



# Trustees' Annual Report for the period

Period start date				Period end date			
<b>From</b>	01	09	2021	<b>To</b>	31	08	2022

## Section A Reference and administration details

**Charity name** Highamton Area Pre-School Group

**Other names charity is known by**

**Registered charity number (if any)** 1054665

**Charity's principal address** Highamton Village Hall Church Road Highamton

Beaworthy Devon

**Postcode** EX21 5LE

### 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	A Letheren	Chair		
2	D Dimmock-Wright	Vice-Chair		
3	K Drew	Secretary		
4	H Canham	Treasurer		
5	C Burd	Committee		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	EYA constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Highampton pre-school is registered with OFSTED (106127) and is a member of the EYA</p> <p>The pre-school has a childcare protection policy in place which includes carrying out DBS checks for new and existing staff and committee members</p> <p>All trustees give their time voluntarily and receive no remuneration or benefits</p>
--	---

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children by offering appropriate play, education and care facilities and adhering to the aims and objectives of the Pre-School Learning Alliance

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Highampton Pre-School is a small, friendly parent-managed pre-school providing a varied, interesting and informative Early Learning Years education and childcare for children between the age of two to five years from Highampton and the surrounding villages.

The Pre-School employs 4 part-time staff during the school year to provide day care for three days a week (8.45am to 15.15pm)

We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A significant contribution is made by the committee members (Trustees) who provide a management and fund raising service to the Pre-School.

**Summary of the main achievements of the charity during the year**

We started the Autumn term 2021 with lots of children.

New toddler and parent group started

The website is looking fantastic

The children and staff enjoyed a cooked Christmas dinner, party games and presents.

Our only fundraising for the year has been from online events and photo sales

Lottery £534.70

Amazon £65.09

Photos £145

The children were able to enjoy an outing to Pennywell Farm at the end of term.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The pre-school maintains a minimum reserve of three months operating costs

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

**Signature(s)**

A Letheren

**Full name(s)**

Angela Letheren

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

14/09/2022

**HIGHAMPTON AREA PRE-SCHOOL GROUP  
RECEIPTS & PAYMENTS ACCOUNT  
YEAR ENDING 31<sup>ST</sup> AUGUST 2022**

	Current	Previous			Current	Previous
RECEIPTS	Year £	Year £		PAYMENTS	Year £	Year £
FEES	13,342.54 ✓	8,839.25		RENT & HEATING	2,483.50 ✓	2,383.00
Toddlers £525.50						
Early Years Grant	25,483.44 ✓	44,671.86		WAGES	35,147.31 ✓	36,982.31
Donation	500.00 ✓	10.00		EQUIPMENT	5,834.50 ✓	8,526.78
Fund raising	802.39 ✓	850.86		MISCELLANEOUS:	2,108.76 ✓	767.37
Lottery £534.70				Ofsted £50.00		
Amazon £65.09				Lottery Licence £20.00		
Pennywell £162.60				Xmas £165.36		
Photos £40				Wovina £244.92		
				Initial £152.20		
				R Burrow £252.00		
				Alarm £513.60		
				DBS £104.68		
				Website £606.00		
MISCELLANEOUS:						
				PAYE	2,120.62 ✓	953.74
				TRAINING	6,553.61 ✓	93.25
				CONSUMABLES	278.54 ✓	330.37
				INSURANCE	766.38 ✓	750.54
				ADMIN, PHONE	262.05 ✓	82.16
				CURRICULUM CONS	225.00 ✓	133.71
TOTAL RECEIPTS	<b><u>40,128.37</u></b>	54,379.47		TOTAL PAYMENTS	<b><u>55,780.27</u></b>	51,003.23

Net surplus/deficit for the year - £15,651.90 ✓

+ or - surplus/deficit total brought forward from previous accounts period + £45,745.07

**SURPLUS/DEFICIT CARRIED FORWARD £30,093.17**

Un-cleared payments for the period ending 31/08/22 + £ 0.00

**BANK STATEMENT AS AT 31<sup>ST</sup> AUGUST 20212 £30,093.17 ✓**

Accounts Audited 26/6/23.

*J Rice*  
Mrs Jane Rice



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Highampton Area Pre-School Group

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1054665

**Set out on pages**

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 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 section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*J Rice*

**Date:**

26/6/23

**Name:**

MRS JANE RICE

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

AAT

**Address:**

12 MARTINS CLOSE  
HATHERLEIGH, DEVON  
EX20 3GB