

**DUCHY PRE-SCHOOL AND PLAYGROUP**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2024**

**Charity Registration Number: 1157005**

**DUCHY PRE-SCHOOL AND PLAYGROUP  
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**CONTENTS**

	Page
Trustees Annual Report	1 - 3
Receipts and Payments Account	4
Statement of Assets and Liabilities	5
Independent Examiners Report	6

**DUCHY PRE-SCHOOL AND PLAYGROUP  
TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS  
YEAR ENDED 31 AUGUST 2024**

The Trustees have pleasure in presenting their report along with the Financial Statements for the year ended 31<sup>st</sup> August 2024. The financial statements have been prepared in accordance with current statutory requirements, the charity's governing documents, and the recommendations of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and complies with applicable law. We have also referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing our aims and objectives for the year.

### **Objectives and Activities**

#### **Objectives**

Nestled in the centre of Bradninch, The Duchy Pre-school is at the heart of our community, providing Early Years Education for all eligible children in the area.

As a non-profit organisation, we're proud of the service we provide to local families and the fun, nurturing, safe learning environment we offer our children. Parents can access our childcare in ways that fit in better with work.

#### **How our activities deliver public benefit**

The Duchy Pre-school and Playgroup is monitored by OFSTED and along with meeting all their requirements, the charity provides quality access to the national Early Years Curriculum for all eligible children, by:

- 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 on the job training,
- Through fundraising events we provide opportunities for the whole community to engage with each other and us.

#### **Achievements and Performance**

Child attendance hours increased by 14% compared to previous year.

This can be attributed to the new government funding for 2-year-olds introduced in April.

Our holiday club had a second successful year over the summer holidays. We expanded the offer to 5 days a week over 3.5 weeks. The club was held at the local primary school so that the older children had more space to enjoy. Children loved the sessions with some families booking additional days to those originally booked.

We welcomed our new Setting Manager who has recently completed their Early Years Teacher Training, in addition, all staff completed the new Early Years Personal Development Programme.

We have built a relationship with the local toddler groups by helping to run some of their sessions. The aim of this is to introduce preschool and our staff to the families with younger children with the idea they become familiar with the setting and chose us as their childcare provider when they turn 2 years old.

#### **Overview and Future Plans**

We are hoping to introduce a baby room so that we are able to take children from 9 months old. With parents now able to access funding for children from 9 months, we believe this to be an excellent opportunity to increase child numbers and make us more financially viable.

We also wish to further invest in the pre-school outside space offering and to maintain the inside space to a suitable standard.

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**Financial Review**

Total receipts for the year to 31 August 2024 amounted to £158,367 (year ended 31 August 2023 £138,328).

Total payments for the year to 31 August 2024 amounted to £146,197 (year ended 31 August 2023 £145,731).

The charity holds £41,328 in their bank account (year ended 31 August 2023 £28,047).

The charity's principal source of funding is Early Years Entitlement Funding from Devon County Council. As a centre of excellence for Early Years Education in Devon, as also receive discretionary grants. Community fundraising activities are carried out to enable the charity to enhance the provision above the level funded by Early Years.

Other sources of funding include fees from parents for elective sessions.

Reserves Policy

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.

Risk Management Policy

The Trustees have assessed the major risks to which the Charity is exposed, in particular those relating to the operations and finances of the Charity and are satisfied that systems are in place to mitigate their exposure to major risks.

Fundraising Policy

Fundraising is essential to the preschool. We host at least 2 coffee mornings a year, as well as the annual Christmas and Town Fayre, we also host other events such as children's discos at local music festival and help/participate at other local events, all with the aim of raising funds for the preschool.

**Structure, Governance and Management**

The Charity's objects and regulations are set out in the charity's Preschool Learning Alliance CIO Institution. The charity incorporated as a charitable organization on 12th May 2014, with all undertakings from the unincorporated charity transferred on 1st September 2016.

All Trustees are elected annually at the AGM and/or co-opted pending the AGM, with 50% retiring at each year.

The procedure for appointing of Trustees, is by an existing Trustees recommending a potential candidate.

