



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Sept	2022		31	August	2023

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

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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 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.

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 Autumn Term ended with a Christmas Party and special entertainment.

The academic year 2022/23 we have welcomed 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.

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.

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.

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.

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

Signature(s)		
Full name(s)	Phillip Sell	
Position (eg Secretary, Chair, etc)	Chair	
Date	26/06/2024	



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-22

To

Period end date
31-Aug-23

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	109,372	-	-	109,372	85,523
Fees	35,132	-	-	35,132	48,199
Uniform Sales	455	-	-	455	793
Misc	208	-	-	208	45
Interest Received (deposit account)	453	-	-	453	23
		-	-	-	-
Sub total (Gross income for AR)	145,620	-	-	145,620	134,583
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	145,620	-	-	145,620	134,583
A3 Payments					
Wages	102,307	-	-	102,307	96,934
Tax / National Insurance	-	-	-	-	-
Pension	922	-	-	922	666
Administration / training	2,418	-	-	2,418	1,824
Rent	14,449	-	-	14,449	9,749
Misc	1,908	-	-	1,908	1,147
Consumables	3,279	-	-	3,279	4,522
Equipment / eq. hire	324	-	-	324	1,152
Uniform	1,414	-	-	1,414	1,180
Special activities	5,217	-	-	5,217	1,566
Telephone & IT costs	1,029	-	-	1,029	-
Sub total	133,266	-	-	133,266	118,739
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	133,266	-	-	133,266	118,739
Net of receipts/(payments)	12,354	-	-	12,354	15,844
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	88,681	-	-	88,681	72,837
Cash funds this year end	101,035	-	-	101,035	88,681

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	50,361	-	-
	Natwest Deposit Account	50,669	-	-
	Petty Cash	5	-	-
	Total cash funds	101,035	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	1 x Laptop computer	Unrestricted	-	-
	Digital camera	Unrestricted	-	-
	2 x Ipad's	Unrestricted	-	-
	1 x Interactive whiteboard and software	Unrestricted	-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kate Asling	31/05/2024
	Phillip Sen	26/06/2024



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Doddinghurst Community Preschool

On accounts for the year
ended

31 August 2023

Charity no
(if any) 1060260

Set out on pages

(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 / 2023.

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:

20 June 2024

Name:

RICHARD WHITE.

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

CHARTERED ACCOUNTANT (F.C.A)

Address:

HUNTERS, 37 THE STREET,
STOSTED, BRAUNLEE
ESSEX, CM77 8AW.