

UPOTTERY PRE-SCHOOL CIO

UNAUDITED ACCOUNTS FOR THE YEAR ENDED
31ST JULY 2023

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UPOTTERY PRE-SCHOOL CIO
TRUSTEES ANNUAL REPORT AS AT 31 JULY 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Upottery Pre-School CIO

Registered Charity Number: 1157940

Principal Address: Upottery Pre-School CIO, Upottery Primary School, Upottery, Honiton, EX14 9QT

Additional Administrative Information

Bankers:

Lloyds Bank

82 High St, Honiton EX14 1JJ

Independent Examiner:

Samantha Vigus

Mitchells Chartered Accountants, St Johns House, Castle Street, Taunton, Somerset TA1 4AY

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by its governing document, a constitution adopted on 2nd October 1972.

Trustees are appointed or reappointed annually at the Annual General Meeting.

Upottery Pre School is an ideal choice for Pre-school childcare in East Devon, providing a setting for safe and satisfying play, combined with early years education for children between the ages of 2 and 4 years. Established in 1979, we are a UK registered charity, regulated by Ofsted and members of the Pre-school learning alliance.

The Charitable Trustees provide management direction to the Pre School and as of 31 July 2023 these are: Abigail Sharp, Louise Summers, William Johnston, Rachael Dalton, Jacalyn Arscott, Charlotte Gibbs, Lucy Murray, Sarah Clarke and Ella Weech.

OBJECTIVES AND ACTIVITIES

The committee have complied with the duty in s 17 (s) of the 2011 Charities Act to have due regard to guidance published by the charity commission. Our Constitution dated 10 June 2014 clearly states the basic aims of the pre-school as being to advance the education of children below compulsory school age by:

- promoting their care and safety
- promoting their education and promoting parental involvement
- promoting their health and wellbeing
- providing services to support them and their families and carers
- providing services to individuals holding membership of the CIO; and
- furthering the aims of the Pre-school Learning Alliance

Administration and fundraising is carried out by a committee of willing parents or past parents working together on a totally voluntary basis to ensure the smooth and responsible running of the playgroup. Some committee members are also the Trustees of the Charity.

7 members of staff are currently employed to run the programme, consisting of only play workers. They are assisted when needed by parents on a temporary basis which depends on the ages and numbers of children attending at any given time. Preschool Staff and Committee: Abi Few (Play Leader), Abi Sharp (Chair), Becky Batten (Playworker), (Vice Chair) Elaine Lacey (Playworker), Gaby Holloway (Treasurer), Naomi Batten (Temp Play Support), Clare Derryman (Vice Treasurer), Ella Weech, Lucy Murray, Sarah Clarke (toddler Rep).

ACHIEVEMENTS AND PERFORMANCE

The Session and Children The Pre School terms run parallel to the school calendar. Sessions are Mondays, Tuesdays, Wednesdays and Fridays: 9am - 3.30pm. Thursdays 9am - 1 pm, with forest school running from 1pm - 3.30pm. Children can go home at 12 noon. Lunch at Pre-school is from 12 noon until 1 pm, and children can bring a packed lunch or purchase a hot meal for an extra cost (currently at £2.50).

During this financial year the average number of children that used the facilities were 31. Financial Matters Details of all income and expenditure are outlined in the attached financial statements. At the end of this financial year, the fee charged per hour was £4.80 for children under 3 and £4.20 for those over 3, this is for those children that do not qualify for the free 15/30 Early Years Funding. Devon County Council pays the Pre-school £4.98 per hour for children over 3 and £4.16 Per hour for children under 3 for funded hours.

Our premises on the site of Upottery Primary School (separate entity from the school) is privately owned by 4 trustees (of the building). The intended purpose for the building when built was for the use of a Pre-school and as such the building can only be used for this purpose.

The building is provided rent free to the Pre-school and land rent paid to Devon County Council of £750 per annum.

Apart from fees and support from the local community, we supplement our income with various fund-raising events organised by the parents, these include, Christmas raffle, Ceilidh dance, wreath making, and disco's.


FINANCIAL REVIEW

As a charitable body we do not aim to accumulate capital. Any extra funds are put straight back into the pre-school and used to maintain the facilities to a high working standard, to replace toys and equipment, and to ensure that the employed staff are properly remunerated and trained, whilst always remaining aware of the need to keep the cost to parents and potential parents at an affordable level. However, it was highlighted in 2019 that a contingency fund is needed for emergencies such as redundancies. The reserves remain in a separate account and do not accumulate funds other than interest.

Currently there are no funds in deficit.

The AGM is held on the 25th September 2023.

The trustees present their report and financial statements for the year ended 31 July 2023.


