



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date 1st August 2022 To Period end date 31st 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 XX children on role and offered a maximum of XX 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"> • 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
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	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	Simone Heywood	Trustee		
5	Lauren Raven	Trustee		
6	Ruth XXXX	Trustee		
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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)

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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

22/01/2024

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		
Total Fixed Asset		
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
Total Cash at bank and in hand	£21,750.15	£13,833.95
Debtors		
Debtors	4,323.04	2,219.18
Total Debtors	£4,323.04	£2,219.18
Current Assets		
Village Hall Fund	0.00	0.00
Total Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£26,073.19	£16,053.13
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	750.85	73.58
Total Trade Creditors	£750.85	£73.58
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
Total Current Liabilities	£230.76	£-1,836.75
Total Creditors: amounts falling due within one year	£981.61	£-1,763.17
NET CURRENT ASSETS (LIABILITIES)	£25,091.58	£17,816.30
TOTAL ASSETS LESS CURRENT LIABILITIES	£25,091.58	£17,816.30
TOTAL NET ASSETS (LIABILITIES)	£25,091.58	£17,816.30
Charity funds		
Retained Earnings	17,816.30	26,680.80
Surplus/(Deficit)	7,275.28	-8,864.50
Total Charity funds	£25,091.58	£17,816.30

Broome and Ditchingham Preschool

Financial Activities

August 2022 - July 2023

	TOTAL	
	AUG 2022 - JUL 2023	AUG 2021 - JUL 2022 (PP)
Income		
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
Total Income	£69,298.32	£46,968.96
TOTAL	£69,298.32	£46,968.96
Expenditures		
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
Total Expenditures	£62,023.04	£55,748.12
NET OPERATING INCOME	£7,275.28	£-8,779.16

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
Total Other Expenditures	£0.00	£85.34
NET OTHER INCOME	£0.00	£-85.34
NET INCOME/(EXPENDITURE)	£7,275.28	£-8,864.50

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
Income							
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
Total Income	£0.00	£300.00	£600.00	£600.00	£0.00	£67,788.32	£69,298.32
TOTAL	£0.00	£300.00	£600.00	£600.00	£0.00	£67,788.32	£69,298.32
Expenditures							
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	£334.08
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
Total Expenditures	£749.34	£236.05	£0.00	£181.69	£0.00	£68,855.96	£62,023.04
NET OPERATING INCOME	£ -749.34	£63.95	£600.00	£418.31	£0.00	£6,942.36	£7,275.28
NET INCOME/(EXPENDITURE)	£ -749.34	£63.95	£600.00	£418.31	£0.00	£6,942.36	£7,275.28



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
26th January 2024