

# DITTON CHURCH PRE-SCHOOL

England & Wales · Charity number 1139117

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2010-11-18

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Church Centre  
New Road  
Ditton  
Aylesford  
Kent  
ME20 6AE

**Phone** 07845921621

**Email** [info@dittonchurchpreschool.org](mailto:info@dittonchurchpreschool.org)

**Website** [dittonchurchpreschool.org](http://dittonchurchpreschool.org)

## Activities

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**Objects:** TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY;B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS.C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS OF THE PRE-SCHOOL.

**Activities:** To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by: a) offering appropriate play facilities; b) encouraging the study of the needs of children; and c) instigating and adhering to and furthering the aims of the Pre-school.

## Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE KENT.
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£149,731	£151,377	-	-
2024-08-31	£143,396	£140,861	-	-
2023-08-31	£138,634	£125,275	-	-
2022-08-31	£112,011	£121,113	-	-
2021-08-31	£135,719	£101,326	-	-

## Trustees

Name	Role	Appointed
Rev Jonathan Rossano Terranova	Chair	
CAROLINE GIBBONS		2011-06-22
Jane Emily Barwick		2023-06-12
Jenny Stout		2024-07-15
Michael Trevor Stevens		2018-03-12
Thomas Kitchen		2022-12-17

**DITTON CHURCH PRE-SCHOOL**

England & Wales - Charity number 1139117

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# Accounts

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**Ditton Church Pre-School Management Committee**  
**Annual General Meeting**

Monday 13<sup>th</sup> October 2025 at 7.45pm  
St Peters Church, New Road, Ditton

Agenda

- |   |  |                   |
|---|--|-------------------|
| 1 | Apologies  |                   |
| 2 | Chair's Welcome and Report   | Ross Terranova    |
| 3 | Pre-School Managers Report   | Wendy Caldicott   |
| 4 | Treasurer's Report   | Mike Stevens      |
| 5 | Election/Re-Election of Committee Members  | Ross Terranova    |
|   | <ul style="list-style-type: none"><li>• Vice Chair</li><li>• Treasurer</li><li>• Secretary</li><li>• 1<sup>st</sup> Elected Member</li><li>• 2<sup>nd</sup> Elected Member</li><li>• Other Elected Members</li></ul> |                   |
| 6 | Friends of Ditton Church Pre-School  | Catherine Kitchen |
| 7 | Comments/Questions from Parents/Guests   |                   |
| 8 | Matters for the PCC  |                   |
| 9 | Any Other Business   |                   |



## **Annual General Meeting**

**Ditton Church Pre-School Management Committee**

**Monday 13<sup>th</sup> October 2025**

**7.45pm**

**Venue: St Peters Church**

### **Attendees:**

Ross Terranova	Chair
Jane Barwick	Secretary
Wendy Caldicott	Pre-School Manager
Mike Stevens	Committee - Treasurer
Tom Kitchen	Parent / Committee
Catherine Kitchen	Parent / Friends of DCPS Committee
Jenny Stout	Committee / PCC Member
Bev McCrum	Deputy Manager/Leader of Learning
Lauren Jump	Staff
Sheri McKeever	Staff
Kirsty Scott-Bowles	Staff
Jess Creatura	Staff / Parent
Syeda Nurr-E-Zannat	Staff
Sarianna Heino	Parent
Natalie Brothers	Parent
Michael Hackwell-Read	Parent

**1. Apologies**

Lyn Taylor (staff), Stacey Mannell (Staff)

Caroline Gibbons (Vice Chair/1<sup>st</sup> PCC member)

**2. Chair's Welcome and Report**

Please see attached report.

Ross Terranova acknowledged the challenges Ditton Church Pre-School have faced over the last year (notably changes to funding and staff) and gave his thanks to Staff, Committee, Friends Fundraising Group and Parents for their continued support.

**3. Pre-School Manager's Report**

Please see attached report from Wendy Caldicott (Manager).

**4. Treasurer's Report**

Please see attached report from Mike Stevens (Treasurer).

**5. Election/Re-Election of Committee Members**

Please see attached nominations List.

All current committee members will continue in their roles.

No new nominations to join the committee.

**6. Friends of Ditton Church Pre-School**

Catherine Kitchen explained that the 'friends' group organise a variety of fundraising events through the year, including raffles, Christmas craft competitions, quiz night, coffee mornings, Mother/Father's day sales, etc.

This group is a vital part of Pre-School fundraising, and new members would be welcomed to help in any capacity; large or small.

The friends keep in touch via a WhatsApp group. All are welcome to join the group – please see Catherine or any member of staff/committee for details.

**7. Comments/Questions from Parents/Guests**

- Sheri Mckeever asked for some clarification on the role of a committee member. Ross Terranova explained that the committee meet 6 times during an academic year. They

discuss the general running of the Pre-School and each member will usually take on a role such as health and safety rep/GDPR lead, etc.

**8. Matters for the PCC**

None.

Ross Terranova told the group that PCC had agreed not to make any increases to the rent Pre-School pay for use of the Church Centre until June 2026, in order to support Pre-School through a difficult financial time.

**9. Any Other Business**

None

Ross thanked everyone for attending the meeting.



## Chair's AGM Report 13<sup>th</sup> October 2025

It has been a real privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past 24 years have seen the Pre-School develop in so many ways and I pay tribute to the hard work, dedication and professionalism of the staff.

Wendy Caldicott continues to lead the team with great skill and passion. The past year has seen many challenges which she has handled with real assurance. We were sorry to see Amy Lee leave the team and want to thank her for her very real contribution over the years she worked in the Pre-School. Sandie Thomas also left the team at the end of the academic year, for a well-earned retirement! Sandie has been at Pre-School almost since its beginning and was someone held in great regard for her competence and experience.

We are delighted to have welcomed Bev McCrum as Deputy Manager and Leader of Learning, and also Syeda Nurr E Zannat, Kirsty Scott-Bowles and Jessica Creatura as new Practitioners to the team.

We continue to be greatly blessed by the commitment of our treasurer Mike Stevens who gives of his time and expertise so freely and graciously. My thanks to him for his guidance over the complexity and challenge of funding for Pre-School especially over the past year. I'm also so grateful to Jane Barwick for her superb efficiency as our administrator which makes my life so much easier.

The coming year will be a challenging year for us as it will be for all Pre-Schools but we face with a strong staff team and a committee determined to do all we can to support them.



## Managers report for October 2025 AGM

### **Staff**

I think it is important to start by acknowledging that this past year has not been the easiest for our staff team. I will only share information which I have been given permission to share but feel it is important to explain the changes we have had within our team and reasons for them.

Sadly we lost Amy, my previous deputy from our team after she suffered a life changing bereavement and we will soon be losing Lyn from our team, who is taking early retirement for medical reasons, having been advised that the physical requirements of the job are no longer suitable for her. Our two apprentices, Kirsty and Stacey, reached the end of their training and chose to move on to alternative, higher paid jobs. Sandie stayed on for an extra year after retirement age and left us at the end of July for a very well deserved retirement after an amazing 24 years of service to our preschool. I think it is really important to acknowledge that our staff are our most important and valuable resource and sadly thousands of practitioners are leaving the sector due to the poor pay and ever increasing demands of the job, or the need for full time employment, rather than term time only.

However, we welcomed both Bev and Syeda to our team in April. Bev has taken on the role of Deputy Manager and room leader enabling me to focus more on business management and staff training. Syeda had been working with us as bank staff and then became a full time practitioner. Both ladies already had their Level 3 qualifications and Syeda is working hard to complete her Level 2 English qualification. We are now welcoming a new Kirsty to our team. Kirsty was made redundant from her role as TA at Ditton Infant School in July and is keen to continue working with younger children so we are pleased to have her on board. We are also welcoming Jessica to the team to begin her journey into childcare as bank staff. Lyn will be with us until the beginning of November and we are still advertising her role. I feel it is important to be patient and find the right fit for our team after the difficult year we have had.

### **Children**

Moving on to the reason why we do this job – the children. Over this last year we have worked hard to ensure that staff changes did not impact on the children more than could be helped and this has gone well. We said goodbye to a lovely group of children in

July as they moved onto Infant school and we are pleased at how well and quickly our new children have settled in, particularly as we have accepted children slightly younger than usual, for financial reasons.

We are supporting children with a range of ages, stages of development and additional needs and our staff team work extremely hard to ensure each child's unique needs are met. Additional funding is getting harder to come by and we have put some of our own, limited funds into increasing staff levels where possible. At this point I would like to mention Lauren, our senco, who is really passionate about supporting our children with additional needs and works really hard at this role.

### **Changes**

Many changes were enforced on us this year by the Government, Department for Education and Local Authority and these have been at times both frustrating and challenging as well as increasing workload significantly.

I won't get into politics or finances but in summary these changes include the following:

- 1) Putting together a new business plan that may be able to keep us sustainable whilst meeting the new Government guidelines (this is linked to the new working parents funding entitlement). This took five meetings with our Local Authority before an agreement was reached.
- 2) New nutrition guidelines and policy requirements.
- 3) Updated safeguarding welfare requirements.
- 4) The requirement to have a Climate Action Plan and Sustainability lead by the end of the Year.
- 5) The introduction of the new Ofsted framework due to be launched in November.

Due to having to slightly change our opening hours to ensure 15 hours of funded childcare can be accessed across four mornings (subject to availability) we are now working hard to ensure the curriculum is covered during the extended morning times and that we deliver something 'above and beyond' in the afternoons. The Government state that funding is intended to cover a basic Early Years Education, but as non-working parents have to pay for the afternoon sessions we are trying to include something a little extra.

So far this term we have had visits from the lollipop lady to add to our discussions about road safety, a tortoise, a bearded dragon and a real tractor to link in with Harvest, so quite a diverse mix!

### **The Future**

Despite the challenges that not just our Preschool, but the Early Years sector as a whole have faced this year we move forward with positivity and gratitude to all those who support us and look forward to celebrating Preschool's 25<sup>th</sup> Anniversary in January, so I

will end by saying thank you firstly to my amazing, hard working team and to our preschool committee who are all volunteers, our Friends of Ditton Church Preschool fundraising group and to the parents and carers who put their trust in us.

Wendy Caldicott, Preschool Manager



## Treasurer's Report 2024-25

### Overview

Pre-School reports in different ways to two separate bodies.

- We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our **Income and Expenditure** for the year (to 31<sup>st</sup> August 2025). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next.
- For the pre-school membership (parents, carers, staff, volunteers etc) we prepare an Operational Budget that we then compare to our Actual performance in the financial year.

### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £1,646.09 less in its bank accounts at the 31<sup>st</sup> August 2025 than it did on the 1<sup>st</sup> September 2024.

At 1<sup>st</sup> September 2024 our balance at bank (all accounts) was £111,775.17. Receipts for the year were £149,730.72 and expenditure amounted to £151,376.81. The balance at bank (all accounts) at 31<sup>st</sup> August 2025 was £110,129.08. There was no cash-in-hand.

Appendix i shows a detailed breakdown of Pre-school's income and expenditure for presentation to the CC for the year ended 31<sup>st</sup> August 2025.

A reconciliation of income and expenditure for all accounts (including transfers of cash between accounts) can be seen below.

### **Cashbook Reconciliation FY24/25**

	<u>Current</u>	<u>Deposit</u>	<u>Shopping</u>	<u>All Accounts</u>
<b>Opening Balance</b>	£4,697.91	£106,677.26	£400.00	£111,775.17
<i>Income</i>	£148,235.33	£1,495.39		£149,730.72
<i>Expenditure</i>	£150,719.75		£657.06	£151,376.81
<i>Transfers</i>	£4,566.49	(£5,000.00)	£433.51	
<b>Closing Balance</b>	£6,779.98	£103,172.65	£176.45	£110,129.08
<b>Surplus/(Deficit)</b>	<b>£2,082.07</b>	<b>(£3,504.61)</b>	<b>(£223.55)</b>	<b>(£1,646.09)</b>

**Appendix ii** shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2025. As can be seen from the statement other than cash at bank (£110,129.08) its only asset is a stock of uniforms held for resale of £654. At the 31<sup>st</sup> of August it had no outstanding debts.

The cash asset (£110,129.08) held at bank is divided up into 'Funding Pots' in order that preschool management can spend money on a particular need or project. The funding pots are not budgets (see below) they are an accumulation of cash surpluses, grants and fundraising from prior years.

There are three types of 'Fund':

- General** Can be used for any purpose.
- Designated** Set aside for a particular project or activity but could be transferred to the General fund.
- Restricted** Set aside for a particular project or activity and cannot be used for any other purpose.

