



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st August 2021 Period start date To 31st 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
-------	--	-----

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"> • Developing children's confidence around trying healthy foods that may not be available at home with group tasting sessions • Introducing children to different cultures with celebrations for Chinese New Year and Divali • Developing 4 year olds readiness for school through liaison work with primary school teachers and adapting our curriculum to support these transitions • 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.

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		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 £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:

		N/A
--	--	------------

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	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
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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
--------------	-----------------------------------	--

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**

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Laura Myatt	Tonya Fisher
---------------------	-------------	--------------

Full name(s)	Laura Myatt	Tonya Fisher
---------------------	-------------	--------------

Position (eg Secretary, Chair, etc)	Treasurer	Chair
--	-----------	-------

Date	14/04/2023
-------------	------------



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 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
13th 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
Total Income	£46,968.96
TOTAL	£46,968.96
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
Total Expenditures	£55,748.12
NET OPERATING INCOME	£ -8,779.16
Other Expenditures	
Nature Garden Funding costs	71.93

Broome & Ditchingham Preschool

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

	TOTAL
Restricted - Family Support Fund	13.41
Total Other Expenditures	£85.34
Total Fixed Asset	£ -85.34
NET OTHER INCOME	
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
Total Cash at bank and in hand	£13,833.95
Debtors	
Debtors	2,219.18
Total Debtors	£2,219.18
Current Assets	
Village Hall Fund	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£16,053.13
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	73.58
Total Trade Creditors	£73.58
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
Total Current Liabilities	£ -1,836.75
Total Creditors: amounts falling due within one year	£ -1,763.17
NET CURRENT ASSETS (LIABILITIES)	£17,816.30
TOTAL ASSETS LESS CURRENT LIABILITIES	£17,816.30
TOTAL NET ASSETS (LIABILITIES)	£17,816.30
Charity funds	
Retained Earnings	26,680.80
Surplus/(Deficit)	-8,864.50
Total Charity funds	£17,816.30



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
13th March 2023