



## **Trustee's Annual Report 2023-2024**

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

**Charity Registration Number:** 1043499

**Principle Address:**

The Village Hall  
Ugborough  
PL21 0NT

**Names of Charity Trustees (holding office between 10th October 2023 to 21st October 2024):**

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

**Trustees appointed on 21st October 2024:**

(Chairperson) Charlotte Walliker  
(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.

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**Main Achievements during the Year:**

Last autumn we had particularly low numbers of pre-school children, after a large group had left us in July. We decided to use this high adult-ratio to focus on personal and social skills, important physical skills such as self-care and using small tools such as scissors and knives and forks, and several parents mentioned how their child's language had zoomed. I am pleased to say current numbers have increased 3-fold. Following the Government plans, since April we have now started taking Government-funded 2 year olds with working parents. This is in addition to the council-funded 2 year olds we took on economic grounds. We have had a good take-up for this and nearly all the pre-school children use either 15 hours, or 30 hours for the older children, at no cost to the parents. Our numbers for

Breakfast and After School Club fortunately have gone from strength to strength, which has enabled us to still function as a setting.

At Christmas with our low numbers we had a trip to see Father Christmas at Endsleigh, so are looking forward to going a bit further afield this year. In the spring term we had our Stay and Play week with parents visiting to discuss progress, and had our Easter Egg hunt in Ugborough church for the first time due to atrocious weather. We had a great time doing this though, and Ugborough Primary School's Foundation Class were able to join us too. We celebrated Harvest time with many parents which was great.

### **Financial Position:**

The Ugborough and Bittaford Preschool and AS/BC financial year to 31<sup>st</sup> August 2024 has been busy as we have been facing challenges of low numbers in preschool and large numbers in AS/BC. We are dealing with updating and working around the space we are in, trying to find a new home for the preschool and AS/BC, and increasing our preschool numbers.

The total income for the year was **£89,220.61**.

**Grants:** We received a total of £1000 in grant funding/donations.

A generous donation from Ugfest was received after last year end and has been included in this year's accounts.

**Fundraising:** We received a total of £105 from the Ugfest raffle.

**Fees:** The total of fees received was £66,010.79. At year end approximately £262 of fees were outstanding. These fees have now been received but will be accounted for in next year's accounts.

**Summer Holiday Club:** Unfortunately, we were unable to offer this successful service to the community this year due to issues with the school venue not being available. This will also not be available next year due to the school reroofing so if we wish to provide this service alternative options will need to be considered.

Total expenditure for the year was **£99,417.48**

**Equipment:** A total of £1,437.13 was spent on materials and cleaning.

**Trips:** The total cost of trips and workshops totalled £704.15. Trips in the 2023/24 year included a trip to see Father Christmas at Endsleigh.

**Wages:** Wages were 77.08% of fees/funding, which is similar to previous years (80% 22/23, 75% 21/22).

**New Build:** There have been expenditures of £4,008 this financial year associated with pursuing a new home for the preschool.

Total deficit for the year was **£10,196.87**. Funds in hand at year end are £99,417.48 which includes £26,273 in the reserve account of Restricted Redundancy Funds.

It is worth noting that as a charity we do not need to make money. However, any deficit in funds come out of the reserve account. It is important to fund work to explore our options regarding a new venue. New build spends aside the accounts are in £6,188 deficit, although preschool numbers are significantly increased now on this time last year. Applications to any grants available in the coming year will be key to ensuring we have the funds to be able to proceed with finding a new home.

As a charity we depend on the generous donations and fundraising work of our community and committee, and we greatly appreciate the efforts behind all money raised this year, as well as the tireless efforts of our excellent staff members.

**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:** Edward Hobbs

Chairperson

**Dated:** October 2024

**UGBOROUGH & BITTAFORD PRE-SCHOOL**

**ANNUAL ACCOUNTS**

**YEAR ENDED 31<sup>st</sup> AUGUST 2024**



**Registered Charity: 1043499**

**UGBOROUGH & BITTAFORD PRE-SCHOOL**  
**ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**  
**FUNDS STATEMENT**

<b>Funds as at 31st August 2023</b>		<b>Funds as at 31st August 2024</b>	
	<b>£</b>		<b>£</b>
Current Account	5880.67	Current Account	7443.64
Reserve Account	90938.21	Reserve Account	79178.37
		<b>Deficit for Year</b>	<b>10,196.87</b>
<b>Total</b>	<u><u>£ 96,818.88</u></u>	<b>Total</b>	<u><u>£ 96,818.88</u></u>

**UGBOROUGH & BITTAFORD PRE-SCHOOL**  
**ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**  
**RECEIPTS AND PAYMENTS ACCOUNT**

<b>INCOME</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>£</b>
DCC Funding	20864.66	Wages	68772.96
Fees (inc lunches)	66010.79	Pension	2750.53
		Training	409.48
		Uniform	347.00
<b>Fundraising:</b>			
Fundraising	105.00	Rent	12780.50
Donations	1000.00	Food & Drink	3263.14
		Equipment/Cleaning	1437.13
Bank Interest	1240.16	Ofsted	85.00
		PLA Fee and Insurance	1101.30
		ICO	40.00
		Office Costs & Phone	1508.59
		Payroll Fees/Accounts	195.00
		Adverts	300.00
		Bank Charges	58.45
		Lunches	1656.25
		Trips and Workshops	704.15
		Building Surveys	4008.00
<b>DEFICIT FOR YEAR</b>	<b>10196.87</b>		
<b>Total</b>	<b><u>£99,417.48</u></b>	<b>Total</b>	<b><u>£99,417.48</u></b>

**UGBOROUGH & BITTAFORD PRE-SCHOOL**  
**ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2024**  
**NOTES TO THE ACCOUNTS**

1. The Reserve Account includes £26,273 Restricted Redundancy Funds.
2. Fees of £5,468.65 relate to 2022/23 but were received in this financial year.
3. At the year-end £262 in fees remained outstanding. These have now been received.





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 2024

Charity no  
(if any)

1043499

Set out on pages

1-4

(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 **31/08/2024**.

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: 02/10/2024

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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