The 'Closure Contingency' pot is considered to be a 'Restricted Fund'. Holding Fees and Prepaid fees are transferred to the General fund at the start of each financial year.

<b>Fund</b>	<b>Opening Balance</b>	<b>Money In</b>	<b>Money Out</b>	<b>Transfers</b>	<b>Fund Value</b>	<b>Type</b>
Day to Day Funds	£32,448.37			-£14,259.47	£27,822.13	General
SENIF	£1,500.00	£472.40	£102.26		£1,870.14	Designated
Disability Access	£3,704.76	£1,848.00	£2,623.23		£2,929.53	Designated
Forest School	£611.83			-£611.83	£0.00	Designated
Closure Contingency	£45,000.00			£5,000.00	£50,000.00	Restricted
Other Contingencies	£20,000.00		£11,927.30	£11,927.30	£20,000.00	Designated
Holding Fees	£500.00	£350.00	£390.00		£460.00	Designated
Prepaid Fees	£2,056.00	£2,029.50		-£2,056.00	£2,029.50	Designated
Garden	£5,954.21		£936.43		£5,017.78	Designated
	<u>£111,775.17</u>	<u>£149,730.72</u>	<u>£151,376.81</u>	<u>£0.00</u>	<u>£110,129.08</u>	

## Comparison of Actual Performance to the Operational Budget

	<u>Actual</u> <u>Full Year</u>	<u>Budget</u> <u>Full Year</u>	<u>Variance</u> <u>Full Year</u>
<b>Income</b>			
<i>Funded</i>	£115,838	£107,094	£8,744
<i>Fee Payer</i>	£27,833	£31,089	(£3,256)
<i>Fundraising</i>	£1,990	£1,960	£30
<i>Other</i>	£4,136	£1,500	£2,636
<b>Total Income</b>	<b>£149,797</b>	<b>£141,643</b>	<b>£8,154</b>
<b>Operational Expenses</b>			
<i>Admin</i>	£10,085	£8,262	(£1,823)
<i>Preschool</i>	£4,594	£5,180	£586
<i>Staff</i>	£133,752	£117,784	(£15,968)
<i>Fundraising</i>	£188	£656	£468
<b>Total Operational Expenses</b>	<b>£148,618</b>	<b>£131,882</b>	<b>(£16,737)</b>
<b>Surplus/(Defecit) from Operations</b>	<b>£1,179</b>	<b>£9,761</b>	<b>(£8,582)</b>

### Income

Funded +£8,744

### Analysis

Increased numbers of parents accessed government funding and an unbudgeted increase in funding rates (in April) determined this better than expected figure.

Fee Payer (£3,256)

Slightly reduced child numbers and the switch to Funding are the cause of this adverse result.

Fundraising +£30

Lower uniform sales impacted this figure but the 'Friends' and preschool staff boosted the figure back to expectation.

Other +£2,636

£1,500 of grants from Tesco and £1,000 in donations that came via the 'Friends' boosted this figure very positively.

### Expenses

Admin (£1,823)

Increases in all expenses (predominantly IT and Insurance) plus the acquisition of a new photocopier increased preschool admin costs.

Preschool +£586

There have been increases in virtually all aspects of preschool day to day expenses. However, fewer new toys and less equipment being purchased reduced the overall expense bill.

Staff (£15,968)	To reduce the reliance on Bank staff another permanent staff member was employed, preschool pension costs increased and preschool had to start paying Employers National Insurance.
Fundraising +£468	The reduction in uniform sales resulted in a far lower purchase cost.

### Financial Year 2025 – 2026

Setting the budget for this financial year has been a very protracted affair and the budget was not finalised until the start of September 2025. This was brought about by a number of circumstances:

- The switch to 2 year olds caused a delay with some parents looking for places in July, August and September.
- Government legislation turned preschool's (and every other Early Years Setting ) financial world upside down and new ways to manage financially had to be thought through and implemented – complete with rewritten policies.
- The same legislation meant that every financial model (including the invoicing system) used by preschool had to be rewritten over the summer break.

## DITTON CHURCH PRESCHOOL

### Summary Operational Budget for FY2025/26

	Full Year	Prior Year
<b>Income</b>		
<i>Funded</i>	£115,828	£107,094
<i>Fee Payer</i>	£21,022	£31,089
<i>Fundraising</i>	£1,710	£1,960
<i>Other</i>	£1,400	£1,500
<b>Total Income</b>	<b>£139,960</b>	<b>£141,643</b>
<b>Expenses</b>		
<i>Admin</i>	£9,725	£8,262
<i>Preschool</i>	£5,030	£5,180
<i>Staff</i>	£130,153	£117,784
<i>Fundraising</i>	£456	£656
<b>Total Operating Expenses</b>	<b>£145,364</b>	<b>£131,882</b>
<b>Surplus/(Deficit) Excluding Expense from Retained Funds</b>	<b>(£5,404)</b>	<b>£9,761</b>

It is extremely disappointing to set a negative budget, however, preschool will use some of its **Designated** funds to balance the books. There is an expectation that there will be further changes to legislation in January aimed at easing the plight of Early Years – we await this with anticipation.

I fully expect there to be another significant increase in the National Living Wage in April and this has been budgeted for. What is more uncertain is whether there will be an increase in funding to offset this. In this financial year preschool will also be significantly impacted by the changes to Employers National Insurance.

Budgeted Admin costs are expected to rise as pressure from inflation and government policy force prices up.

**M T Stevens**

**Treasurer**

# DITTON CHURCH PRESCHOOL

## Financial Statements



For the period from 01/09/2024 To 31/08/2025

### Receipts and Payments (to the nearest pound)

Unrestricted Funds					
	General Fund	Designated Funds	Restricted Funds	Total funds	Last year Total funds
	£	£	£	£	£
<b>Receipts</b>					
Local Authority Funding	113,518	2,320		115,838	107,363
Fee Payers	25,387	2,380		27,767	28,609
Fundraising Activities	1,990			1,990	2,556
Other income	4,136			4,136	2,743
Garden Project	-			-	2,125
Forest School	-			-	-
<b>Total receipts</b>	<b>145,031</b>	<b>4,700</b>	<b>-</b>	<b>149,731</b>	<b>143,396</b>
<b>Payments</b>					
Staff Expenses	131,027			133,752	114,237
Preschool Expenses	6,604	2,725		6,604	3,957
Admin Expenses	10,085			10,085	8,163
Fundraising Expenses	-			-	997
Garden Project	-		936	936	13,387
Forest School	-			-	120
<b>Total payments</b>	<b>147,716</b>	<b>2,725</b>	<b>936</b>	<b>151,377</b>	<b>140,861</b>
<b>Net of receipts/(payments)</b>	<b>2,685</b>	<b>1,975</b>	<b>936</b>	<b>1,646</b>	<b>2,535</b>
Transfers between funds	8,759	13,869	5,110		
Cash funds last year end	<b>32,323</b>	<b>33,626</b>	<b>45,826</b>	<b>111,775</b>	<b>109,240</b>
<b>Cash funds this year end</b>	<b>38,397</b>	<b>21,732</b>	<b>50,000</b>	<b>110,129</b>	<b>111,775</b>

*Michael Stevens*

**P. TITE TAX CONSULTANTS LTD**  
**28<sup>B</sup> IRON MILL LANE**  
**CRAYFORD DA1 4RW**  
**TEL No. 01322 558220**

*1. Bill*  
21/09/25



## Statement of Assets and Liabilities at 31st August 2025

Unrestricted funds					
	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Cash funds					
Current Account	6,780			6,780	4,698
Deposit Account	31,441	21,732	50,000	103,173	106,677
Shopping Account	176			176	400
<b>Total cash funds</b>	<b>38,397</b>	<b>21,732</b>	<b>50,000</b>	<b>110,129</b>	<b>111,775</b>

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
Assets for re-sale					
Stock of uniforms				654	843

Details	Fund to which asset belongs	Cost	Current value
		£	£
Assets retained for the charity's own use	General		

Details	Fund to which liability relates	Amount due	When due
		£	
Liabilities			

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

Signature	Print Name	Date of approval
	Ross Terranova	9.9.25
	MIKE STEVENS	11.9.25

# AGM NOMINATIONS LIST - 2025

Election/Re-Election of Committee Members



	<b>MEMBER</b>	<b>NOMINATED BY</b>	<b>SECONDED BY</b>	<b>PREFERRED ROLE ?</b>
	Chair – The Rector (Ross Terranova)	--	--	--
a.	Vice Chair and 1st Parochial Church Council Member (Caroline Gibbons)	Michael Hackwell-Read	Sarianna Heino	
b.	Officer: Treasurer (Mike Stevens)	Natalie Brothers	Michael Hackwell-Read	
c.	Secretary (Jane Barwick)	Jenny Stout	Natalie Brothers	
d.	1 <sup>st</sup> Elected Member (Thomas Kitchen)	Sarianna Heino	Natalie Brothers	
e.	2 <sup>nd</sup> Elected Member and 2 <sup>nd</sup> Parochial Church Council Member (Jenny Stout)	Catherine Kitchen	Michael Hackwell-Read	
f.	3 <sup>rd</sup> Elected Member			
g.	4 <sup>th</sup> Elected Member			
h.	5 <sup>th</sup> Elected Member			
i.	6 <sup>th</sup> Elected Member			

DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

*I have as requested examined the books and records for the year ended 31.08.25.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances totalling £110129.00p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

  
Peter Tite

**DITTON CHURCH PRE-SCHOOL**

England & Wales - Charity number 1139117

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# Accounts

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## Annual General Meeting

Ditton Church Pre-School Management Committee

Monday 30<sup>th</sup> September 2024

8.00pm

Venue: The Church Centre

### Attendees:

Ross Terranova	Chair
Jane Barwick	Secretary
Wendy Caldicott	Pre-School Manager
Mike Stevens	Committee - Treasurer
Caroline Gibbons	Vice Chair / PCC Member
Tom Kitchen	Committee
Sean Smith	Committee
Jenny Stout	Committee / PCC Member
Amy Lee	Deputy Manager/Leader of Learning
Lyn Taylor	Staff
Stacey Mannell	Staff
Lauren Jump	Staff
Sandie Thomas	Staff
Sheri McKeever	Staff
Debbie Allen	Parent
Charlie Allen	Parent
Kirsty Zweck	Parent
Karrigan Scamp	Parent
Jacob Scamp	Parent
Holly Pocket	Parent
Sarianna Heino	Parent
Chloe Reynolds	Parent
Phil Eades	Parent
Rosie Campbell	Parent

1. **Apologies**

Kirsty Letham (staff)

2. **Chair's Welcome and Report**

Please see attached report.

Ross gave his thanks to Staff, Committee, Friends Fundraising Group and Parents for their continued support.

3. **Pre-School Manager's Report**

Please see attached report from Wendy (Manager) and Amy (Deputy Manager/Leader of Learning)

4. **Treasurer's Report**

Please see attached report.

5. **Election/Re-Election of Committee Members**

Please see attached Nominations List.

All current committee members will continue in their roles.

Debbie Allen (parent) will join the committee.

6. **Comments/Questions from Parents/Guests**

- Rosie Payne mentioned that the Friends of DCPS group will be making plans for the year ahead and would welcome new members to help. Parents who would like to join should speak to Rosie or any member of staff.
- A parent asked for some clarification on how Pre-School is run. Mike (Treasurer) explained how Pre-School is a charity, managed by a committee of volunteers who meet regularly.

7. **Matters for the PCC**

The guttering around the Church Centre (particularly the back of the building), require attention. Ross to pass message onto PCC.

8. **Any Other Business**

None

Ross thanked everyone for attending the meeting.



### **Chair's AGM Report September 30<sup>th</sup> 2024**

It has been a real privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past twenty-three years have seen the Pre-School develop in so many ways and I pay tribute to the hard work, dedication and professionalism of the staff.

Wendy Caldicott continues to lead the team with great skill and passion. This year she has moved into a different role becoming the business manager of the setting.

This has meant that Amy Lee has moved into the role of Leader of Learning and Deputy Manager. We believe that these changes to the team will strengthen the Pre-School and lead to its continuing flourishing. I would also like to thank Mike Stevens our Treasurer for his hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers.

Once again this past year Mike has been heavily involved in the continued development of the garden which now offers a wonderful place of delight and learning for the children.

We are pleased that improvements have been made to the Centre including a ramp for much better disabled access to the Garden and also external lighting.

We look forward to the challenges of the coming year knowing that with a superb staff team and a strong committee we are well equipped to face the future. It is tremendous to continually hear how the Pre-School's reputation goes before it and that is the best testimony we could possibly have.



