



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2023		Day 31	Month 03	Year 2024

### 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  
Doddyscombsleigh Pre School  
Doddyscombsleigh  
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)
3 David Trussler	Chair	Appointed 27 January 2022 – resigned October 2023.	
4 Morwenna Redwood Parker	Nominated Trustee for Safeguarding (new Chair)	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)

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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

- To maintain and improve children numbers by continuing to raise

**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 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 Dodddiscombsleigh 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 charity's toddler group is run by a volunteer.

## **Section D**

## **Achievements and performance**

The 23/24 financial year commenced with strong numbers for the academic year and saw our Nominated Trustee for Safeguarding step up to take the role of Chair, which has provided invaluable support and experience to the staff. We saw a large rising 5 cohort depart for reception ins September which impacted the overall revenue for the year however we were extremely fortunate to receive a significant financial donation from a local preschool that was sadly closing down. This provided much greater financial security for the setting and allowed us to boost our reserves, and enabled us to end the year in profit.

Our notable achievements included:

- With a larger committee of trustees we played a significant role in the organisation of the annual village fete, which is the primary source of fundraising for the year.
- We continued our preparations and staff training for the anticipated overdue Ofsted inspection.

Again we had a number of staffing challenges – a deputy leader was recruited who brought great energy and enthusiasm to the setting, however unfortunately she was not able to continue with the deputy role on a permanent basis.

**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. £5000.58 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**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>  <b>Full name(s)</b>  <b>Position (eg Secretary, Chair, etc)</b>  <b>Date</b>	C Holmes	M Redwood-Parker
	Carli Holmes	Morwenna Redwood-Parker
	Treasurer	
	26 January 2025	

Doddiscombsleigh Community Pre School Group

**Receipts and payments**

For the period from

Period start date

1-Apr-23

**Section A Receipts and payments**

	2023		2022	
	£	£	£	£
<b>RECEIPTS</b>				
Early Years Funding	31,288.67		26115.71	
Private fees	12,980.65		18293.26	
Diddi Doddi Fees	954		843.5	
Snack and meals income	2,995.20		2500.01	
		48,218.52		
<b>Fundraising and donations</b>				
Pre-School fundraising and donations	1,467.15		11665.49	
Joint fundraising	3510.83		8270.26	
Easyfundraising donations			80.68	
		4,977.98		
<b>Interest received</b>		5.65		
<b>Total Receipts</b>		<b>53,202.15</b>		
<b>PAYMENTS</b>				

Wages and salaries (including Employer NI and pensions)	48845.58		50121.15
Subcontract staff	2485.6		0
Training and other staff costs	1761.9		487.4
Total staff costs		53093.08	
Snacks	574.52		439.59
School meal costs	363.4		1704.14
Cleaning			0
General resources	1661.3		989.8
Diddi Expenses	584.85		666.5
Advertising	20		
Insurance	538.72		457.91
Telephone	173.66		167.32
Professional fees and subscriptions	1283.05		85
Software and computer costs	462.95		376.91
Independent Examiner fees	-		0
Repairs and maintenance			
Sundry			-
Total administrative costs		5662.45	
<b>Fundraising</b>			
Fundraising costs (third party share)	0		5386.53
		-	
<b>Total Payments</b>		<b>58,755.53</b>	
<b>Net (expenditure)/receipt</b>		<b>-5,553.38</b>	
Cash funds last year		22200.31	
<b>Cash Funds this year end</b>		<b>16,646.93</b>	

*All funds of the Charity are unrestricted*

**Section B Statement of assets and liabilities at the end of the pe**

2023

£

**Cash Funds**

Current account	1877.87
Fundraising account	9637.40
Deposit account	4,943
Petty cash	188.66
<b>Total Cash Funds</b>	<b>16,646.93</b>

**Liabilities / Restricted funds**

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

Signature




	No (if any) 1078776
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ts accounts

To	Period end date 31-Mar-24
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£

47,752.48

20016.43

57.58

67,826.49
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50,608.55

4,887.17

**55,495.72**

**6944.24**

16,646.93

**23,591.17**

2024

£

11510.42

12514.69

5000.58

2.21

**29,027.90**

4320.57 Advance payment statutory maternity pay

1116.16 PAYE and Pension payments

Print Name




Section A

Independent Examiner's Report

Report to the trustees/  
members of

DODDISCOMBSLEIGH COMMUNITY PRE-SCHOOL  
GROUP

On accounts for the year  
ended

31/3/24

Charity no  
(if any)

1078776

Set out on pages

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **31/03/2024**

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:

4/06/2024

Name:

TIM WHYTE

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

CHARTERED FINANCIAL ADVISER / C11

Address:

110 COMICK LANE

EXETER

EX2 9HE

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.