



Trustees' Annual Report for the period

Period start date		Period end date	
01	Sept	2019	31
From		To	
		August 2020	

Section A Reference and administration details

Charity name Doddinghurst Community Pre-School

Other names charity is known by

Registered charity number (if any) 1060260

Charity's principal address

Doddinghurst Village Hall

Church Lane

Doddinghurst, Essex

Postcode CM15 0NJ

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	Zoe Moss	Chairperson (Joint)	August 16 – to date	
2	Nick Moss	Secretary	August 16 – to date	
3	Kate Asling	Treasurer	July 2016 – to date	
4				
5				
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)

Karen Linzell – Pre-School Supervisor Debbie Jacobs – Asst Supervisor

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	2011 PLSA Constitution
How the charity is constituted (eg. trust, association, company)	Trustee
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected by existing trustees and are approved at the Annual General Meeting

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Doddinghurst Community Pre-School ("The Pre-School") is regulated by Ofsted and are members of the Pre-School Learning Alliance.

All trustee's are DBS checked.

Section C Objectives and activities

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

The aim of the Pre-School is to enhance the development and education of children under statutory school age by aiming to encourage parents to understand and provide the needs for their children through the community groups. By offering appropriate play facilities and training courses together with the right of the parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children regardless of race, culture religion and means.

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)

The Pre-School is there to encourage and study the needs of such children and their families and is there to adhere to furthering the aim of the Pre-School learning alliance.

The Pre-School provides a safe environment for children to learn and play. It is open everyday during the week offering a variety of sessions to all children over the age of 2. The Pre-School not only provides a valuable introduction to structure and routine but allows the children free-flow play sessions, arts and crafts and cooking activities as well as basic ICT skills.

The Pre-School also offers a lunch club for children to stay and have their lunch socially and also now offers four all day sessions to help the children prepare for the longer school day.

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.

Volunteers and Committee members are on hand to assist the staff with our key events throughout the year as well as helping out with general daily tasks.

The Committee consists of parents volunteering in their free time to assist the Pre-School management team in the running and administration of the Pre-School as well as organising fundraising events. The Committee has a wide and varied skills set which is being put to good use in all aspects of the Pre-School.

Summary of the main achievements of the charity during the year

The first significant event of the Pre-School year is our Christmas nativity, which the children begin rehearsing for quite early on. Each child is provided with a Christmas themed costume to wear on the day and the stage is decorated with the children's art work as well as fantastic artist contributions from our staff. The staff work incredibly hard to prepare the children and it always comes together beautifully. It is wonderful to see the children, some of whom are only two, performing the classic Christmas songs together and in front of a packed audience of parents, grandparents, carers and other family members. The Committee serves the mince pies, mulled wine, teas and coffees giving staff the opportunity to socialise with parents and carers. The Committee also organised a raffle and we raised approximately £570.

This was the last fundraising opportunity before the first UK lockdown commenced on Friday 20 March 2020.

We were lucky enough to be able to reopen for two small bubbles of children in June 2020 but there were no more funding opportunities for the remainder of the financial year to 31 August 2020.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserve funds are held should the Pre-School ever need to close, so that we have enough funds to pay redundancies and any other liabilities.

Details of any funds materially in deficit

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.

The Pre-School's main source of funds comes from grant and fee income, although fundraising is of key importance and every event we hold has an element of fundraising.

As a charity we rely on fundraising for our equipment and supplies and this ensures we can continue to provide the children with interesting activities, including the latest technology, and to provide new and exciting toys and games which stimulate their imagination and enhance their overall experience.

We are firm believers that all children deserve equal treatment and attention whatever background, age, or origin. The Pre-School is there to help all children and to provide a safe, fun and caring environment for them to learn and play.

Section F

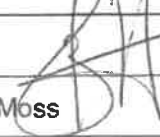
Other optional information

Section G

Declaration

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


Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Zoe Moss	
Position (eg Secretary, Chair, etc)	Chair	
Date	26/05/2021	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Government Grants	95,565	-	-	95,565	77,646
Fees	14,478	-	-	14,478	32,554
Fundraising	570	-	-	570	1,304
Donations	-	-	-	-	6
Uniform Sales	430	-	-	430	755
Misc	68	-	-	68	-
Interest Received (deposit account)	76	-	-	76	93
	-	-	-	-	-
Sub total (Gross income for AR)	111,188	-	-	111,188	112,357
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	111,188	-	-	111,188	112,357
A3 Payments					
Wages	83,270	-	-	83,270	92,956
Tax / National Insurance	2,838	-	-	2,838	5,389
Pension	1,465	-	-	1,465	1,324
Administration / training	793	-	-	793	2,728
Rent	8,288	-	-	8,288	11,135
Misc	795	-	-	795	692
Consumables	1,952	-	-	1,952	3,089
Equipment / eq. hire	1,219	-	-	1,219	2,238
Uniform	714	-	-	714	922
Special activities	1,298	-	-	1,298	2,446
Fundraising	177	-	-	177	-
	-	-	-	-	-
Sub total	102,808	-	-	102,808	122,920
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	102,808	-	-	102,808	122,920
Net of receipts/(payments)	8,379	-	-	8,379	- 10,563
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	73,644	-	-	73,644	84,207
Cash funds this year end	82,023	-	-	82,023	73,644

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Natwest Current Account	31,835	-	-
	Natwest Deposit Account	50,187	-	-
		-	-	-
	Total cash funds	82,023	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	1 x Laptop computer	Unrestricted	-	-
	Digital camera	Unrestricted	-	-
	2 x Ipad's	Unrestricted	-	-
	1 x Interactive whiteboard and software	Unrestricted	-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Kate Asling	01/06/2021



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
DODDINGHURST COMMUNITY PRE SCHOOL

On accounts for the year
ended

1 SEPT 2019 TO 31 AUG 2020

Charity no
(if any)

1060260

Set out on pages

1 AND 2

(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 DD/MM/YYYY.

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:

Date:

19/06/2021

Name:

ALISON WHELAN

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

FMAAT

Address:

15 NURSERY ROAD

HOOK END, BRENTWOOD

ESSEX, CM15 0HE

Only complete if the examiner needs to highlight 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.