## Managers report for AGM Sept 2024

Before starting this report I read through my report from last year which ended with the following:

*Going forward, I hope that this time next year I will be reporting on successful progress towards or completion of Level 3 apprenticeships for Kirsty and Stacey, successful completion of an eight month intensive training programme called the Early Years Professional Development Programme, by me and Amy and the final stage of our garden development project being completed.*

I am pleased to say yes to all of the above. Amy and I completed our Early Years Professional Development Programme, Kirsty and Stacey still hope to complete their apprenticeship training by Easter and the final part of our garden project was completed during May half term, when the new turf was laid and our wooden climbing frame was installed.

However, having said that the final stage of the garden was completed – Amy and I are continually coming up with new ideas and don't really believe in the word 'final'! Extra work has already been completed, Amy has used some of her gardening time to paint the fences and Mike and his 'men's shed' team have built a 'buddy bench' around the apple tree and Mike has fixed some gold letters that he made to the fence.

We are grateful for the money received from the Tesco grants, which went towards our new climbing frame, sand house and other garden resources. As a registered charity we rely on fundraising and grants so will now be looking for ways to raise money towards purchasing more ICT resources, such as a projector, toy computers and remote control toys.

One of our biggest areas of reflection this year has been about restructuring our leadership and administration teams. Due to the ever evolving changes to Early Years, largely linked to Government decisions we need to ensure that we can continue to allocate sufficient time and attention to all areas of management and so contacted our sustainability officer for advice on how best to manage this. She advised that it is usual practice now for managers to focus on business management and staff training and employ a room leader type role to focus on planning for the curriculum and overseeing the room.

After talking this through in detail it did seem that the natural solution was to extend Amy's role to being our leader of learning as well as Deputy Manager. This means that she now does the planning for the curriculum and oversees the day to day activities and staff deployment in the main room, allowing me to focus more on business management, staff inductions and training and supporting our senco and other staff when needed.

We also need to plan for Sandie's retirement next July after many years of loyal service to preschool. Over the next year Sandie will be supporting Jane in taking on some of her duties, whilst I support Amy in developing her new role and then next year Jane and I will absorb Sandie's duties between us.

Having referred to Government decisions the area which has had the most impact on us so far is the introduction and development of the working parents funding entitlement. Now that working parents can claim funding for their children from 9 months of age we could potentially lose custom to nurseries who can offer childcare from that age. Thank fully this year we have a full register with additional children on a waiting list.

We have had to consider the provision we offer and unlike nurseries who have more staff and different rooms for different age groups we are not able to offer care to babies or younger children who need to sleep during the day as our environment is not set up for that. We have compromised on our policy by agreeing to take children from two years and four months and by allowing children to stay all day from the term after the term in which they turn three. Currently the impact is that, due to receiving funding, we have more parents accepting places for their two year olds and wanting them to attend more sessions. This impacts on the required ratios of staff.

Admissions – year on year we are finding that parents are applying for their places at preschool very late in the day – either just before the end of term or at the beginning of the new academic year. This year we had 15 enquiries within the first two weeks back, seven of those on the first day of term. Due to this ongoing trend Mike and I have realised we cannot finalise the budget for an academic as early as we would ideally like as there are always changes in the first couple of weeks of term. This impacts on many things such as confirming staff hours, registers, invoices etc.

The next year will be a period of gradual adaptation to our evolving roles, but we already feel the positive impact of the changes we are making. We will continue to reflect and adjust as the Early Years sector and expectations evolve but will always keep the children at the heart of every decision or change that we make. As always a big thank you to my hard working amazing team.



## Deputy Manager's report for Sept 2024 AGM

Looking back at last year we have had our usual services at Harvest, Christmas and Easter.

Following the previous success of performing our Christmas nativity service here in Pre-school, we will continue to do this in the future. The children are more relaxed and more confident to sing to their parents and loved ones, especially our new starters.

We had a busy and fun packed year last year. The children enjoyed visits from the lollypop lady, community warden and a visit from a tractor at Harvest time.

They learnt a lot about road safety. They loved caring for and releasing caterpillars in the summer term. The children always enjoy getting involved in making playdough and any type of messy play.

Thanks to our Tesco grant the children have been loving the new climbing frame in the garden. Not only has it been great for the children's physical development it also been a great accessory to their role-play ideas. It's been a castle, a cave, a tree house and a water slide. The children have also enjoyed our Pre-school allotment, they have grown beans, tomatoes, sweetcorn, courgette, carrots, potatoes and sweet peas all from seed which we are very proud of. It's been lovely to see the children keen to help care for the plants and then excited about tasting them too.

We made slight changes to our Rising Star routine during the summer term last year. We worked closely with Ditton infants to support children with becoming school ready. We did this by having lots of fun activities that encouraged children with their self-care, such as getting their coat on by themselves, being able to change for P.E independently and being able to use a knife and fork.

As my new role as leader of learning I'm very much looking forward to our new academic year, welcoming our new starters and supporting our Rising stars to become school ready.

Children learn through play and as a setting we will ensure the children have a rich environment in which they can access many activities independently which will cover all seven areas of learning throughout the setting.

In their time with us they will be supported with learning how to share, self-awareness, independence, building their vocabulary, activities that build their fine and gross motor skills and their social skills.

We have lots to look forward to already such as our yearly tractor visit and harvest festival. The children have been working hard at learning the songs and creating some lovely craft. So, I hope you'll enjoy it.

## Treasurer's Report 2023-24



### Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31<sup>st</sup> August 2024). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next.

We also report Income and Expenditure to the pre-school membership, however, we also report on preschool's performance against its annual budget.

### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £2,534.43 more in its accounts at the 31<sup>st</sup> August 2024 than it did on the 1<sup>st</sup> September 2023.

At 1<sup>st</sup> September 2023 our balance at bank (all accounts) was £109,240.74. Receipts for the year were £143,395.47 and expenditure amounted to £140,861.04. The balance at bank (all accounts) at 31<sup>st</sup> August 2024 was £111,775.17. There was no cash-in-hand.

Appendix i shows a detailed breakdown of Pre-school's income and expenditure for presentation to the CC for the year ended 31<sup>st</sup> August 2024.

A reconciliation of income and expenditure for all accounts (including transfers of cash ) can be seen below.

Cashbook Reconciliation FY23-24	Current	Deposit	Shopping	Total
	£	£	Fund £	£
Opening Balance at Bank 01/09/2023	23,388.57	85,452.17	400.00	109,240.74
Income for the year	142,170.38	1,225.09		143,395.47
	165,558.95	86,677.26	400.00	252,636.21
Expenses for the year	(139,498.73)		(1,362.31)	(140,861.04)
Transfers between accounts	(21,362.31)	20,000.00	1,362.31	0.00
Closing Balance at Bank 31/08/2024	4,697.91	106,677.26	400.00	111,775.17
Change in cash position	<u>(£18,690.66)</u>	<u>£21,225.09</u>	<u>£0.00</u>	<u>£2,534.43</u>

**Appendix ii** shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2024. As can be seen from the statement preschool holds very few assets - other than cash at bank. There are three creditors listed amounting to £2,947 all of which relate to work carried out in the garden over the summer break and all due for payment in Term 1.

At last year's AGM I introduced to the membership the fact that we (preschool) have certain funds (or pots of money) on which we can draw to pay for things that arise and for which we would not normally budget. A good example of this is the Garden Refurbishment project. In addition we retain cash for contingencies such as unexpected closure.

Fund	Opening Balance	Money In/ Transfers	Money Out / Transfers	Cash at Bank	Promised/ Required	Fund Value
Day to Day Funds	£18,540	£133,436	(£119,527)	£32,449	(£5,000)	£27,449
Training Grants	£0	£2,250	(£2,250)	£0		
SEN	£1,478	£1,919	(£1,897)	£1,500		£1,500
Disability Access	£2,595	£1,110		£3,705	(£2,500)	£1,205
Forest School	£731		(£120)	£611		£611
Closure Contingency	£45,000			£45,000	£5,000	£50,000
Other Contingencies	£20,000			£20,000	(£10,000)	£10,000
Holding Fees	£275	£500	(£275)	£500	(£500)	£0
Prepaid Fees	£3,406	£2,056	(£3,406)	£2,056	(£2,056)	£0
Garden	£17,216	£2,125	(£13,387)	£5,954	(£72)	£5,882
	£109,241	£143,396	(£140,862)	£111,775	(£15,128)	£96,647

I would stress that these are not budgets. Preschool's budget for the year (see below) should be managed from the income received during the year. The exceptions being

- prepaid fees (£2,056) which is cash received from parents received during August 2024 but which is meant for Term 1 in September 2024.
- and holding fees (£500) which has been collected during Terms 5 and 6 – that have to be repaid to parents.

In light of April's increase in the National Living Wage (NLW) and subsequent increase in preschool's wage bill of 9.8% there is now insufficient in the Closure contingency to cover the statutory redundancy payout to staff in the event that preschool has to close. I have, therefore, already ringfenced £5000 of the Day to Day Funds to top up the Closure contingency.

We expect to spend £10,000 of our Other contingency over the course of the coming year and subject to there being sufficient funds available at 31<sup>st</sup> August 2025 this fund will be topped up to £20,000.

Preschool received £1,110 in the form of Deprivation Allowance. As this was unbudgeted income the DAF fund was topped up to allow preschool staff access to funds in case they have to provide for a child with needs that are not supported by the local authority.

## Performance against budget

Each year preschool sets out an operational budget – that covers the costs of running preschool but excludes expenditure from retained funds (the Pots).

The budget for FY2023/24 allowed for a surplus of £6,701. The actual surplus was £14,438

### Budget v Actuals (Summary)

Period Ending 31st August 2024

	<b>Actuals</b>	<b>Budget</b>	<b>Variance</b>
	<u>Full Year</u>	<u>Full Year</u>	<u>Full Year</u>
<b><u>Income</u></b>			
<i>Local Authority Funding</i>	£101,468	£95,342	£6,126
<i>Fee Payer</i>	£29,733	£33,103	(£3,370)
<i>Fundraising</i>	£2,556	£1,525	£1,031
<i>Other</i>	£2,093	£150	£1,943
<b>Total Income</b>	<u>£135,850</u>	<u>£130,120</u>	<u>£5,730</u>
<b><u>Expenditure</u></b>			
<i>Staff</i>	£108,609	£109,681	£1,073
<i>PreSchool</i>	£3,838	£5,000	£1,161
<i>Admin</i>	£8,163	£8,311	£148
<i>Fundraising</i>	£802	£428	(£375)
<b>Total Expenditure</b>	<u>£121,412</u>	<u>£123,419</u>	<u>£2,007</u>
<b>Surplus/(Defecit)</b>	<u>£14,438</u>	<u>£6,701</u>	<u>£7,736</u>

#### **Income**

**Local Authority Funding** is £6,126 better than expected. This is because increased funding rates from the government continued and some unbudgeted income such as EYPP and FF2 were received.

**Fee Payer Income** is £3,370 less than expected. Child numbers attending and also those staying for lunch were very close to budget. Therefore, likely explanation for the deficit is a budgeting error.

**Fundraising Income** is £1031 better than expected. This is because uniform sales were almost double that in the budget. The 'Friends' worked very hard and preschool staff also joined in with their fundraising event.

**Other Income** – is £1,943 better than expected. Increased income from bank interest played a large part and donations via the 'Friends', parents and staff partners made up the rest.

## Expenditure

**Staff Costs** – although staff costs were £1,073 higher than planned this is actually a very good result. Preschool's monthly wage bill increased by 9.8% in April, however, only 5% was budgeted. In reality wages would have been better than expected without the extra 4.8% increase.

**Preschool Costs** are £1,161 better than planned. This due to a large amount of craft supplies being donated by parents and well managed expenditure on day to day consumables and other items.

**Admin Costs** were £148 better than expected with most of the larger expenses such as rent, insurance and IT being close to or less than expected.

**Fundraising Costs** were £375 more than budgeted. This is almost entirely due to the increased sales in children's uniforms

## Financial Year 2024 – 2025

Setting the budget for FY2024/25 has been a protracted experience this year. The increased government funding has continued - a welcome sign. However, the changes to funding that brought two-year-olds into the mix has meant that some of the children now attending preschool were enrolled very late (by our usual standards). This meant that we didn't actually finalise the budget until the start of Term 1.

