

Registered Charity No. 1078776

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP

FOR THE YEAR ENDED 31 MARCH 2021

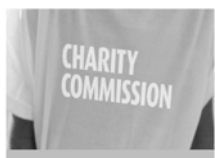
DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
RECEIPTS				
Pre-School				
Early Years Funding	17,399		20,256	
Private fees	10,125		6,113	
Snack and meals income	1,407		154	
		28,931		26,523
Government grants received		1,397		-
Fundraising and donations				
Pre-School fundraising and donations	1,530		2,870	
Joint fundraising	-		2,116	
Easyfundraising donations	18		-	
		1,548		4,986
Interest received		17		21
Total Receipts		31,895		31,530
PAYMENTS				
Pre-School				
Wages and salaries (including Employer NI and pensions)	29,565		23,151	
			116	
Training and other staff costs	289		240	
Total staff costs		29,854		23,507
Snacks	54		226	
Cleaning	-		90	
General resources	749		824	
Advertising	-		50	
Insurance	28		82	
Telephone	182		-	
Professional fees and subscriptions	1,160		1,196	
Independent Examiner fees	-		164	
Repairs and maintenance	3,683		-	
Sundry	18		108	
Total administrative costs		5,874		2,740
Fundraising				
Fundraising costs	-		-	
Overpayment – subsequently refunded	-		(1,850)	
		-		(1,850)
Total Payments		35,728		24,397
Net (expenditure)/receipt		(3,835)		7,133
Cash funds last year		23,711		16,578
Cash Funds this year end		20,979		23,711

All funds of the Charity are unrestricted

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2021

	2021	2020
	£	£
Cash Funds		
Current account	7,575	4,470
Fundraising account	8,287	13,955
Deposit account	4,936	4,919
Petty cash	181	367
Total Cash Funds	<u><u>20,979</u></u>	<u><u>23,711</u></u>



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	04	2020	To	31	03	2021

Section A Reference and administration details

Charity name DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP

Other names charity is known by

Registered charity number (if any) 1078776

Charity's principal address Doddiscombsleigh Pre School
Doddiscombsleigh
Exeter

Postcode EX6 7PR

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	Vanessa Fraser	Ex Chair	Resigned 27 January 2022	
2	Kirsty Salter	Ex Secretary	Resigned 27 January 2022	
3	David Trussler	Chair	Appointed 27 January 2022	
4	Morwenna Redwood Parker	Nominated Trustee for Safeguarding	Appointed 27 January 2022	
5	Ricky Parker	Co Treasurer	Appointed 27 January 2022	
6	Carli Holmes	Co Treasurer	Appointed 27 January 2022	
7	Hannah Martin	Secretary	Appointed 27 January 2022	
8				
9				
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)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected by members

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.

New trustees are given a Trustee Guide, asked to complete Ofsted EY2forms, to complete a Confidentiality Agreement and to undertake an Enhanced Disclosure with the Disclosure & Barring Service. Outgoing trustees deliver a handover as required to the incoming trustees and are required to remain available during transition for any matters arising. The structure of the Board of Trustees is set down by the Constitution adopted. It is agreed that the Trustees will make all financial decisions and are responsible for the recruitment and employment of staff. The Pre-School Leader makes day to day classroom decisions.

Trustees time is voluntary and they receive no remuneration.

The main governance risk is associated with the charity's small size and ensuring that there are sufficient interested parties to constitute a board of five trustees.

Section C Objectives and activities

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

'In nurturing and encouraging children as individuals through our whole community, we provide a safe and happy learning environment which challenges and inspires our children to achieve high standards and realise their full potential.'

We aim to provide a safe, happy, caring and stimulating environment for each pre-school aged child. Each child and their carers are valued as individuals. We aim to prepare each child for an easy transition into their next stage of education under the professional guidance of our qualified and experienced practitioners.

