

Duchy Pre-school and Playgroup

Charity Number: 1157005

Trustees' Annual Report and Financial Statements for the Period 1 September 2020 to 31 August 2021

17th June 2022

*Note: This is the date that the report is signed off by the Trustees,
NOT the date of the end of the Financial Year.*

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Except that in this template it is not left blank in order to include some notes on using it. These notes ARE NOT part of the formally required contents of Trustees' Annual Report & Financial Statements and should be deleted before finalising your report. Or if you print your Annual Report single-sided and therefore doesn't require the inside of the cover page to be blank you can delete the entire page.

The Charity Commission does not have a template for the Trustees Annual Report & Financial Statements of a CIO. However, when the CIO's accounts are in Receipts & Payments (rather than Accruals) structure, the reporting requirements for CIOs are similar to those for Unincorporated Associations. So this template is based on the example for Unincorporated Associations (*ie*: charities which are not companies) which can be downloaded from the Government/CharityCommission website at:

www.gov.uk/government/publications/example-trustees-annual-reports-and-accounts-for-charities

It is strongly recommended that you download (or at least look at) the above example from the Charity Commission because it also contains a lot of useful guidance on how to complete the Report which has NOT been duplicated in this template. However, the Charity Commission's template is in PDF format and can't be easily edited – so you have to re-create it from scratch (as has been done to create this template).

So the main purpose of this template is to provide something which you can easily fill in rather than to show you how to create it.

Although the template has some formatting of the text (spacing between paragraphs, tabs within paragraphs, use of tables, etc) it has been kept as minimal and consistent as possible because MS-Word® (and, to a lesser extent, OpenOffice®) is notoriously capricious in the way that it manages formatting – a small change in one section can have unexpected (and usually rather large and difficult to correct) changes in other sections. So it is recommended that you keep any format changes to a minimum.

Large text items (*eg*: the descriptions of the charity's objects and activities) are formatted as blank paragraphs following the section heading. Just click on the blank paragraph marker (you might find it useful to have formatting marks displayed – click on the ¶ button in the "Paragraph" section of the menu on the {Home} menu-bar) and start typing. You can type as much as you like. Just press the Enter/Return key to create additional paragraphs within the section. The section headings are formatted as "Keep with Next" – so, as you get towards the bottom of a page, even if there is still enough room for the heading it will move onto the next page to keep with the paragraph that immediately follows it.

Where an entire section is not required, just highlight the section heading and the paragraph markers which follow it and use "Delete".

The small items of information (*eg*: names, registration numbers, addresses) are managed within tables to keep the spacing/layout tidy. The tables are formatted without printing borders to the cells. You will be able to see the faint outline of the individual cells on the screen but they will not appear in the printed version. You just enter the information into the relevant cell.

If you need extra rows in the table, just go to the last (*ie*: bottom right) cell in the table and press the "Tab" key.

If a table is not needed just highlighting the cells and pressing delete doesn't remove the table, it only deletes the table contents. To delete an entire table, you have to highlight both the entire table AND its title and then press delete.

If you have any other problems with entering/deleting/formatting information send me a query in an e-mail (to enquiries@smallcharitysupport.org, attaching a copy of the template with the problem if you can) and I'll do what I can to help.

Please let me know if you find it helpful, particularly if you have any comments to improve it and make it easier to use

Brian Seaton: enquiries@smallcharitysupport.org



Duchy Preschool and Playgroup
Trustees' Annual Report for the Year Ended 31 August 2021

Reference to Accounts and Details

Charity name: Duchy Preschool and Playgroup

Charity number: 1157005

**Charity's operating address: Millway, Bradninch, Exeter
EX5 4NL**

Names of the Charity Trustees who Manage the Charity (Add extra rows as required)

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1:	Keith Herselman	Chair	13/7/20	
2:	Jennifer Ryding		6/7/21	
3:	Tracey Mortimore		16/7/19	
4:	John Porter	Treasurer	16/7/19	
5:	Nick Wild		6/7/21	

If any trustee is appointed by an external person or organisation (eg: the local Council) a note of that should be included.

Names & Addresses of Advisors (Delete rows which are not relevant)

	<i>Name</i>	<i>Address & Postcode</i>
Bank:		
Independent Examiner:	Sally Livsey	31 Fore Street, Bradninch, Exeter EX5 4NN
Solicitor:		
Financial Advisor:		

Names of Senior Staff with Delegated Responsibilities (Add extra rows as required)

	<i>Name</i>	<i>Role</i>
1:		
2:		

STATUTE GOVERNING THE INSTITUTION

Description of the Charity's Trusts

Type of Governing Document: Preschool Learning Alliance CIO Institution

How the Charity is Constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Will be elected annually at AGM (50% retiring each year) and/or co-opted pending AGM

How New Trustees are Inducted and Trained: Note, although this is not included in the Charity Commission's example, it is now useful to include this.

Additional Governance Issues Transfer of undertakings from the previous unincorporated charity (1028068) happened on the 1st September 2016

OBJECTS & ACTIVITIES

Summary of the Objects of the Charity as set out in its Governing Document

To provide Early Years Education to all eligible children in the area

Summary of the Main Activities Undertaken for the Public Benefit in Relation to the Charity's Objects

Providing quality access to the national Early Years Curriculum for all eligible children, monitored by OFSTED and meeting all their requirements.