### DITTON CHURCH PRESCHOOL Operational Budget for FY2024/25

	T1	T2	T3	T4	T5	T6	Full Year
<b>Income</b>							
<i>Funded</i>	£17,432	£17,432	£16,307	£16,307	£19,808	£19,808	£107,094
<i>Fee Payer</i>	£6,204	£4,859	£5,256	£5,292	£3,404	£6,075	£31,089
<i>Fundraising</i>	£550	£850	£60	£220	£40	£240	£1,960
<i>Other</i>	£350	£450		£350		£350	£1,500
<b>Total Income</b>	<b>£24,536</b>	<b>£23,590</b>	<b>£21,623</b>	<b>£22,169</b>	<b>£23,252</b>	<b>£26,473</b>	<b>£141,643</b>
<b>Expenses</b>							
<i>Admin</i>	£2,116	£250	£2,123	£1,400	£2,123	£250	£8,262
<i>Preschool</i>	£830	£1,030	£830	£830	£830	£830	£5,180
<i>Staff</i>	£18,917	£20,467	£9,935	£19,419	£19,703	£29,343	£117,784
<i>Fundraising</i>	£440	£56	£48	£32	£32	£48	£656
<b>Total Operating Expenses</b>	<b>£22,303</b>	<b>£21,803</b>	<b>£12,936</b>	<b>£21,681</b>	<b>£22,688</b>	<b>£30,471</b>	<b>£131,882</b>
<b>Surplus/(Deficit)</b>							
<i>Excluding Expense from Retained Funds</i>	<b>£2,233</b>	<b>£1,787</b>	<b>£8,687</b>	<b>£488</b>	<b>£564</b>	<b>(£3,998)</b>	<b>£9,761</b>

Although it is difficult to predict what the increase in the National Living Wage will be in April 2025 being able to set a budget with a £9,761 surplus is a very welcome experience.

M T Stevens

Treasurer

## Appendix i

**DITTON CHURCH PRESCHOOL**  
**Financial Statements**



For the period from 01/09/2023 To 31/08/2024

**Receipts and Payments (to the nearest pound)**

	Unrestricted Funds			Total funds	Last year Total funds
	General Fund	Designated Funds	Restricted Funds		
	£	£	£	£	£
<b>Receipts</b>					
Local Authority Funding	103,068	2,695	1,600	107,363	100,518
Fee Payers	26,328	2,281	-	28,609	33,447
Fundraising Activities	2,556	-	-	2,556	3,318
Other income	2,093	-	650	2,743	1,351
Garden Project	-	-	2,125	2,125	-
Forest School	-	-	-	-	-
	-	-	-	-	-
<b>Total receipts</b>	<b>134,045</b>	<b>4,976</b>	<b>4,375</b>	<b>143,396</b>	<b>138,634</b>
<b>Payments</b>					
Staff Expenses	110,209	1,778	2,250	114,237	107,750
Preschool Expenses	3,838	119	-	3,957	6,815
Admin Expenses	8,163	-	-	8,163	9,663
Fundraising Expenses	997	-	-	997	927
Garden Project	-	11,351	2,036	13,387	-
Forest School	-	-	120	120	120
	-	-	-	-	-
<b>Total payments</b>	<b>123,207</b>	<b>13,248</b>	<b>4,406</b>	<b>140,861</b>	<b>125,275</b>
<b>Net of receipts/(payments)</b>	<b>10,838</b>	<b>- 8,272</b>	<b>- 31</b>	<b>2,535</b>	<b>13,359</b>
Transfers between funds	2,946	- 3,072	126	-	-
Cash funds last year end	18,539	44,970	45,731	109,240	95,882
<b>Cash funds this year end</b>	<b>32,323</b>	<b>33,626</b>	<b>45,826</b>	<b>111,775</b>	<b>109,241</b>

Appendix ii



Statement of Assets and Liabilities at 31st August 2024

	Unrestricted funds				Last year All Funds
	General Fund	Designated Funds	Restricted Funds	Total All Funds	
	£	£	£	£	£
<b>Cash funds</b>					
Current Account	4,698		(0)	4,698	23,389
Deposit Account	27,225	33,626	45,826	106,677	85,452
Shopping Account	400			400	400
<b>Total cash funds</b>	<b>32,323</b>	<b>33,626</b>	<b>45,826</b>	<b>111,775</b>	<b>109,241</b>

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
<b>Assets for re-sale</b>					
Stock of uniforms	843			843	648

	Details	Fund to which asset belongs	Cost	Current value
			£	£
<b>Assets retained for the charity's own use</b>	Laptops	General	2,250	754

	Details	Fund to which liability relates	Amount due	When due
			£	
<b>Liabilities</b>	Garden Project Expenses	General	297	Term 1 FY24/25
	DAF Expenses	General	2,500	Term 1 FY24/25
	Garden Project Expenses	General	150	Term 1 FY24/25

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

Signature	Print Name	Date of approval

# AGM NOMINATIONS LIST - 2024

Election/Re-Election of Committee Members



	<b>MEMBER</b>	<b>NOMINATED BY</b>	<b>SECONDED BY</b>	<b>PREFERRED ROLE ?</b>
	Chair – The Rector (Ross Terranova)			
a.	Vice Chair and 1st Parochial Church Council Member (Caroline Gibbons)	Sean Smith	Jenny Stout	
b.	Officer: Treasurer (Mike Stevens)	Caroline Gibbons	Sean Smith	
c.	Secretary (Jane Barwick)	Mike Stevens	Tom Kitchen	
d.	3 <sup>rd</sup> Elected Member and 2nd Parochial Church Council Member (Jenny Stout)	Sean Smith	Caroline Gibbons	
e.	1 <sup>st</sup> Elected Member (Thomas Kitchen)	Caroline Gibbons	Mike Stevens	
f.	2 <sup>nd</sup> Elected Member (Sean Smith)	Rosie Campbell	Jenny Stout	
g.	4 <sup>th</sup> Elected Member (Debbie Allen)	Caroline Gibbons	Sean Smith	

**P TITE**  
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**DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP**

*I have as requested examined the books and records for the year ended 31.08.24.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances totalling £111775.17p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

Peter Tite

A handwritten signature in black ink, appearing to read 'Peter Tite', written over a horizontal line.

**DITTON CHURCH PRE-SCHOOL**

England & Wales - Charity number 1139117

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# Accounts

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## Annual General Meeting

### Ditton Church Pre-School Management Committee

Held on Monday 16<sup>th</sup> October 2023

At 8.00pm

Venue: The Church Centre

#### Attendees:

Ross Terranova	Chair
Jane Barwick	Secretary/Minute Taker
Wendy Caldicott	Pre-School Supervisor
Mike Stevens	Committee - Treasurer
Caroline Gibbons	Vice Chair
Tom Kitchen	Committee
Alan Warner	Committee
Amy Lee	Deputy Supervisor
Lyn Taylor	Staff
Megan Payne	Parent
Richard Payne	Parent
Rosie Campbell	Parent
Chloe Ovenden	Staff
Lauren Jump	Staff
Sandie Thomas	Staff
Katie Swaffer	Parent
Stacey Mannell	Staff
Lauren Parker	Parent
Declan Murphy	Parent
Becky Pepper	Parent
Dan Pepper	Parent
Catherine Kitchen	Parent
David Woollard	Parent
Kirsty Zweck	Parent

1. **Apologies** Sean Smith, Kirsty Letham, Sheri McKeever

2. **Chair's Welcome and Report** Please see attached report.

Ross gave his thanks to Ruth Campbell, Jenny Stout and Heather Watts for their help with refreshments.

Thanks were also given to the staff, committee, friends fundraising group and parents for their continued support.

3. **Pre School Supervisor's Report** - Please see attached report.

4. **Treasurer's Report** - Please see attached report.

5. **Election/Re-Election of Committee Members**

Please see attached Nominations List.

Alan Warner will be stepping down from his position at PCC committee member. Ross thanked him for all his efforts on the committee.

6. **Comments/Questions from Parents/Guests**

Rosie Payne announced that the Friends of DCPS group will be having a meeting to set out a fundraising plan for the year ahead. They would love some more parents to join the group.

The meeting will take place on Thursday 9<sup>th</sup> November, 7.30pm at the Wealden Hall.

7. **Matters for the PCC**

None

8. **Any Other Business**

None

Ross thanked staff and parents for attending the meeting.



## Chair's AGM Report October 16<sup>th</sup> 2023

It has been my privilege to chair the Management Committee of Ditton Church Pre-School since we opened in January 2001. The past twenty-two years have seen the Pre-School develop in so many ways and I pay tribute to the hard work, dedication and professionalism of the staff.

Wendy Caldicott leads the team with great skill and passion. I would also like to thank Mike Stevens our treasurer for his hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers. We are also very grateful for all the hard work he continues to put in to the ongoing development of the garden. There is a increasing focus within early learning settings on the use of outdoors for learning and development. At Ditton Church Pre-School we are always striving to develop the setting so that the children get the best possible start at the beginning of the journey of learning.

We look forward to the challenges of the coming year knowing that with a superb staff team and strong Committee we are well equipped to face the future. It is tremendous to continually hear how the Pre-Schools reputation goes before it and that is the best testimony we have.

Ross Terranova Chair Ditton Church Pre-School



## Supervisor's report for October 2023

### AGM

I have been talking to some of the staff about the last year and what information would be relevant to share with everyone at tonight's meeting and we all had the same feeling, in that we aren't sure where the last year has gone. This may be in part due to last year's AGM being delayed until slightly later than usual due to the outbreak of Covid we had which resulted in many staff and children being taken ill and a brief period of closure for recovery and a deep clean.

Christmas was then upon us and despite the heavy snow on nativity day, we went ahead with our performance, but in the preschool hall rather than the church. This actually proved to be a positive experience as the children seemed more relaxed in their familiar environment where they had been practicing and sung their hearts out. After discussing this with Ross recently we have therefore agreed to do the same for nativity services, but to continue with our Harvest and Easter services in the church. The children also loved Magic Martin who came to perform at our children's Christmas party and our thanks go to Father Christmas who continues to fit in a visit to Preschool in his busy schedule.

### Staff

After a period of ten years with no staff changes at all it was inevitable that at some time this would change and sadly it was the impact of Covid that forced the hand of some staff who needed to seek more financially rewarding careers. We are proud to say that these staff remain close friends who continue to show an interest in the ongoing success of our Preschool. I am a firm believer that our staff team are our most valuable resource and that without a good team the highest quality toys and equipment and environment would mean nothing. Despite having to say a few sad farewells to staff who moved on I also believe that welcoming new staff to our team, who are at the beginning of the journey that many of us have been on for a very long time is a positive step forward, bringing new enthusiasm, motivation, skills and fresh ideas. Kirsty and Stacey are working hard on their Level 3 apprenticeships, Jane has brought her calmness and efficiency to the role of Administrator and Chloe is keenly available for bank staff work. As always, the rest of my team remain hard working, supportive friends who make my job much easier.

### Committee

We are grateful to have successfully recruited two new committee members over the last year and also grateful to our continuing members, but equally we always welcome new parent members if anyone is interested in joining us.

### Admissions

Admissions remain high. Last year we were full and we have reached that point again this year. We did notice that this year we received a large amount of very late admissions which makes budgeting and planning staff hours difficult, so we would encourage everyone to spread the word to please register your

children early. This also helps to avoid disappointment as we are again in a position where we can no longer take on any more children this year.

### **Garden development project**

Back in 2018 I approached our committee with some ideas for enhancing our large outdoor area. After much discussion, planning and fundraising we began the first stage of garden clearing and preparation work in Term 2 of 2020, but then the pandemic shut us down and the project was put on hold.

Since then, with continued support and dedication, work proceeded as funds were raised and grant applications were accepted. I know that every member of our staff team and committee will want me to mention that none of this would have happened without the exemplary dedication and devotion of our highly valued treasurer, Mike. Mike says his motto is 'what Wendy wants Wendy gets', but joking aside, he listens and supports my visions and does his utmost to make sure we get there. We are conscious that many parents have supported fundraising over the years and progress, for one reason or another, has not always been as quick as we would like, but we can honestly confirm that every penny of fundraising money is used directly for the benefit of the children who attend our setting.

To recap, Mike has built us an amazing covered outdoor reading area. We have an allotment where the children can grow, tend to and harvest their own produce (which tied in nicely with our Harvest celebrations and tractor visit) and we have a wooden 'beach hut' for sand play. Mike spent two weeks of the summer holidays in the preschool garden building sand troughs for the beach hut, erecting a gate, painting and mowing the lawn.

The next stage is to replace the plastic climbing frame with a sturdy, wooden climbing tower which will be sunk into the ground. The ground needs to be prepared and new turf laid prior to this happening, which we hope will be during May half term, so any offers of help with levelling and turfing would be much appreciated nearer the time. Please see the photos of the garden on display on the laptop computer and please remember to put your blue Tesco tokens into our tube in the West Malling branch between now and January. Any money received will go towards the ongoing development of the beach hut.

