



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date **1st August 2023** **To** Period end date **31st 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"> ● 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

		<ul style="list-style-type: none"> ● 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 ● 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 ● Developed a 'calm' zone for children who were struggling to regulate emotions and were becoming overwhelmed. ● 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 ● We have worked on developing confidence of early years practitioners on our curriculum
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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	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 £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	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	Na me of per son (or bod y) enti tled to app oint trus tee (if any)
	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	
	7				
	8				
	9				
	10				
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	12				
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	17				
	18				
	19				
	20				

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

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

Unaudited Financial Statements

Broome & Ditchingham Preschool
For the year ended 31 July 2024

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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

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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').

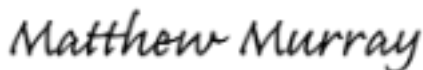
I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 145(5)(b) of the Act.

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

Balance Sheet

Broome & Ditchingham Preschool As at 31 July 2024

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

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

Detailed Profit and Loss

Broome & Ditchingham Preschool For the year ended 31 July 2024

	NOTES	2024	2023
Sales			
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
Total Sales		72,024	65,561
Cost of Sales			
Purchases		1,454	2,326
Total Cost of Sales		1,454	2,326
Gross Profit		70,571	63,235
Other Income			
Fundraising & Donations		3,058	2,709
Grant income		-	600
Interest Income		37	128
Other Revenue		-	300
Total Other Income		3,095	3,738
Expenses			
Establishment Expenses			
Equipment		1,306	764
Garden Supplies		-	241
Rent		7,769	6,477
Repairs & Maintenance		25	2
Total Establishment Expenses		9,100	7,484
Staff Costs			
Pensions Costs		820	499
Salaries		54,029	48,488
Staff Training		75	135
Total Staff Costs		54,923	49,122
Legal and Professional Fees			
Audit & Accountancy fees		786	630
Legal Expenses		263	375
Ofsted		50	50
Total Legal and Professional Fees		1,099	1,055
Finance Charges			

	NOTES	2024	2023
Bank Fees		60	60
Total Finance Charges		60	60
General Administration			
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
Total General Administration		2,222	1,975
Total Expenses		67,404	59,697
Operating Profit (Loss)		6,261	7,275
Profit (Loss) on Ordinary Activities before Taxation		6,261	7,275
Net Profit (Loss) for the Period		6,261	7,275

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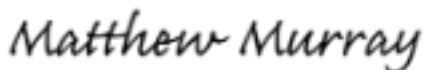
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