



## **Trustee's Annual Report 2021/22**

**Name of Charity:** Ugborough and Bittaford Preschool

**Charity Registration Number:** 1043499

**Principal Address:**

The Village Hall  
Ugborough  
PL21 0NT

**Names of Charity Trustees (holding office between 7<sup>th</sup> October 2021 and 17<sup>th</sup> October 2022):**

(Chairperson) Dani Ackrell  
(Secretary) Amy Ruewell  
(Treasurer) Charlie Hobbs

**Trustees appointed on 17<sup>th</sup> October 2022:**

(Chairperson) Edward Hobbs  
(Secretary) Rachel Heaver  
(Treasurer) Charlie Hobbs

**Governing Documents:** Ugborough & Bittaford Pre-School is governed by its policies, prospectus and the adoption annually of the Pre-School Learning Alliance Constitution 2011.

**Recruitment and Appointment of Trustees:** All members of the Pre-school are invited and encouraged on a regular basis to participate in the running of the Pre-school and to attend meetings. Trustees are elected for one year at the AGM, being unable to serve for more than six consecutive years.

The trustees of Ugborough and Bittaford Preschool have all adopted and work within the guidance issued by the Charity Commission on public benefit when deciding what activities the charity will undertake.

**Objectives:**

To enhance the development and education of children under statutory school age in a community based setting, providing quality care and attention for children with qualified staff and volunteer parent helpers.

To provide a safe and fun space for preschool and statutory education aged children outside of school hours within a before and after school club.

**Main Activities:**

The charity runs a preschool within a small village for children aged two until statutory school age. The children have access to a wide range of activities both inside and outside. The staff provide structured activities within the day with plenty of opportunities for child led play throughout the day.

The preschool aims to provide quality individualised child care meeting the standards set by OFSTED and within guidelines for the Early Years Foundation Framework.

Ugborough and Bittaford preschool have close links with the local primary school and share resources with preschool children able to use the primary school's playground and sports fields. The older preschool children join the foundation class for an hour weekly in preparation for their transition.

There is a weekly forest school which takes place within the local primary school - this is well attended and a highlight for the children.

Ugborough and Bittaford Preschool host and deliver an extended hours service to the local community. a breakfast club running for 8am - 8.45 for children aged 2-11 offering a wide selection of healthy food. We also provide after school provision within the village hall until 6pm - offering a healthy high tea to children still attending after 4.30pm.

Quiet space is available for completing homework, but mostly it is a playful environment to allow the attendees to socialise and relax with friends whilst trying out new activities and hobbies.

**Main Achievements during the Year:**

The Preschool and Afterschool club ran a successful Summer Holiday club with excellent feedback from the users and the community.

**Financial Position:**

The Ugborough and Bittaford Preschool and AS/BC financial year to 31<sup>st</sup> August 2022 has been one of strength and recovery, as we move further away from Covid restrictions. However, our income levels are not yet back to the "pre-covid" 2019 levels.

The total income for the year was **£101,235.45**.

**Grants:** We received a total of £700 in grant funding/donations. We also received a payment of £100 from Natwest as compensation due to complaining about the slowness of their procedures.

Generous grants/donations from both the NFU and Ugfest were received after year end and will be included in next year's accounts.

**Fundraising:** We received a total of £2,337.77 from various fundraising events. Including the Christmas and Ugfest raffles, and the Ugborough Fair stall.

**Fees:** The total of fees received was £54,795.20, which includes the holiday club income. Approximately £180 in fees is currently outstanding.

**Summer Holiday Club:** This was quite a last-minute rush due to issues with Ofsted approvals so we aren't able to advertise for staff or children as we would have liked. However, this was a successful offering and even with the lack of planning and notice we still managed to run a financially successful summer holiday club. We hope, with our own space and time to organise, this will go from strength to strength in the coming years.

Total expenditure for the year was **£91,378.80**.

**Equipment:** A total of £5,232.67 was spent on materials, this included bikes, basketball nets and gazebos.

**Trips:** The total cost of trips totalled £1,242.96. Trips in the 2021/22 year included a trip to Dartmoor Zoo, a Christmas trip to Pennywell farm and a trip to use the leisure centre inflatables and visit Ivybridge Library.

**Wages:** Wages were 75.46% of fees/funding, which is a slight reduction in previous years.

**New Build:** We put £210 into progressing the pre-app for The Brook site but overall, we have not had any large expenditures associated with pursuing a new home for the preschool.

We were asked by HMRC to complete a tax return for the 2019 financial year, due to being registered for gift aid. This has now been put aside following discussions with HMRC. However, if we wish to apply for gift aid in the future we should flag this with HMRC prior to applying to ensure we are not flagged for tax return completion at a later date.

Total excess for the year was **£9,856.65**. Funds in hand at year end are £95,316.85 which includes £21,916 in the reserve account of Restricted Redundancy Funds.

**Policy on Reserves:** A restricted reserve fund account is held to enable the Pre-School to maintain its sustainability in planning for the future, together with any possible staff redundancy payments and closure costs covering a six-week period

**Signed:**

Chairperson

**Dated:**

**UGBOROUGH & BITTAFORD PRE-SCHOOL**

**ANNUAL ACCOUNTS**

**YEAR ENDED 31<sup>st</sup> AUGUST 2022**



Registered Charity: 1043499

**UGBOROUGH & BITTAFORD PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022  
FUNDS STATEMENT**

<b>Funds as at 31st August 2021</b>		<b>Funds as at 31st August 2022</b>	
	<b>£</b>		<b>£</b>
Current Account	37653.36	Current Account	19243.86
Reserve Account	47806.84	Reserve Account	76072.99
 <b>EXCESS FOR YEAR</b>	 <b>9856.65</b>		
 <b>Total</b>	 <u><u>£95,316.85</u></u>	 <b>Total</b>	 <u><u>£95,316.85</u></u>

**UGBOROUGH & BITTAFORD PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2022  
RECEIPTS AND PAYMENTS ACCOUNT**

<b>INCOME</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
DCC Funding	43267.72	Wages	71807.00
Fees (inc lunches)	54795.20	Pension	2195.19
		Training	363.00
<b>Fundraising:</b>		DBS	45.80
Trips	246.00		
Fundraising	2091.77	Rent	5892.00
Donations	700.00	Food & Drink	2811.02
		Equipment/Cleaning	1938.49
Bank Interest	34.76		
		Ofsted	85.00
		PLA Fee and Insurance	783.88
		ICO	40.00
Nat West Compensation	100.00	Admin & Phone	443.16
		Payroll Fees/Accounts	864.60
		Adverts	102.08
		Lunches	2411.20
		Donation/Gift	1242.96
		Gifts	143.42
		Pre Planning Application	210.00
		<b>EXCESS FOR YEAR</b>	<b>9856.65</b>
<b>Total</b>	<b>£101,235.45</b>	<b>Total</b>	<b>£101,235.45</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
UGBOROUGH & BITTAFORD PRE-SCHOOL

On accounts for the year  
ended

31<sup>st</sup> AUGUST 2022

Charity no  
(if any)

1043499

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2022**.

Responsibilities and  
basis of report

As the charity's trustees, 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 section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

Signed: S. Andrew

Date: 08/10/2022

Name: Samantha Andrew

Relevant professional  
qualification(s) or body  
(if any):

FCA (ICAEW)

**Address:**

93 Church Road

Wembury

Plymouth, Devon, PL9 0JX

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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