### **Friends of Ditton Church Preschool**

Alongside the garden project we decided to ask for volunteers to form a fundraising group to help raise funds for the ongoing garden development as well as ongoing replacement of toys and equipment. We are immensely grateful for the work they have done and the money they have raised, as well as the enjoyment we have had from the two quiz evenings they organised. Some of our 'Friends' have now moved on as their children have moved on to Infant school, so we are always on the look out for more willing helpers. It is also a lovely way to get to know other parents. If this is something you would be interested in please let me know and I can put you in touch with our group.

### **Challenges and successes of the last year**

I will leave Mike to answer any questions about finances, but in a nutshell, the main challenges of the last year were:

- a) Finances. Early Years remains a greatly underfunded sector. We were therefore grateful to have received a Government grant this term which has helped us enormously and we are hopefully that a more realistic funding rate will be set when it is reviewed next April.

- b) Recruitment. Having lost some of our Level 3 qualified staff we have had to work hard to utilize our qualified staff where needed to ensure we continue to meet legal ratios. There is a severe shortage countywide of qualified Early Years staff looking for work as sadly this is due to the lack of financial reward and again, probably the impact of covid and the cost of living crisis.

Successes of the last year also link closely to the challenges we faced, which shows the dedication of everyone involved in the continuing success of our Preschool.

- a) Finances – we have the support of an outstanding treasurer who works closely with me to continually review the budget so I can make changes where needed. We have had the support of amazing parents who have supported our fundraising efforts and those who have worked hard as part of our Friends of Ditton Church Preschool group. We have also successfully achieved grants towards projects.
- b) Recruitment – despite not recruiting qualified staff we successfully recruited the right people with the qualities to become exemplary practitioners, with the motivation and enthusiasm needed for ongoing training and development.
- c) Change in opening hours – as we rent the premises from the Church we are not able to open for five full days per week as the hall is needed for other activities. However, we are grateful that the PCC agreed to us changing our opening hours slightly so that we can open for four full days per week, rather than three full days and two half days, which helps to meet the needs of our working parents.

Going forward, I hope that this time next year I will be reporting on successful progress towards or completion of Level 3 apprenticeships for Kirsty and Stacey, successful completion of an eight month intensive training programme called the Early Years Professional Development Programme, by me and Amy and the final stage of our garden development project being completed.

Wendy Caldicott

Preschool Supervisor



### Treasurer's Report October 2023

#### Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31<sup>st</sup> August 2023). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next. We also report to the pre-school membership, but here we show our performance against budget.

#### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £13,358.89 more in its accounts at the 31<sup>st</sup> August 2023 than it did on the 31<sup>st</sup> August 2022.

At 1<sup>st</sup> September 2022 our balance at bank (all accounts) was £95,881.85. Receipts for the year were £138,634.05 and expenditure amounted to £125,275.16. The balance at bank (all accounts) at 31<sup>st</sup> August 2023 was £109,240.74. There was no cash-in-hand.

Appendix I shows a more detailed breakdown of Pre-school's income and expenditure for the year ended 31<sup>st</sup> August 2023.

Cashbook Reconciliation FY22_23	Current £	Deposit £	Shopping Fund £	Total £
Opening Balance at Bank 01/09/2022	30,301.86	65,179.99	400.00	95,881.85
Income for the year	<u>138,361.87</u>	<u>272.18</u>		<u>138,634.05</u>
	168,663.73	65,452.17	400.00	234,515.90
Expenses for the year	(123,935.21)		(1,339.95)	(125,275.16)
Transfers between accounts	<u>(21,339.95)</u>	<u>20,000.00</u>	<u>1,339.95</u>	<u>0.00</u>
Closing Balance at Bank 31/08/2023	<u>23,388.57</u>	<u>85,452.17</u>	<u>400.00</u>	<u>109,240.74</u>
Change in cash position	<u>(£6,913.29)</u>	<u>£20,272.18</u>	<u>£0.00</u>	<u>£13,358.89</u>

Appendix ii shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2023. As can be seen from the statement pre-school holds very few assets (other than cash at bank) and has no creditors.

## Performance against budget (Appendix iii)

Performance against budget shows how well Pre-School has performed financially after allowing for certain adjustments to our receipts and payments.

Pre-school's income has been adjusted so that cash received in advance of the financial year to which it relates is removed.

Pre-School originally budgeted for a deficit of £4,438 for 2022 – 23 with an additional £3,450 being required to top up contingency funds leaving a potential deficit of £7,888. As matters progressed into the start of the year this budget was revised to take account of changing child attendance and staff alterations that showed a surplus of £265 – this being devoid of the requirement for an additional £3,450 to top up contingency funds.

The actual result for the year was a surplus of £12,900. This is an excellent result which is testimony to the hard work put in by preschool staff and its 'Friends', being ever conscious of the need to grow income and keep control of expenses. However, the analysis below shows that the majority of the surplus comes from sources over which pre-school has little or no control and cannot, therefore, be relied upon going forward. Appendix iii shows a more detailed breakdown.

### **Income**

Local Authority Funding	This is £15,516 favourable. There were more funded Sessions taken up than budgeted which provided £1,223. Preschool received unbudgeted funding of £14,293 from SENIF, SENCO, DAF and FF2
Fee Payers	This is £1,849 adverse. £975 came about as a consequence of fewer Sessions taken up than were originally budgeted and £916 was returned to parents for the two times that preschool had unplanned closures.
Fundraising	This is £1,343 favourable and was brought about by increased uniform sales and superb efforts from our 'Friends' and staff.
Other	This is £1,282 favourable and comes from two grants, donations from groups and the luxury of increased bank interest rates.

### **Expenditure**

Staff Costs	Staff costs were £1,598 favourable. £1,482 of this came from an under-utilised training budget.
Preschool Costs	Preschool costs were £2,787 adverse. However, the cost of improvement work to the garden (£613) is shown here and preschool spent £2,208 on Senif related matters which are offset by the Senif income. Actual expenditure within preschool was slightly less than budgeted.
Administration Costs	Admin costs were £2,105 adverse. However, £2,250 was spent replacing out of date and slow laptops. This was unbudgeted.
Fundraising Costs	Fundraising costs were £364 adverse. This is because more uniforms were sold than budgeted and other fundraising activities had minor expenses.

The £13,358.89 increase in cash available for FY2022\_23 will be rolled over into specific funds with the majority made available to preschool in the coming year. The table below highlights where the money will be distributed.

<b>Fund</b>	<b>Opening Balance</b>	<b>Input</b>	<b>Closing Balance</b>	<b>Purpose</b>
General	£10,556.41	£7,983.07	£18,539.48	Day to day running costs
SEN	£0.00	£1,478.22	£1,478.22	Unfunded SEN
Disability Access	£0.00	£2,594.69	£2,594.69	Rear door ramp
Forest School	£851.11	-£119.64	£731.47	Garden plants etc
Closure Contingency	£45,000.00	£0.00	£45,000.00	Redundancy contingency
Other Contingency	£17,558.95	£2,441.05	£20,000.00	Preschool closures etc
Holding Fees	£425.00	-£150.00	£275.00	Returnable to parents
Prepaid Fees	£3,274.00	£131.50	£3,405.50	Transfers to General Fund on 1st September
Garden	£17,216.38	£0.00	£17,216.38	Garden refurbishment project
Fundraising contingency	£1,000.00	-£1,000.00	£0.00	No longer required
<b>Balance at Bank</b>	<b>£95,881.85</b>	<b>£13,358.89</b>	<b>£109,240.74</b>	

### Financial Year 2023 – 2024

There have been many iterations of the budget for the coming year. When the initial budget was prepared preschool were showing a deficit of £23,000 for the coming year. This was happening because the level of government funding (on which we rely) has not kept pace with inflationary costs over the past few years and there comes a point where making ends meet becomes impossible. To try and reduce the impact of a substantial deficit Wendy and her team went to work on increasing the numbers of children attending preschool and the overall numbers of sessions being taken up. At the same time we looked to reduce costs where we could and reduced staffing levels to a bare minimum. By June the deficit was down to around £4,500 and knowing that we would make a surplus in FY2022\_23 we felt comfortable that preschool could continue as it has for over 20 years and the Fund pots above would not need to be raided. In July the Government announced that Early Years were to be given supplementary grants to make up for the years of underfunding and in late August the Local Authority increased funding rates significantly, allowing us to budget once again.

The revised budget now shows a surplus of £6,701 (**Appendix iv**) which is a far healthier picture. The increased funding allowed us to increase staffing levels at the start of Term 1 where we were struggling.

There is some uncertainty as to whether the increase funding will continue past April 2024 but we are hopeful that this will be the case.

## Garden Refurbishment Project

Well before Covid and the Lockdowns (in fact in 2018) Wendy came to the committee with her vision for the garden. Thanks to the Parochial Church Council (PCC), preschool has exclusive use of the garden to the rear of the main building and Wendy thought it was time for a makeover. The 'Vision' was to:

- turn the grassed area into an all-weather surface
- build a climbing frame
- create an allotment
- build an outdoor covered reading area
- generally sort out the garden so it was fit for our young people to play and learn.
- create a wild planting area

The vision would require funds and a ball park figure of £20,000 was our initial estimate to complete the works and this has subsequently been raised to £25,000. We have managed to gather funds from grants, fundraising activities, donations, rebates of overpaid tax and in some years surplus income. To date we have spent in the region of £8,000 and some of the completed works include:

- the allotment
- the reading area
- wild planting area
- a Gruffalo mural
- and an indoor outdoor sandpit.

We have had to change tack slightly on the all-weather surface as the PCC has asked us not to put down an all-weather surface. Instead next March we are going to dig up the grassed area and re-turf it. We'll be calling on our parents, staff and volunteers (without whom this project would never have been where it is today) to come and help with the grass. Next May we are having our climbing frame professionally installed along with some rubber matting to protect the grass and at some point in the near future we would like to call upon willing volunteers to come and help us paint six sheds and a fence.

M T Stevens

Treasurer

# DITTON CHURCH PRESCHOOL

## Financial Statements



For the period from 01/09/2022 To 31/08/2023

### Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Total funds	Last year Total funds
	General Fund	Designated Funds	Restricted Funds		
	£	£	£	£	£
<b>Receipts</b>					
Local Authority Funding	89,661	10,857	-	100,518	77,987
Fee Payers	30,979	2,468	-	33,447	27,089
Fundraising Activities	3,318	-	-	3,318	3,064
Other income	1,067	-	284	1,351	248
Garden Project	-	-	-	-	2,623
Forest School	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>125,025</b>	<b>13,325</b>	<b>284</b>	<b>138,634</b>	<b>112,011</b>
<b>A2 Asset and investment sales</b>	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>125,025</b>	<b>13,325</b>	<b>284</b>	<b>138,634</b>	<b>112,011</b>
<b>Payments</b>					
Staff Expenses	103,495	3,971	284	107,750	104,053
Preschool Expenses	4,002	2,813	-	6,815	3,565
Admin Expenses	9,663	-	-	9,663	7,502
Fundraising Expenses	927	-	-	927	438
Garden Project	-	-	-	-	5,406
Forest School	-	-	120	120	149
<b>Total payments</b>	<b>118,087</b>	<b>6,784</b>	<b>404</b>	<b>125,275</b>	<b>121,113</b>
<b>Net of receipts/(payments)</b>	<b>6,938</b>	<b>6,541</b>	<b>- 120</b>	<b>13,359</b>	<b>- 9,103</b>
Transfers between funds	1,045	1,045	-	-	-
Cash funds last year end	10,556	39,474	45,851	95,882	104,984
<b>Cash funds this year end</b>	<b>18,539</b>	<b>44,970</b>	<b>45,731</b>	<b>109,241</b>	<b>95,882</b>

**P. TITE TAX CONSULTANTS LTD**  
**28<sup>B</sup> IRON MILL LANE**  
**CRAYFORD DA1 4RW**  
**TEL No. 01322 558220**

10/10/23



## Statement of Assets and Liabilities at 31st August 2023

### Unrestricted funds

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
<b>Cash funds</b>					
Current Account	18,139	4,518	731	23,389	30,302
Deposit Account		40,452	45,000	85,452	65,180
Shopping Account	400			400	400
<b>Total cash funds</b>	<b>18,539</b>	<b>44,970</b>	<b>45,731</b>	<b>109,241</b>	<b>95,882</b>

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£	£	£	£
<b>Assets for re-sale</b>					
Stock of uniforms	648			648	513

