
As above	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		
Accountants	Abacus Accountancy Services	The Willows Ipswich Road Long Stratton NR15 2TG

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

Julie Nelson Allen – (Preschool Manager)

## Section B Structure, governance and management

## Description of the charity's trusts

Constitution	Type of governing document (eg trust deed constitution)
Registered charity, registered with Ofsted as an Early Years Provider	How the charity is constituted (eg trust, association, company)
Appointed by committee members (trustees)	Trustee selection methods (eg appointed by, elected by)

## Additional governance issues (Optional information)

NA	<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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## Section C Objectives and activities

<p>To provide education and care for children aged 2 - 5</p>	<p>Summary of the objects of the charity set out in its governing document</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>	<p>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)</p>

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



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

- 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
- Liaising 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:

## Section D Achievements and performance

NA

- 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**

**Details of any funds materially in deficit**

Not applicable.

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.

**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.

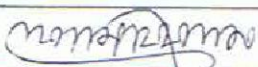
## Section F Other optional information

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
Date	30.09.2021





**ABACUS**  
a name you can count on  
**Accountants**  
**Book-Keepers**  
**Consultants**

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

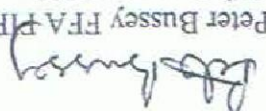
### Independent examiner's statement

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 RPA  
17th January 2022

# Broome & Ditchingham Preschool

Financial Activities  
August 2020 - July 2021

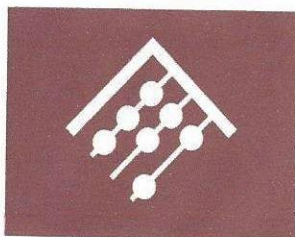
TOTAL	
Income	
Bank Interest	1.24
EYFP Income	223.66
Fees	4,742.94
Fundraising & Donations	2,745.85
LEA Funding	36,949.37
Lottery Fundraising	81.20
Other (Grants)	2,500.00
Other Income	57.00
Uniform Sales	135.00
Total Income	£47,436.26
TOTAL	£47,436.26
Expenditures	
Accountancy	125.00
Advertising/Promotional	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
Ofsted	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
Salary - Employer Pension	256.52
Sundries	34.45
Training Courses	30.00
Uniforms	169.03
Total Expenditures	£40,787.89
NET OPERATING INCOME	£6,648.37
Other Income	
Job Retention Scheme - furlough payment	635.70
Total Other Income	£635.70
NET OTHER INCOME	£635.70
NET INCOME/(EXPENDITURE)	£7,284.07

# Broome & Ditchingham Preschool

Balance Sheet  
As of July 31, 2021

<b>TOTAL</b>		
<b>Fixed Asset</b>		
<b>Total Fixed Asset</b>		
Cash at bank and in hand	14,559.28	
CAF Bank - 00013009	12,482.48	
CAF Bank - 00090019	13.50	
Petty Cash	27,055.26	
<b>Total Cash at bank and in hand</b>		£27,055.26
Debtors	3,100.21	
Debtors	£3,100.21	
<b>Total Debtors</b>		£30,155.47
<b>NET CURRENT ASSETS</b>		
<b>Creditors: amounts falling due within one year</b>		
Trade Creditors		
Creditors	530.50	
<b>Total Trade Creditors</b>		£530.50
<b>Current Liabilities</b>		
Accruals and Deferred Income	0.00	
Nature Garden Restricted Funds	0.00	
PAYE Clearing	157.94	
Payroll Clearing	2,712.92	
Pension Clearing	58.33	
RC Snelling Restricted Donation	14.98	
Restricted Funds - NCF	0.00	
<b>Total Current Liabilities</b>		£2,944.17
<b>Total Creditors: amounts falling due within one year</b>		
<b>NET CURRENT ASSETS (LIABILITIES)</b>		£3,474.67
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		£26,680.80
<b>TOTAL NET ASSETS (LIABILITIES)</b>		£26,680.80
<b>Charity funds</b>		
Retained Earnings	19,396.73	
Surplus/(Deficit)	7,284.07	
<b>Total Charity funds</b>		£26,680.80





# ABACUS

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