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)

- To maintain and improve children numbers by continuing to raise the profile of the Pre-School (through advertising, links with school and community) and thereby encouraging more children to attend.
- To work with trustees, staff and children's carers to ensure pre-school resources are used effectively and in the education and learning of our of the children at pre-school.
- Continued education and training of staff.
- Continue Fundraising for increased resources - all done by volunteers, and increasing profile with community involvement.
- Continue to work alongside Devon County Council and Babcock ensuring pre-school activities are modelled on OFSTED and Department of Education Early Years standards.
- To continue our closer working relationship with the school, the local church and Devon Air Ambulance for fundraising activities, which also bring our community together.
- To improve the financial scenario in case of unforeseen events or expenses.
- To work closely with Doddiscombsleigh Primary School, working with their Early Years Educators to improve transition and learning of our children and staff at pre-school.
- Expand pre-school hours? We have conducted surveys of our community to identify whether pre-school should expand its hours and provide wrap-around care for working families.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

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.

The charity relies heavily on volunteers, both in terms of the board of trustees and also the contribution to fundraising activities. Volunteers do not need to be connected to the charity however volunteers are typically staff members and parents/carers of children at the pre school.

This financial year commenced in the middle of the COVID pandemic when the country was in lockdown and as such we were required to close for the initial part of the financial year. However we used this time productively to carry out some repair and maintenance tasks to improve the preschool for when we were allowed to open our doors again, as well as putting in place procedures for making our pre-school a safe environment in a pandemic to ensure we could safely reopen.

We usually have two large fundraising events, the Doddiscombsleigh Art Show, run in conjunction with the Primary School and the Village Fete run jointly with Doddiscombsleigh primary school, our local St Michaels church and Devon Air Ambulance Trust. These events historically generate a significant proportion of the charity's fundraising but due to the pandemic they did not run this financial year. We were able to benefit from the Coronavirus Job Retention Scheme. However this financial year did require us to utilise some of our cash reserves

Despite the challenges of the pandemic there were still some significant achievements. We closed the financial year with a number of our sessions close to maximum capacity which helped offset the funding gap whilst we were closed and the lack of fundraising. In addition our new leader worked with the Trustees and existing staff to make a comprehensive plan to address the points raised by OFSTED and began to expand our provision to give families of both the pre school and school the opportunity to have wrap-around care which proved to be popular and is a fantastic selling point both for the pre school and the school. This raised almost £2000 of additional turnover.

The main risk identified by Trustees continues to be the Pre-School's very small size due to its rural, sparsely populated location and therefore a potential lack of funding. In order to be proactive and not reactive the finances are reviewed by the trustees, the pre-school leader and with our accountants to ensure we have a monthly reconciliation of our position and can update our projections and budget.

We have continued to work with an accountancy firm to help us rationalise our finances and migrated across from QuickBooks to Xero to help us to keep a firm check on our funding budget, invoicing and forecasts. This has also been important to us since we have been unable to recruit a treasurer that we have a professional service ensuring we are compliant and well managed. Using proprietary accounting software as an invoicing tool has helped us to identify outstanding invoices quicker than we have previously and tackle any issues quicker.

We continue to work with Doddiscombsleigh Primary School and other local charity's and businesses to maintain our profile in the community and reach out to the families who would benefit from involvement with our pre-school.

Insurance and administrative costs have remained similar to previous years. Additional spending was approved for some repair and maintenance jobs as mentioned above.

Section E

Financial review

Brief statement of the charity's policy on reserves

Doddiscombsleigh Pre-School operate a reserves policy. A redundancy contingency calculation amount is ring fenced in a separate savings account. £4936 held at the end of the financial year. Fundraised monies are held in a nominated Fundraising account.

Details of any funds materially in deficit

N/a

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 principal funding comes from Devon County Council Early Years Educational Funding (2 year old golden ticket funding and 3&4 year old universal 15 hours of funded childcare). Central government and HMRC provide additional funding for families who qualify for tax credits, universal credit, and additional funding up for up to 30 hours of childcare. We also charge private fees for families who require childcare but have no funding for those hours. The aim is for this income to cover salaries and running costs for the Pre-School. Fundraised monies are to be used for additional materials, equipment and other resources bought for the benefit of the Pre-School children. As a small pre-school, fund raised money will also be used to cover running costs in extreme times of shortfall, when agreed by the Committee.

Section F

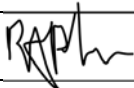

Other optional information

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)	Ricky Parker	David Trussler
Position (eg Secretary, Chair, etc)	Co-Treasurer	Chair
Date	3/10/22	