	Details	Fund to which asset belongs	Cost	Current value
			£	£
<b>Assets retained for the charity's own use</b>	Laptops	General	2,250	1,508

	Details	Fund to which liability relates	Amount due	When due
<b>Liabilities</b>				

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

Signature	Print Name	Date of approval
	M. T. STEVENS	4/9/23
	J BARWICK	4/9/23



10/10/23

**Cashbook Reconciliation FY22\_23**

	Current £	Deposit £	Shopping Fund £	Total £
Opening Balance at Bank 01/09/2022	30,301.86	65,179.99	400.00	95,881.85
Income for the year	138,361.87	272.18	400.00	138,634.05
	168,663.73	65,452.17		234,515.90
Expenses for the year	(123,935.21)		(1,339.95)	(125,275.16)
Transfers between accounts	(21,339.95)	20,000.00	1,339.95	0.00
Closing Balance at Bank 31/08/2023	23,388.57	85,452.17	400.00	109,240.74
Change in cash position	<b>(£6,913.29)</b>	<b>£20,272.18</b>	<b>£0.00</b>	<b>£13,358.89</b>

M.T. Stevens  
M.T. STEVENS 4/9/23

Bank,  
J BARWICK 4/9/23

P. TITE TAX CONSULTANTS LTD  
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TEL No. 01322 558220

10/10/23



## Budget v Actuals (Summary)

### Period Ending 31st August 2023

	Actuals	Budget	Variance
	<u>Full Year</u>	<u>Full Year</u>	<u>Full Year</u>
<b>Income</b>			
<i>Local Authority Funding</i>	£100,518	£85,002	£15,516
<i>Fee Payer</i>	£33,466	£35,315	(£1,849)
<i>Fundraising</i>	£3,318	£1,975	£1,343
<i>Other</i>	£1,351	£69	£1,282
<b>Total Income</b>	£138,653	£122,361	£16,292
<b>Expenditure</b>			
<i>Staff</i>	£107,750	£109,349	£1,598
<i>PreSchool</i>	£7,548	£4,762	(£2,787)
<i>Admin</i>	£9,663	£7,558	(£2,105)
<i>Fundraising</i>	£792	£428	(£364)
<b>Total Expenditure</b>	£125,753	£122,096	(£3,657)
<b>Surplus/(Defecit)</b>	£12,900	£265	£12,635

Appendix iv

FY2023\_24 Budget

	<u>T1&amp;T2</u> Budget	<u>T3&amp;T4</u> Budget	<u>T5&amp;T6</u> Budget	<u>Full Year</u> Budget	<u>Last Year</u> Budget
<b><u>Income</u></b>					
Funded Income	£30,633	£28,770	£35,939	£95,342	£85,002
Fee Payer Income	£13,308	£9,778	£10,018	£33,103	£35,315
Fundraising Income	£1,100	£250	£175	£1,525	£1,975
Miscellaneous Income	£50	£50	£50	£150	£69
<b>Total Income</b>	<b>£45,090</b>	<b>£38,848</b>	<b>£46,183</b>	<b>£130,120</b>	<b>£122,361</b>
<b><u>Expenditure</u></b>					
	<u>T1&amp;T2</u> Budget	<u>T3&amp;T4</u> Budget	<u>T5&amp;T6</u> Budget	<u>Full Year</u> Budget	<u>Last Year</u> Budget
Staff	£36,698	£26,088	£46,895	£109,681	£109,349
PreSchool	£1,754	£1,649	£1,597	£5,000	£4,762
Charity Expenses	£2,226	£3,705	£2,380	£8,311	£7,558
Fundraising Expenses	£315	£90	£23	£428	£428
<b>Total Expenditure</b>	<b>£40,993</b>	<b>£31,532</b>	<b>£50,894</b>	<b>£123,419</b>	<b>£122,096</b>
<b>Surplus/(Deficit)</b>	<b>£4,097</b>	<b>£7,316</b>	<b>(£4,711)</b>	<b>£6,701</b>	<b>£265</b>

# AGM NOMINATIONS LIST - 2023

Election/Re-Election of Committee Members



	<b>MEMBER</b>	<b>NOMINATED BY</b>	<b>SECONDED BY</b>	<b>PREFERRED ROLE ?</b>
	Chair – The Rector (Ross Terranova)	N/A	N/A	
a.	Vice Chair and 2 <sup>nd</sup> Parochial Church Council Member (Caroline Gibbons)	Mike Stevens	Tom Kitchen	
b.	Officer: Treasurer (Mike Stevens)	Caroline Gibbons	Tom Kitchen	
c.	Secretary (Jane Barwick)	Mike Stevens	Tom Kitchen	
d.	1 <sup>st</sup> Elected Member (Thomas Kitchen)	Rosie Campbell	Megan Payne	
e.	2 <sup>nd</sup> Elected Member (Sean Smith)	Tom Kitchen	Mike Stevens	
f.	3 <sup>rd</sup> Elected Member			
g.	4 <sup>th</sup> Elected Member			
h.	5 <sup>th</sup> Elected Member			
i.	6 <sup>th</sup> Elected Member			

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DA1 4RN

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Your Ref No:

DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

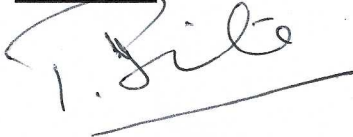
*I have as requested examined the books and records for the year ended 31.08.23.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances totalling £109240.74p correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

Peter Tite

A handwritten signature in black ink, appearing to read 'P. Tite', is written over a horizontal line.

**DITTON CHURCH PRE-SCHOOL**

England & Wales - Charity number 1139117

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# Accounts

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## Treasurer's Report 2021-22

### Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31<sup>st</sup> August 2022). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next. We also report to the pre-school membership, but here we show our performance against budget.

### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £9,102.62 less in its accounts at the 31<sup>st</sup> August 2022 than it did on the 31<sup>st</sup> August 2021.

At 1<sup>st</sup> September 2021 our balance at bank (all accounts) was £104,984.47. Receipts for the year were £112,010.61 and expenditure amounted to £121,113.23. The balance at bank (all accounts) at 31<sup>st</sup> August 2022 was £95,881.85. There was no cash-in-hand.

Appendix I shows a more detailed breakdown of Pre-school's income and expenditure for the year ended 31<sup>st</sup> August 2022.

<b>For the period from</b>	<b>01/09/2021</b>	<b>To</b>	<b>31/08/2022</b>	
<b>Cashbook Reconciliation FY21_22</b>	<b>Current</b>	<b>Deposit</b>	<b>Shopping</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Opening Balance at Bank 01/09/2021	64,810.51	40,173.96	0.00	104,984.47
Income for the year	<u>112,004.58</u>	<u>6.03</u>	<u>0.00</u>	<u>112,010.61</u>
	176,815.09	40,179.99	0.00	216,995.08
Expenses for the year	(119,714.10)	0.00	(1,399.13)	(121,113.23)
Transfers between accounts	<u>(26,799.13)</u>	<u>25,000.00</u>	<u>1,799.13</u>	<u>0.00</u>
Closing Balance at Bank 31/08/2022	<u><u>30,301.86</u></u>	<u><u>65,179.99</u></u>	<u><u>400.00</u></u>	<u><u>95,881.85</u></u>
Change in cash position	<u><b>(£34,508.65)</b></u>	<u><b>£25,006.03</b></u>	<u><b>£400.00</b></u>	<u><b>(£9,102.62)</b></u>

Appendix ii shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2022. As can be seen from the statement pre-school holds very few assets (other than cash at bank) and has no creditors.

### **Performance against budget (Appendix iii)**

Performance against budget shows how well Pre-School has performed financially after allowing for certain adjustments to our receipts and payments.

Pre-school's income has been adjusted so that cash received in advance of the financial year to which it relates is removed.

Pre-School budgeted for a surplus of £3,200 for 2021 - 22 and I am pleased to report that the actual surplus was £3,542.

This is a decent result which is testimony to the hard work put in by preschool staff and its 'Friends' being ever conscious of the need to grow income and keep control of expenses. However, the analysis below shows that the majority of the surplus comes from sources over which pre-school has little or no control and cannot, therefore, be relied upon going forward. Appendix iii shows a more detailed breakdown.

#### **Income**

Local Authority Funding	This is £8,054 favourable. Although there were fewer Sessions taken up than budgeted which cost £2,309. Preschool received unbudgeted funding of £10,363 from SENIF, SENCO, DAF and FF2
Fee Payers	This is £3,761 adverse and comes about as a consequence of fewer Sessions taken up than were originally budgeted.
Fundraising	This is £1,699 favourable and was brought about by unbudgeted income from the 'Friends'
Other	This is £3,802 favourable and comes from two grants, donations from groups and individuals who paid fundraising expenses from their own pocket.

#### **Expenditure**

Staff Costs	Staff costs were £4,237 adverse. Staff wages were higher than planned and training costs were slightly less than budgeted. There were some alterations to staffing that reduced the budgeted cost. However, there were also increases in staff costs to cover 1:1 needs of children. This cost is covered by increased Local Authority funding.
Preschool Costs	Preschool costs were £4,649 adverse. However, the cost of improvement work to the garden is shown here. Work on the garden was in the main paid for from grants. Actual expenditure within preschool was slightly less than budgeted.
Fundraising Costs	Fundraising costs were £397 adverse. This is because more uniforms were sold than budgeted and other fundraising activities had expenses. However, the majority of the fundraising costs (other than uniforms) were covered by other groups and individuals. These are shown as donations in Other Income.

### Financial Year 2022 – 2023

Pre-school is expecting the forthcoming year to be financially challenging. The budget (Appendix iv) shows an expected **deficit** of £7,888. However, since it was set in June 2022 there have been significant changes to our staffing and staffing needs, children on role and funding.

Funding from the Local Authority (via central government) is not increasing at the same rate as inflation and overhead costs and therefore Preschool is becoming ever more reliant on the 'Friends' to raise the funds it needs.

<b>Budgeting snapshot</b>	<b>T1&amp;T2</b>	<b>T3&amp;T4</b>	<b>T5&amp;T6</b>	<b>Full Year</b>
Surplus/Deficit from Operations	£1,879	£3,010	-£8,632	-£3,742
Surplus/Deficit from Fundraising	£254	-£471	-£479	-£696
<b>Surplus/Deficit</b>	<b>£2,133</b>	<b>£2,539</b>	<b>-£9,111</b>	<b>-£4,438</b>
Required Surplus	-£500	-£500	-£500	-£1,500
Additional contingency funding required	-£650	-£650	-£650	-£1,950
<b>Additional income requirement</b>	<b>£983</b>	<b>£1,389</b>	<b>-£10,261</b>	<b>-£7,888</b>

The budget will be revisited in January 2023 to look at the financial position. However, it is likely that preschool will have to use retained funds to offset a potential deficit.

