



Trustees' Annual Report for the period

| Period start date | | | | Period end date | | | |
|-------------------|-----|-------|------|-----------------|-----|-------|------|
| From | Day | Month | Year | To | Day | Month | Year |
| | 01 | 04 | 2021 | | 31 | 03 | 2022 |

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 Brook | 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)

| |
|--|
| |
|--|

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.

The 21/22 financial year was eventful with a number of notable achievements together with a number of challenges.

- The financial year commenced positively with a number of new children and busy sessions, this continued through the year and our turnover was almost 2/3 higher than the previous financial year. This was despite the lack of fundraising which continues to be affected by the pandemic.
- Our wrap around offering continued to grow in popularity and almost £4000 was raised through this.
- We trialled some new management software which was intended to streamline many of the day to day tasks in running the setting to enable the staff and the trustees to concentrate on other matters.
- We were able to secure five new volunteer trustees. This should be extremely positive in terms of injecting fresh ideas and also sharing the responsibilities around and ultimately securing the longevity and success of our preschool.

Our biggest challenges were around staffing. Initially, in the summer term we lost one long standing member of staff. This was followed by our Pre School Leader leaving later in the year. We consequently struggled with recruitment. We were able to recruit a newly qualified early years teacher for a new position of Deputy Pre School Leader, who has proved very popular with the children and has been fantastic for providing stability throughout the various changes of the year. However at the close of the financial year we still sought a sufficiently qualified Pre School Leader, we were fortunate to have the assistance of a member of agency staff to enable us to remain open however this significantly increased our cost base this financial year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Doddyscombsleigh 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


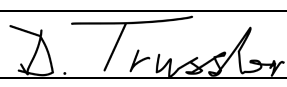
Other optional information

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 | |

Registered Charity No. 1078776

**DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
FOR THE YEAR ENDED 31 MARCH 2022**

| | 2021 | | 2022 | |
|---|-------------|----------------|-------------|------------------|
| | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Early Years Funding | 17,399 | | 26,706.41 | |
| Private fees | 10,125 | | 22,240.37 | |
| Diddi Doddi Fees | - | | 938.50 | |
| Snack and meals income | 1,407 | | 2314.13 | |
| | | 28,931 | | 52,199.41 |
| Government grants received | | 1,397 | | 58.57 |
| Fundraising and donations | | | | |
| Pre-School fundraising and donations | 1,530 | | 400 | |
| Joint fundraising | - | | 497.48 | |
| Easyfundraising donations | 18 | | - | |
| | | 1,548 | | 897.48 |
| Interest received | | 17 | | 1.54 |
| Total Receipts | | 31,895 | | 53,157.00 |
| PAYMENTS | | | | |
| Wages and salaries (including Employer NI and pensions) | 29,565 | | 40,618.78 | |
| Subcontract staff | - | | 4,385.20 | |
| Training and other staff costs | 289 | | 59.80 | |
| Total staff costs | | 29,854 | | 45,135.97 |
| Snacks | 54 | | 126.96 | |
| School meal costs | - | | 1,784.70 | |
| Cleaning | - | | 26.25 | |
| General resources | 749 | | 68.15 | |
| Diddi Expenses | - | | 525.00 | |
| Advertising | - | | 100 | |
| Insurance | 28 | | 527.42 | |
| Telephone | 182 | | 170.64 | |
| Professional fees and subscriptions | 1,160 | | 1,160.23 | |
| Software and computer costs | - | | 1783.20 | |
| Independent Examiner fees | - | | 160.00 | |
| Repairs and maintenance | 3,683 | | 6.99 | |
| Sundry | 18 | | - | |
| Total administrative costs | | 5,874 | | 6,439.54 |
| Fundraising | | | | |
| Fundraising costs | - | | 298.32 | |
| | | - | | |
| Total Payments | | 35,728 | | 51,873.73 |
| Net (expenditure)/receipt | | (3,835) | | 1283.17 |
| Cash funds last year | | 23,711 | | 20,979 |

Cash Funds this year end

20,979

22,200.31

All funds of the Charity are unrestricted

**DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022**

| | 2021 | 2022 |
|-------------------------|---------------|------------------|
| | £ | £ |
| Cash Funds | | |
| Current account | 7,575 | 8,072.36 |
| Fundraising account | 8,287 | 9,184.12 |
| Deposit account | 4,936 | 4,943.83 |
| Petty cash | 181 | 61.86 |
| Total Cash Funds | 20,979 | 22,200.31 |
| | <hr/> <hr/> | <hr/> <hr/> |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL
GROUP

**On accounts for the year
ended**

31 March 2022

**Charity no
(if any)**

1078776

Set out on pages

1-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

**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:

6/3/2023

Name:

TIM WHYTE

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

CHARTERED FINANCIAL ADVISER / CII

Address:

110 COMICK LANE

EXETER

EX2 9TG

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.

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
FOR THE YEAR ENDED 31 MARCH 2022

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL GROUP
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| | | 1,548 | | 897.48 |
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| Total Receipts | | <u>31,895</u> | | <u>53,157.00</u> |
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