- Preparing pre-school children for entry to the statutory education system (and acting as a feeder for the local primary school.)
- Providing informal opportunities for parents to make new friends and acquaintances.
- Providing opportunities for parents to return to work after maternity/paternity breaks and receive formal and on the job training.
- Through fund-raising events providing opportunities for the whole community to engage with each other and with us.

The trustees are very aware of and grateful for the significant contribution made by volunteers in many different ways. Their help is particularly appreciated providing help with fund-raising activities. And of course, Trustees all contribute their time voluntarily which is invaluable. Staff also contribute far more than their paid hours which is equally appreciated and without which the Playgroup could not operate sustainably. Trustees monitor issues this could cause with the National Minimum Wage and are confident that payroll remains legally compliant.

Additional Details of Objectives & Activities *(See model example. Delete if not relevant)*

Achievements & Performance

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Summary of the Main Achievements of the Charity for the Year

Despite the ongoing pressures of the Pandemic, the preschool continued to perform well with an increase in funded children attending the setting. Parents/carers have been wonderfully supportive throughout. The predicted numbers for the following year are looking promising, we hope to be full by the summer term.

Our wrap around care for early years children and children attending the local primary school continues to be popular. This service is currently full and is predicted to be for next year.

Financial Review

Brief Statement of the Charity's Policy on Reserves

The charity has a formal policy of holding sufficient working capital and contingency funds in reserve to ensure the sustainability of the charity. In addition the policy requires the charity to work towards building sufficient reserves to cover statutory and contractual costs in the event of winding up.

Details of Any Funds Materially in Deficit

None

Further Financial Review Details *(See model example. Delete if not relevant)*

Principle source of funding is Early Years Entitlement Funding from Devon County Council. Other sources of funding include fees from parents for elective sessions. As a centre of excellence for Early Years Education in Devon we also receive discretionary grants. Community fund-raising activities are carried out to enable us to enhance the provision above the level funded by Early Years.

Particulars of Any Outstanding Guarantee Given by the CIO

none

statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or

- the accounts did not accord with the accounting records; or

- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination

to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed:



Dated:

17th June 2022

Sally Livsey 31 Fore Street, Bradninch, Exeter EX5 4NN

Particulars of Any Outstanding Debt

none

Other Optional Information

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature(s):

Keith Adam Horseyman

Full Name(s): KEITH ADAM HORSEYMAN

Position(s): CHAIR OF TRUSTEES.

Date: 17/06/2022.

John S. Porter

John S. Porter
Treasurer

17/06/2022

Independent Examiner's Report on the Accounts

The report to the Trustees of The Duchy Preschool and Playgroup (Charity number 1157005) on accounts for the year ended 31st August 2021 is set out below.

Respective responsibilities of Trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Duchy preschool and playgroup		No 1157005	
Receipts and payments accounts			
For the period from	Period start 01-Sep-20	To	Period end 31-Aug-21

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Section A Receipts and payments

	Unrestr cted funds to the nearest £	Restrict ed funds to the nearest £	Endowm ent funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	19,644	-	-	19,644	25,138
DCC Grants & Funding	76,821	-	-	76,821	53,805
Other Grants	5,119	-	-	5,119	14,115
Fundraising and Donations	4,642	-	-	4,642	6,927
Sub total (Gross income for AR)	106,226	-	-	106,226	99,985
Total receipts	106,226	-	-	106,226	99,985
A3 Payments					
Wages & Salaries (inc Pension costs)	81,567	-	-	81,567	59,461
Staff Training, Health & Safety & other	1,584	-	-	1,584	2,000
Kitchen costs	1,643	-	-	1,643	1,035
Play costs	2,306	-	-	2,306	415
Rent Rates & Premises costs	7,000	-	-	7,000	6,500
Repairs & renewals	2,035	-	-	2,035	379
Lighting & heating	2,507	-	-	2,507	1,506
Insurance and subscriptions	1,122	-	-	1,122	875
Telephone & IT	798	-	-	798	1,120
Printing, Postage & Stationery	1,277	-	-	1,277	537
Accountancy & Professional services	499	-	-	499	1,059
Fundraising Costs	240	-	-	240	484
Bank Charges	84	-	-	84	65
Miscellaneous	124	-	-	124	389
Sub total	102,786	-	-	102,786	75,825
Total payments	102,786	-	-	102,786	75,825
Net of receipts/(payments)	3,440	-	-	3,440	24,160
A5 Transfers between funds					
A6 Cash funds last year end	39,173			39,173	15,013
Cash funds this year end	42,613			42,613	39,173



CHARITY COMMISSION
FOR ENGLAND AND WALES

Duchy Preschool and Playgroup

No
1157005

Receipts and payments accounts

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For the period from	Period start 01-Sep-20	To	Period end 31-Aug-21
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestrict ed funds to nearest £	Restrict ed funds to nearest £	Endowme nt funds to nearest £
B1 Cash funds	Petty cash	362	-	-
	Bank Account	42,251	-	-
		-	-	-
	Total cash funds	42,613	-	-
B2 Other monetary assets	Sales Debtors	120	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B4 Assets retained for the charity's own use	Fixtures & Fittings	unrestricted	-	-
	Office Equipment	unrestricted	-	-
	Play Equipment	unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Trade Creditors	unrestricted	437	
			-	

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

Signature

Print Name

Date of
approval

Keith Adam Hoeseleman

KEITH ADAM HOESELEMAN

17.6.22