Michael Stevens  
Treasurer Ditton Church Pre-School  
September 2022

## Appendix i

### DITTON CHURCH PRESCHOOL Financial Statements



For the period from 01/09/2021 To 31/08/2022

#### Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Total funds	Last year Total funds
	General Fund	Designated Funds	Restricted Funds		
	£	£		£	£
<b>Receipts</b>					
Local Authority Funding	77,987	-	-	77,987	99,390
Fee Payers	23,665	3,424	-	27,089	33,161
Fundraising Activities	2,064	1,000	-	3,064	2,114
Other income	248	-	-	248	1,055
Garden Project	-	-	2,623	2,623	-
Forest School	-	-	1,000	1,000	-
<b>Total receipts</b>	<b>103,964</b>	<b>4,424</b>	<b>3,623</b>	<b>112,011</b>	<b>135,719</b>
<b>Payments</b>					
Staff Expenses	103,904	-	-	103,904	90,242
Preschool Expenses	3,714	-	-	3,714	3,603
Admin Expenses	7,502	-	-	7,502	6,148
Fundraising Expenses	438	-	-	438	1,334
Garden Project	-	1,760	3,647	5,406	-
Forest School	-	-	149	149	-
<b>Total payments</b>	<b>115,558</b>	<b>1,760</b>	<b>3,796</b>	<b>121,113</b>	<b>101,326</b>
<b>Net of receipts/(payments)</b>	<b>- 11,594</b>	<b>2,664</b>	<b>- 173</b>	<b>- 9,103</b>	<b>34,393</b>
<b>Transfers between funds</b>	<b>- 5,330</b>	<b>- 39,670</b>	<b>45,000</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>27,480</b>	<b>76,480</b>	<b>1,024</b>	<b>104,984</b>	<b>70,591</b>
<b>Cash funds this year end</b>	<b>10,556</b>	<b>39,474</b>	<b>45,851</b>	<b>95,882</b>	<b>104,984</b>

## Appendix ii



### Statement of Assets and Liabilities at 31st August 2022

	Unrestricted funds			Total All Funds	Last year All Funds
	General Fund	Designated Funds	Restricted Funds		
	£	£		£	£
<b>Cash funds</b>					
Current Account	10,156	19,294	851	30,302	64,811
Deposit Account		20,180	45,000	65,180	40,174
Shopping Account	400			400	
<b>Total cash funds</b>	<b>10,556</b>	<b>39,474</b>	<b>45,851</b>	<b>95,882</b>	<b>104,984</b>

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£		£	£
<b>Assets for re-sale</b>					
Stock of uniforms	513			513	649

	Details	Fund to which asset belongs	Cost	Current value
			£	£
<b>Assets retained for the charity's own use</b>				

	Details	Fund to which liability	Amount due	When due
<b>Liabilities</b>	Creditors	General		

Appendix iii



Budget v Actuals (Summary)

Period Ending 31st August 2022

	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>
	Full Year	Full Year	Full Year
<b><u>Income</u></b>			
<i>Local Authority Funding</i>	£89,985	£81,931	£8,054
<i>Fee Payer</i>	£27,872	£31,633	(£3,761)
<i>Fundraising</i>	£3,274	£1,575	£1,699
<i>Other</i>	£3,871	£69	£3,802
<b>Total Income</b>	<u>£125,002</u>	<u>£115,208</u>	<u>£9,794</u>
<b><u>Expenditure</u></b>			
<i>Staff</i>	£104,053	£99,816	(£4,237)
<i>PreSchool</i>	£9,120	£4,471	(£4,649)
<i>Admin</i>	£7,502	£7,333	(£169)
<i>Fundraising</i>	£785	£388	(£397)
<b>Total Expenditure</b>	<u>£121,460</u>	<u>£112,008</u>	<u>(£9,452)</u>
<b>Surplus/(Defecit)</b>	<u>£3,542</u>	<u>£3,200</u>	<u>£342</u>

## Appendix iv

### Operational and Fundraising Budget for the Financial Year 2022 – 23

	<u>T1&amp;T2</u>	<u>T3&amp;T4</u>	<u>T5&amp;T6</u>	<u>Full Year</u>
<b><u>Operational Income</u></b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Funded	£28,330	£23,041	£30,676	£82,047
Fees	£8,442	£7,326	£3,816	£19,584
Lunch	£4,158	£3,443	£3,586	£11,187
Consumables	£671	£573	£601	£1,845
Total Miscellaneous Income	£23	£23	£23	£69
Total Operational Income	£41,623	£34,406	£38,702	£114,732
<b><u>Operational Expense</u></b>				
Staff	£36,780	£27,269	£44,448	£108,498
Administration	£2,074	£3,337	£2,147	£7,558
Preschool	£200	£100	£50	£350
Consumables	£690	£690	£690	£2,069
Total Operational Expense	£39,744	£31,396	£47,335	£118,474
<b>Surplus/Deficit from Operations</b>	<b>£1,879</b>	<b>£3,010</b>	<b>-£8,632</b>	<b>-£3,742</b>
	<b><u>T1&amp;T2</u></b>	<b><u>T3&amp;T4</u></b>	<b><u>T5&amp;T6</u></b>	<b><u>Full Year</u></b>
<b><u>Fundraising Income</u></b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Children's Uniform Sales	£350	£100	£25	£475
Cost of Uniforms Sold	£315	£90	£23	£428
Income from uniform sales	£35	£10	£3	£48
Treasure Hunt	£500	£0	£0	£500
Photographer	£100	£0	£0	£100
Fundraising by the 'Friends of Ditton'	£300	£300	£300	£900
Christmas Party	£100	£0	£0	£100
Total Fundraising Income	£1,035	£310	£303	£1,648
<b><u>Fundraising Expenses</u></b>				
Books & Toys	£275	£275	£275	£825
Equipment	£411	£411	£411	£1,233
Entertainment	£95	£95	£95	£285
Total Fundraising Expense	£781	£781	£781	£2,343
<b>Surplus/Deficit from Fundraising</b>	<b>£254</b>	<b>-£471</b>	<b>-£479</b>	<b>-£696</b>

## **Chair's AGM Report – November 28<sup>th</sup> 2022**

This has been another challenging but very positive year for Ditton Church Pre-School. The long-awaited Ofsted inspection took place in May and the Pre-School was declared Good with an outstanding in the area of the children's behaviour. I would like to pay tribute to the hard work and professionalism of the staff in leading the Pre-School through another very successful inspection. They are superbly led by our supervisor Wendy Caldicott. I would also like to thank Mike Stevens our treasurer for all this hard work over the past year. His attention to detail is legendary and we are truly grateful for the service he offers. Finance in the early learning sector is always a challenge so it is very reassuring to know we have a competent and efficient treasurer.

We look forward to the challenges of the coming year knowing that with a superb staff team and strong Committee we are well equipped to face the future. It is tremendous to continually hear how our Pre-Schools reputation goes before it and that is the best testimony we have. We have now been serving this community for almost twenty-two years with a first-rate pre-school education, marked by a commitment to excellence and a care and concern for each individual child.

Ross Terranova Chair Ditton Church Pre-School

## **Supervisor's report for October 2022 AGM**

### **Overview of last year**

Last year was one of gradually returning to normality after the pandemic. This involved reviewing processes that had been changed and making informed decisions about what to continue with and what to change. For example, mid pandemic we were not able to invite September starters in for their taster visits in the summer term so had to set aside a day for all new starters to visit before opening in September. We actually found that these children settled in much quicker as the taster visit was still fresh in their mind and it freed up time in the summer term for focusing on our leavers and teacher visits, so we decided to continue in this way in the future.

We finally had our long-awaited Ofsted inspection. Having heard much about the new inspection framework and how high the bar had been raised and many settings dropping from outstanding to requiring improvement, we are proud to have received an overall good, but maintaining outstanding for behaviour and attitudes and a very complimentary report.

### **Objectives and outcomes**

One of our aims last year was to get our garden development project up and running again, by building an outdoor reading area and completing the allotment. Words cannot express our gratitude to Mike who designed and built our amazing reading area single handed. He worked diligently, spending whole days at Preschool for weeks on end, determined to complete the building works before the end of the summer term to ensure that the children who were leaving had a chance to access it. The children loved watching Mike at work and a group of our boys role played building games alongside him with their tool kits, while the girls stood lined up against the fence asking him "have you finished yet?" It is therefore not only an amazing addition to our garden for years to come but was a real learning experience for the children watching the progress of the building works.

The allotment was dug over and Alan helped with planting of potatoes, tomatoes, strawberries, pumpkins, beans and herbs. The children watered them and helped picked them, therefore learning the whole process 'from farm to fork'.

The next stage of our garden project will be to get a new quote for installing a wooden climbing apparatus and Astro turfing the remaining area of that side of the garden. Realistically this will now wait at least until springtime or when funds allow.

Another objective was to rebuild our staff team, recruiting new staff members and continuing professional development for others. After doubting her own ability for a while I was delighted when Amy stepped forward to apply for the role of Deputy Supervisor and Senco and have been amazed by how much her confidence has grown since taking on the role. I originally recruited Amy as our 'snack lady' many years ago, which was her first ever job and it has been so rewarding to gradually coax her out of the kitchen, persuade her to train as a practitioner and then onto her Level 3 qualification and now be working together as Supervisor and Deputy.

Lauren has worked incredibly hard on her apprenticeship training over the last 18 months, and I am delighted to congratulate her on receiving a very well deserved 'distinction' and now being a qualified Level 3 practitioner.

In May we welcomed Stacey to our team as a practitioner. We are applying for Stacey to start her apprenticeship in January. Kirsty also joined us as bank staff and in a 1-1 support role, but when Alison resigned from her post as practitioner, Kirsty applied and began working in that role as well after October half term. She will also sign up for an apprenticeship aiming to start next September.

This term we have welcomed Chloe to our team as bank staff and we are continuing to advertise for at least one more member of bank staff. Laura has been unable to work since January, due to ill health caused by long covid. We wish her a speedy recovery and hope that she will be back with us at some time in the future.

Not to miss anyone out, thank you to Lyn, Sheri, Sandie and Emma as well for their continued hard work and support and we send our best wishes to Alison who left us on at the end of term 1 after fourteen years.

### **SEND**

Over recent years we have been supporting a fairly large number of children with additional needs and disabilities. This is ongoing and something we are very proud to have received such positive feedback from the local authority for. Supporting children who need additional help is extremely rewarding but we are becoming increasingly frustrated by the seemingly unnecessarily repetitive amount of paperwork required when applying for additional support or referring to other agencies and the slow response received in return.

I have put our concerns into writing and we have recently received a letter from the local authority regarding their latest Ofsted inspection, so very much hope that the required improvements will now be addressed.

### **Finances and fund raising**

Mike will have a report for you to explain our current financial situation which I am sure will clearly demonstrate the importance of fund raising. Another of last years objectives was to put together a 'Friends of Ditton Church Preschool' group who would organise fundraising and social activities for Preschool to ensure we can continue to replenish resources and plan new fun activities for the children. We are really grateful to the ladies who headed this and for the funds they raised last year. As most of them have now left us as their children moved onto Infant school, we are really keen to ask new parents to step forward and join the group.

### **Committee**

Finally, I would like to thank our Preschool committee for their support and in particular say thank you to Becca and Natalie who have served on our committee, not only while their

own children were with us, but continuing long after they left. We really appreciate your commitment and support over the years and hope we can find some willing parents to fill these two vacancies.

Wendy Caldicott, Preschool Supervisor

# DITTON CHURCH PRESCHOOL

## Financial Statements



For the period from 01/09/2021 To 31/08/2022

### Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Total funds	Last year Total funds
	General Fund	Designated Funds	Restricted Funds		
	£	£		£	£
<b>Receipts</b>					
Local Authority Funding	77,987	-	-	77,987	99,390
Fee Payers	23,665	3,424	-	27,089	33,161
Fundraising Activities	2,064	1,000	-	3,064	2,114
Other income	248	-	-	248	1,055
Garden Project	-	-	2,623	2,623	-
Forest School	-	-	1,000	1,000	-
<b>Total receipts</b>	<b>103,964</b>	<b>4,424</b>	<b>3,623</b>	<b>112,011</b>	<b>135,719</b>
<b>Payments</b>					
Staff Expenses	103,904	-	-	103,904	90,242
Preschool Expenses	3,714	-	-	3,714	3,603
Admin Expenses	7,502	-	-	7,502	6,148
Fundraising Expenses	438	-	-	438	1,334
Garden Project	-	1,760	3,647	5,406	-
Forest School	-	-	149	149	-
<b>Total payments</b>	<b>115,558</b>	<b>1,760</b>	<b>3,796</b>	<b>121,113</b>	<b>101,326</b>
<b>Net of receipts/(payments)</b>	<b>- 11,594</b>	<b>2,664</b>	<b>- 173</b>	<b>- 9,103</b>	<b>34,393</b>
<b>Transfers between funds</b>	-	5,330	-	39,670	45,000
<b>Cash funds last year end</b>	<b>27,480</b>	<b>76,480</b>	<b>1,024</b>	<b>104,984</b>	<b>70,591</b>
<b>Cash funds this year end</b>	<b>10,556</b>	<b>39,474</b>	<b>45,851</b>	<b>95,882</b>	<b>104,984</b>



## Statement of Assets and Liabilities at 31st August 2022

### Unrestricted funds

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£		£	£
<b>Cash funds</b>					
Current Account	10,156	19,294	851	30,302	64,811
Deposit Account		20,180	45,000	65,180	40,174
Shopping Account	400			400	
<b>Total cash funds</b>	<b>10,556</b>	<b>39,474</b>	<b>45,851</b>	<b>95,882</b>	<b>104,984</b>

	General Fund	Designated Funds	Restricted Funds	Total All Funds	Last year All Funds
	£	£		£	£
<b>Assets for re-sale</b>					
Stock of uniforms	513			513	649

	Fund to which asset belongs	Cost	Current value
<u>Details</u>		£	£
<b>Assets retained for the charity's own use</b>			

	Fund to which liability	Amount due	When due
<u>Details</u>			
<b>Liabilities</b>			
Creditors	General Fund		

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

Signature	Print Name	Date of approval

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DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

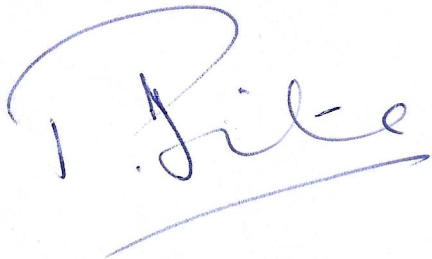
*I have as requested examined the books and records for the year ended 31.08.21.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances (total of 2 accounts) of £104984.47p and petty cash of NIL correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

Peter Tite



**DITTON CHURCH PRE-SCHOOL**

England & Wales - Charity number 1139117

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# Accounts

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## Treasurer's Report 2020 -2021

### Overview

Pre-School reports in different ways to two separate bodies. We have to report in a prescribed manner to the Charities Commission (CC) and the enclosed financial statement (Appendix i) shows our Income and Expenditure for the year (to 31<sup>st</sup> August 2020). For the CC we are required to show how much money we receive in the year and how much we spend (Receipts and Payments). However, this means that we can receive and/or spend money in one financial year that is actually intended for the next. We also report to the pre-school membership, but here we show our performance against budget.

