



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 September 2021 To 31 August 2022**

**Charity name: Doddinghurst Community Pre-School**

**Charity registration number: 1060260**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The aim of the Doddinghurst Community Pre-School ("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 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	<p>The Pre-School provides a safe environment for children to learn and play. It is open Tuesday to Friday 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 IT skills.</p> <p>The Pre-School offers a lunch club for children to stay and have their lunch socially and offers four all day sessions to help the children prepare for the longer school day.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)		
	SORP reference	
Policy on grant making	Para 1.38	<p>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.</p> <p>The Committee consists of community volunteers as well as 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.</p>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## 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>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 Autumn Term ended with a Christmas Party and special entertainment provided by Marky Mark.</p> <p>The academic year 2021/22 is the first year since the pandemic began that we have been able to welcome back organisations and local businesses providing the children with interactive learning opportunities. This includes visits from Zoolabs, giving children the opportunity to see a variety of animals and reptiles up close, yoga sessions and bi-weekly phonics sessions with Robot Reg.</p> <p>During the summer months the key event is the Sports Day. A huge amount of work goes into the organisation from the staff and they always do a fantastic job to make it such a success. Every child gets the opportunity to race and is rewarded with a personalised certificate, medal and much needed ice lolly. This is also one of the last opportunities for parents and children to socialise together before our 4 year olds depart for "big" school.</p> <p>We also take on the responsibility of ensuring the transition to full time education for our 4 year olds is as smooth as possible working closely with our local infant school, mirroring their practices and readying the children for that next step.</p> <p>We hold a leavers picnic and invite the parents of those children graduating to take part where we share a book of the progress their children have made. This then becomes a souvenir of their time with us charting their achievements and also providing an opportunity for parents to socialise with staff for the final time.</p> <p>The end of term celebrations were extra special this year as the Pre-school celebrated it's 60<sup>th</sup> birthday. We celebrated in style with a special visit from our local ice cream van providing ice creams and treats for the children and staff.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Pre-School is in a strong financial position as at 31 August 2022 with cash reserves of £88,681.</p> <p>The number of children attending the pre-school remained at a high level compared to previous years resulting in a net gain of £15,844 for the year.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£88,681
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Pre-School is considered to be a going concern.
The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The Pre-School's main source of funds comes from grant and fee income.</p> <p>Our ability to fundraise has been hampered by the pandemic but the Committee have a renewed focus to reintroduce an element of fundraising into every event we hold ensuring 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.</p> <p>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.</p>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	2011 PLSA Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trustee
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 elected by existing trustees and are approved at the Annual General Meeting
Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The Pre-School is regulated by Ofsted and are members of the Pre-School Learning Alliance.</p> <p>All trustee's are DBS checked.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Doddinghurst Community Pre-School
Other name the charity uses	
Registered charity number	1060260
Charity's principal address	Doddinghurst Village Hall Church Lane Doddinghurst Essex CM15

### 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	Katie Pond	Chairperson	7 February 2023 to date	
2	Charlotte Pether	Secretary	7 February 2023 to date	
3	Kate Asling	Treasurer	July 2016 – to date	
4	Amanda Capps	Purchaser	July 2020 – to date	
5	Kay Parkinson	Committee member	7 February 2023 to date	
8	Neil Jago	Committee member	7 February 2023 to date	
9	Phillip Sell	Committee member	7 February 2023 to date	
10	Zoe Moss	Chairperson	Aug 2016 –Feb 2023	
11	Nick Moss	Secretary	Aug 2016 – Feb 2023	
12				
13				
14				
15				

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

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)****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
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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**Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Katie Pond	
Position (eg Secretary, Chair, etc)	Chair	
Date	24.06.2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Doddinghurst Community Pre-School

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Sep-21


To

Period end date  
31-Aug-22

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Government Grants	85,523	-	-	85,523	65,873
Fees	48,199	-	-	48,199	33,144
Uniform Sales	793	-	-	793	453
Misc	45	-	-	45	48
Interest Received (deposit account)	23	-	-	23	5
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>134,583</b>	<b>-</b>	<b>-</b>	<b>134,583</b>	<b>99,522</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>134,583</b>	<b>-</b>	<b>-</b>	<b>134,583</b>	<b>99,522</b>
<b>A3 Payments</b>					
Wages	96,934	-	-	96,934	89,830
Tax / National Insurance	-	-	-	-	1,862
Pension	666	-	-	666	711
Administration / training	1,824	-	-	1,824	1,721
Rent	9,749	-	-	9,749	9,608
Misc	1,147	-	-	1,147	776
Consumables	4,522	-	-	4,522	2,135
Equipment / eq. hire	1,152	-	-	1,152	1,019
Uniform	1,180	-	-	1,180	760
Special activities	1,566	-	-	1,566	287
Fundraising	-	-	-	-	-
<b>Sub total</b>	<b>118,739</b>	<b>-</b>	<b>-</b>	<b>118,739</b>	<b>108,708</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>118,739</b>	<b>-</b>	<b>-</b>	<b>118,739</b>	<b>102,808</b>
<b>Net of receipts/(payments)</b>	<b>15,844</b>	<b>-</b>	<b>-</b>	<b>15,844</b>	<b>- 9,186</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>72,837</b>	<b>-</b>	<b>-</b>	<b>72,837</b>	<b>82,023</b>
<b>Cash funds this year end</b>	<b>88,681</b>	<b>-</b>	<b>-</b>	<b>88,681</b>	<b>72,837</b>

## 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 £
<b>B1 Cash funds</b>	Natwest Current Account	38,349	-	-
	Natwest Deposit Account	50,216	-	-
	Petty Cash	116	-	-
	<b>Total cash funds</b>	<b>88,681</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	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	-	-
			-	-
<b>B5 Liabilities</b>	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	07/05/2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Doddinghurst Community Pre-School

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

1060260

Set out on pages

1 & 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 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:

Date:

30 May 2023.

Name:

Richard White

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

FCA

Address:

Hunters

37 The Street

Stisted, Braintree, Essex, CM77 8AW