**Reference and Administration Details**

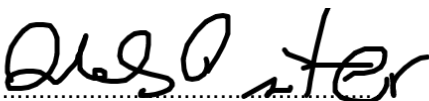
Registered Charity Number: 1157005


Trustees and Members: John Porter (Chair)  
Jennifer Ryding (Treasurer)  
Rev'd Hannah Mears  
Lucy Alford (from June 2024)  
Birdie Pilcher (from June 2024)  
Nicholas Wild (from June 2024)  
Tracey Mortimore (to June 2024)  
Keith Herselman (to June 2024)

**DUCHY PRE-SCHOOL AND PLAYGROUP  
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Registered Address	Millway, Bradninch, Exeter, EX5 4NL
Bankers	CAF Bank, 25 Kings Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
Accountants	Merlin Accountancy Services Ltd, 2 <sup>nd</sup> Floor, 33 Longbrook Street, Exeter, EX4 6AW

Approved by Duchy Pre-School and Playgroup on 19/11/2024 ..... and signed on its behalf by:

Trustee: John Porter, Chair ..... 

Trustee: Jenny Ryding, Treasurer ..... 

**DUCHY PRE-SCHOOL AND PLAYGROUP**  
**TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2024**

**Receipts and Payments Account**

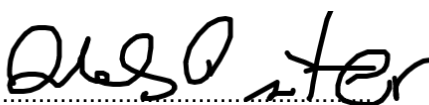
	<b>2024</b>		<b>2023</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Fees	51,493		29,089	
DCC Grants and Funding	92,406		95,527	
Other Grants	2,700		1,550	
Fundraising and Donations	11,768		12,162	
<i>Total Receipts</i>		<u>158,367</u>		<u>138,328</u>
<b>Payments</b>				
Wages and Salaries	114,987		117,195	
Staff Training, Health & Safety and Other	1,482		2,894	
Kitchen Costs	2,353		2,268	
Play Costs	4,689		2,157	
Rent, Rates and Premises Costs	7,500		7,500	
Repairs and Renewals	2,519		1,817	
Light and Heat	3,378		4,274	
Insurance and Subscriptions	1,355		1,155	
Telephone and IT	3,945		3,730	
Printing, Postage and Stationery	912		760	
Accountancy and Professional Fees	498		525	
Fundraising Costs	527		1,107	
Bank Charges	81		59	
Miscellaneous	1,971		290	
<i>Total Payments</i>		<u>146,197</u>		<u>145,731</u>
<b>Excess of Receipts over Payments</b>		12,170		(7,403)
Bank Balance at 1 <sup>st</sup> September 2023		29,194		36,597
Bank Balance at 31 <sup>st</sup> August 2024		<u>41,364</u>		<u>29,194</u>


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**Statement of Assets and Liabilities at 31<sup>st</sup> August 2024**

	<b>2024 Total £</b>	<b>2023 Total £</b>
<b>Unrestricted Funds</b>		
<i>Cash Funds</i>		
Petty Cash	36	1,147
Bank Current Account	<u>41,328</u>	<u>28,047</u>
	41,364	29,194
<i>Current Assets</i>		
Sales Debtors	713	558
SS & Other Taxes	-	2,195
<i>Current Liabilities</i>		
Other Creditors	191	191
SS & Other Taxes	<u>1,960</u>	<u>-</u>
	<u>44,228</u>	<u>31,756</u>

Approved by Duchy Pre-School and Playgroup on 19/11/2024 ..... and signed on its behalf by:

Trustee: John Porter, Chair ..... 

Trustee: Jenny Ryding, Treasurer ..... 

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF**  
**DUCHY PRE-SCHOOL AND PLAYGROUP**  
**Year Ended 31 AUGUST 2024**

I report on the accounts for the year ended 31 August 2024, which are set out on pages 4 and 5.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees (who are also the Directors of the company for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the 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 these matters set out in the statement below.

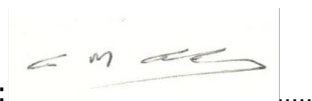
**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 386 of the Companies Act 2006; and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G M Corby BSc FCA  
Merlin Accountancy Services Ltd  
2<sup>nd</sup> Floor  
33 Longbrook Street  
Exeter  
EX4 6AW

Signed:



Date: 17/12/2024