### Income and Expenditure (Appendix i)

In terms of receipts and payments pre-school had £34,393.07 more in its account at the 31<sup>st</sup> August 2021 than it did on the 31<sup>st</sup> August 2020.

At 1<sup>st</sup> September 2020 our balance at bank (all accounts) was £70,219.64 plus £371.76 in petty cash. Receipts for the year were £135,719.33 and expenditure amounted to £101,326.26. The balance at bank (all accounts) at 31<sup>st</sup> August 2021 was £104,984.47. The petty cash balance is zero.

Appendix I shows a more detailed breakdown of Pre-school's income and expenditure for the year ended 31<sup>st</sup> August 2021

<b>Cashbook Reconciliation FY20_21</b>	<b>Current</b>	<b>Deposit</b>	<b>Petty Cash</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Opening Balance at Bank 01/09/2020	30,054.24	40,165.40	371.76	70,591.40
Income for the year	<u>135,710.77</u>	<u>8.56</u>	<u>0.00</u>	<u>135,719.33</u>
	165,765.01	40,173.96	371.76	206,310.73
Expenses for the year	(99,847.86)	0.00	(1,478.40)	(101,326.26)
Transfers between accounts	<u>(1,106.64)</u>	<u>0.00</u>	<u>1,106.64</u>	<u>0.00</u>
Closing Balance at Bank 31/08/2021	<u><u>64,810.51</u></u>	<u><u>40,173.96</u></u>	<u><u>0.00</u></u>	<u><u>104,984.47</u></u>
Operational Surplus	<u><b>£34,756.27</b></u>	<u><b>£8.56</b></u>	<u><b>(£371.76)</b></u>	<u><b>£34,393.07</b></u>

Appendix ii shows a Statement of Assets and Liabilities as at 31<sup>st</sup> August 2021. As can be seen from the statement pre-school holds very few assets (other than cash at bank) and has no creditors.

### **Performance against budget (Appendix iii)**

Performance against budget shows how well Pre-School has performed financially after allowing for certain adjustments to our receipts and payments.

Pre-school's income has been adjusted so that cash received in advance of the financial year to which it relates is removed.

Pre-School budgeted for a surplus of £1,719 for 2020 - 21 and I am pleased to report that the actual surplus was in the region of £20,713.

This is an exceptional result which has added significant funds to our bank balance. However, the analysis below shows that the majority of the surplus comes from sources over which pre-school has little or no control and cannot, therefore, be relied upon going forward. Appendix iii shows a more detailed breakdown.

#### **Income**

- Local authority (LA) funding was £8,250 higher than planned, with £1,963 coming from increased numbers of sessions. The remainder came from a COVID-19 grant and other unbudgeted LA income.
- Income from fee paying parents was £2,052 higher than planned and comes from higher numbers of children and sessions than were planned for in the budget.
- Income from fundraising activities was £2,114 some £539 more than budgeted. Pre-school is grateful to the parents buying uniforms that provide a lot of this income and to the staff and volunteers that work so very hard on the other fundraising events that take place throughout the year.
- Income from other sources was £963 more than planned and is due to two grants that Pre-school received for its Garden project.

#### **Expenditure**

- Staffing costs were £6,053 lower than expected. The majority of this came as a result of HMRC returning overpaid tax from prior years and lower staff training costs due to the pandemic.
- Pre-school expenditure on new equipment and consumables for the children was £847 lower than planned and this again is due to the effect that the pandemic had on pre-school life in the past year.
- Pre-school's admin costs were £900 less than expected. This again was due to circumstances brought about by the pandemic.
- Fundraising costs were £588 higher than planned. This was due entirely to the purchase of higher numbers of children's uniforms.

## **Financial Year 2021 – 2022**

Pre-school is expecting the forthcoming year to be financially challenging. The budget shows an expected surplus of £3,200. However, since it was set in March 2021 there have been significant changes to our staffing and staffing needs, children and funding. The budget will be revisited in January 2022 to look at the financial position but it is likely that we will have to use some of the surplus from this year to offset a potential deficit.

Michael Stevens  
Treasurer Ditton Church Pre-School  
June 2020

## Appendix i

### DITTON CHURCH PRESCHOOL Financial Statements



For the period from 01/09/2020 To 31/08/2021

#### Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Last year Total funds £
	General Fund £	Designated Funds £	Total funds £	
<b>Receipts</b>				
Local Authority Funding	87,392	11,998	99,390	80,683
Fee Payers	28,679	4,482	33,161	23,351
Fundraising Activities	2,114	-	2,114	1,265
Other income	17	1,038	1,055	4,347
<b>Total receipts</b>	<b>118,201</b>	<b>17,518</b>	<b>135,719</b>	<b>109,646</b>
<b>Payments</b>				
Staff Expenses	90,242	-	90,242	99,422
Preschool Expenses	3,589	14	3,603	7,120
Admin Expenses	6,148	-	6,148	8,030
Fundraising Expenses	1,334	-	1,334	216
<b>Total payments</b>	<b>101,312</b>	<b>14</b>	<b>101,326</b>	<b>114,788</b>
<b>Net of receipts/(payments)</b>	<b>16,889</b>	<b>17,504</b>	<b>34,393</b>	<b>5,142</b>
Transfers between funds	-	17,613	-	-
Cash funds last year end	<b>28,204</b>	<b>42,388</b>	<b>70,591</b>	<b>75,733</b>
<b>Cash funds this year end</b>	<b>27,480</b>	<b>77,504</b>	<b>104,984</b>	<b>70,591</b>

## Appendix ii



### Statement of Assets and Liabilities at 31st August 2021

Unrestricted funds				
	General Fund	Designated Funds	Total All Funds	Last year All Funds
	£	£	£	£
<b>Cash funds</b>				
Current Account	27,306	37,504	64,811	30,054
Deposit Account	174	40,000	40,174	40,165
Preschool Leaders Fund				372
<b>Total cash funds</b>	<b>27,480</b>	<b>77,504</b>	<b>104,984</b>	<b>70,591</b>
	General Fund	Designated Funds	Total All Funds	Last year All Funds
	£	£	£	£
<b>Assets for re-sale</b>				
Stock of uniforms	649		649	291
	Details	Fund to which asset belongs	Cost	Current value
			£	£
<b>Assets retained for the charity's own use</b>	Computers (Purchased FY19_20)	General	1,137	400
	Details	Fund to which liability relates	Amount due	When due
<b>Liabilities</b>	Creditors	General Fund		

## Appendix iii



### Budget v Actuals (Summary)

Period Ending 31st August 2021

	Actuals						Budget	Variance	
	T1	T2	T3	T4	T5	T6	Full Year	Full Year	
<b>Income</b>									
<i>Local Authority Funding</i>	£14,691	£14,505	£12,194	£12,437	£16,781	£16,784	£87,392	£79,142	£8,250
<i>Fee Payer</i>	£6,837	£7,098	£4,238	£5,269	£3,614	£3,960	£31,016	£28,964	£2,052
<i>Fundraising</i>	£766	£924	£17	£160	£20	£227	£2,114	£1,575	£539
<i>Other</i>	£544	£1	£0	£5	£5	£500	£1,055	£114	£941
<b>Total Income</b>	<u>£22,837</u>	<u>£22,528</u>	<u>£16,449</u>	<u>£17,871</u>	<u>£20,420</u>	<u>£21,472</u>	<u>£121,577</u>	<u>£109,795</u>	<u>£11,782</u>
<b>Expenditure</b>									
<i>Staff</i>	£14,536	£16,225	£7,233	£14,542	£15,982	£21,724	£90,242	£96,295	£6,053
<i>PreSchool</i>	£837	£614	£200	£557	£512	£883	£3,603	£4,450	£847
<i>Admin</i>	£254	£274	£189	£2,517	£497	£2,312	£6,044	£6,944	£900
<i>Fundraising</i>	£1,092	(£276)	£313	(£273)	£348	(£229)	£975	£388	(£588)
<b>Total Expenditure</b>	<u>£16,719</u>	<u>£16,837</u>	<u>£7,934</u>	<u>£17,343</u>	<u>£17,338</u>	<u>£24,692</u>	<u>£100,864</u>	<u>£108,076</u>	<u>£7,213</u>
<b>Surplus/(Defecit)</b>	<u>£6,118</u>	<u>£5,691</u>	<u>£8,515</u>	<u>£527</u>	<u>£3,082</u>	<u>(£3,220)</u>	<u>£20,713</u>	<u>£1,719</u>	<u>£18,994</u>

# DITTON CHURCH PRESCHOOL

## Financial Statements



For the period from 01/09/2020 To 31/08/2021

### Receipts and Payments (to the nearest pound)

	Unrestricted Funds			Last year Total funds £
	General Fund £	Designated Funds £	Total funds £	
<b>Receipts</b>				
Local Authority Funding	87,392	11,998	99,390	80,683
Fee Payers	28,679	4,482	33,161	23,351
Fundraising Activities	2,114	-	2,114	1,265
Other income	17	1,038	1,055	4,347
<b>Total receipts</b>	<b>118,201</b>	<b>17,518</b>	<b>135,719</b>	<b>109,646</b>
<b>Payments</b>				
Staff Expenses	90,242	-	90,242	99,422
Preschool Expenses	3,589	14	3,603	7,120
Admin Expenses	6,148	-	6,148	8,030
Fundraising Expenses	1,334	-	1,334	216
<b>Total payments</b>	<b>101,312</b>	<b>14</b>	<b>101,326</b>	<b>114,788</b>
<b>Net of receipts/(payments)</b>	<b>16,889</b>	<b>17,504</b>	<b>34,393</b>	<b>- 5,142</b>
Transfers between funds	-	17,613	-	-
Cash funds last year end	<b>28,204</b>	<b>42,388</b>	<b>70,591</b>	<b>75,733</b>
<b>Cash funds this year end</b>	<b>27,480</b>	<b>77,504</b>	<b>104,984</b>	<b>70,591</b>



## Statement of Assets and Liabilities at 31st August 2021

	Unrestricted funds			Last year All Funds £
	General Fund	Designated Funds	Total All Funds	
	£	£	£	
<b>Cash funds</b>				
Current Account	27,306	37,504	64,811	30,054
Deposit Account	174	40,000	40,174	40,165
Preschool Leaders Fund				372
<b>Total cash funds</b>	<b>27,480</b>	<b>77,504</b>	<b>104,984</b>	<b>70,591</b>

	General Fund	Designated Funds	Total All Funds	Last year All Funds £
	£	£	£	£
	<b>Assets for re-sale</b>			
Stock of uniforms	649		649	291

	Details	Fund to which asset belongs	Cost £	Current value £
	<b>Assets retained for the charity's own use</b>	Computers (Purchased FY19_20)	General	1,137

	Details	Fund to which liability relates	Amount due	When due
	<b>Liabilities</b>	Creditors	General Fund	

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

Signature	Print Name	Date of approval

**P TITE**  
**TAX CONSULTANTS LTD**

17b Iron Mill Lane  
Crayford  
Kent  
DA1 4RN

Tel: 01322 559386

Ref No:  
Your Ref No:

DITTON CHURCH PRE-SCHOOL MANAGEMENT GROUP

*I have as requested examined the books and records for the year ended 31.08.21.*

*The records and petty cash ledger are full and comprehensive.*

*I have not carried out a full audit and do not consider one is necessary. In the areas I selected for examination and in the spot checks I made I did not find anything unsatisfactory.*

*In my opinion the financial statement for the year fairly represents the affairs and transactions of the year and the closing bank balances (total of 2 accounts) of £104984.47p and petty cash of NIL correctly state the balances held at the end of the year and I have accordingly countersigned the statement.*

Peter Tite

