



**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	<b>N/A</b>
Performance of fundraising		<b>N/A</b>

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	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

		<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	
	7				
	8				
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	10				
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	20				

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

<b>Director name</b>		
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<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
	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**

	<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 <sup>31 July</sup>~~30 June~~ 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>	18,174	-	18,174	6,261
<b>Total funds brought forward</b>	31,353	-	31,353	25,092
<b>Total funds carried forward</b>	49,527	-	49,527	31,353


# Balance Sheet

Broome & Ditchingham Preschool

As at 31 July 2025

	31 JUL 2025	31 JUL 2024
Current assets		
Debtors	5,095	5,703
Cash at bank and in hand	44,432	25,700
Total current assets	49,527	31,903
Creditors: amounts falling due within one year		
Bank loans and overdrafts	-	246
Other taxes and social security	-	304
Total creditors: amounts falling due within one year	-	550
Net current assets (liabilities)	49,527	31,353
Total assets less current liabilities	49,527	31,353
Net assets (liabilities)	49,527	31,353
Funds of the Charity		
Unrestricted funds	49,527	31,353
Total funds	49,527	31,353

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

  
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


### 3. Creditors

Other taxes and social security	-	304
Total creditors: amounts falling due within one year	-	304

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