Signed on behalf of the Trustees and Committee
Upottery Pre-school CIO

Abigail Sharp (Chair Person)

18/4/24
Date

UPOTTERY PRE-SCHOOL CIO
STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2023

<u>2022</u>		<u>2023</u>
<u>£</u>		<u>£</u>
	<u>NON CURRENT ASSETS</u>	
15,164.25	Playdale Playground	15,164.25
2,991.60	Garden Storage Shed, Fencing and Accessories	2,991.60
332.59	Office Equipment & IT	107.22
-38.40	Property Cost	-
	<u>CURRENT ASSETS</u>	
26,858.27	Lloyds Bank Current Account CIO	14,873.31
11,438.84	Lloyds Fundraising Account CIO	11,240.47
6,504.18	Lloyds Reserve Account CIO	6,533.42
<u>100.00</u>	Cash in Hand	<u>100.00</u>
44,901.29		32,747.20
	<u>CURRENT LIABILITIES</u>	
(150.00)	Accruals	-
2,336.12	PAYE to HMRC	-
32,988.81	Net Wages	-
35,174.93		0.00
<u>98,526.26</u>	<u>TOTAL NET ASSETS</u>	<u>51,010.27</u>
	<u>EQUITY</u>	
54,781.78	Profit & Loss Account	23,557.77
3,284.95	Net Profit (prior year)	40,459.53
<u>40,459.53</u>	Net Profit / Loss (current year)	(13,007.03)
98,526.26		51,010.27
<u>98,526.26</u>		<u>51,010.27</u>

UPOTTERY PRE-SCHOOL CIO
INCOME AND EXPENDITURE SUMMARY ACCOUNT
FOR THE YEAR ENDED 31ST JULY 2023

<u>2022</u>			<u>2023</u>
<u>£</u>			<u>£</u>
	<u>INCOME</u>		
66,331.63	Fees		64,928.49
1,837.94	Programme Income		1,369.80
85.71	Fundraising Events Income		2,851.82
-	Interest		28.57
<u>68,255.28</u>			<u>69,178.68</u>
	<u>EXPENDITURE</u>		
35.00	Affiliation Fees: Ofsted	35.00	
4.00	PLA	112.11	
6,304.92	Utilities	8,000.90	
7,616.53	Programme Expenditure	11,976.07	
682.77	Fundraising Events Expenditure	1,518.98	
13,152.53	Wages & Pension	60,542.65	
<u>27,795.75</u>			<u>82,185.71</u>
<u>40,459.53</u>	<u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u>		<u>(13,007.03)</u>

UPOTTERY PRE-SCHOOL CIO
INCOME AND EXPENDITURE DETAIL ACCOUNT
FOR THE YEAR ENDED 31ST JULY 2023

<u>2022</u>			<u>2023</u>
<u>£</u>			<u>£</u>
	<u>INCOME</u>		
10,744.00	Unfunded Fees		16,456.80
55,587.63	Funded Fees		48,471.69
788.80	Hot Dinner Money		1,112.80
-	Toddler Pot		45.00
287.46	Other Fundraising Events		2,851.82
-	Pre-School Outings		195.00
847.39	Other Income		17.00
	Interest Received		28.57
-	Transfers Between Accounts		-
<u>68,255.28</u>			<u>69,178.68</u>
	<u>EXPENDITURE</u>		
35.00	Affiliation Fees:	Ofsted	35.00
		EYA	112.11
		EYFS	134.40
		Foundation Stage Forum	
	Insurance		851.82
10,222.04	Wages		56,736.15
2,930.49	Employers Pension		3,806.50
4,371.62	Electricity		3,394.58
272.16	Rates		472.27
911.14	Telephone		1,046.86
	Water		1,485.37
750.00	Ground Rent		750.00
854.40	Hot Dinner Money		801.60
354.40	Building Maintenance		4,460.52
1,781.14	Learning Resources		742.72
675.62	Stationery		250.82
69.87	Groceries		1,494.61
599.65	Cleaning Products		620.29
259.20	Sage		260.40
416.45	Training		
	Manor Rooms Hire		40.00
363.30	Outings		452.40
84.27	Office Costs		
	Arts & Crafts Items		2,646.61
1,035.39	Refreshments		
422.25	Leavers Party & Gifts		455.17
	Raffle Licence/tickets		40.00
179.47	Christmas Presents & Gift Boxes		120.00
	Amazon Subscription		48.93
	Marketing		60.00
837.86	Accountancy Fees		
121.20	Electronic Equipment		
40.00	Fundraising Exp		866.58
208.83	Other Expenses		
<u>27,795.75</u>			<u>82,185.71</u>
<u>40,459.53</u>	<u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u>		<u>(13,007.03)</u>

INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES MEMBERS OF UPOTTERY PRE SCHOOL CIO

Registered Charity Number 1157940

I report to the trustees on my examination of the accounts of Upottery Pre-School CIO (the Trust) for the year ended 31 July 2023, which are set out on pages 3 to 6

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the applicable accounting 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 the independent examination

I have no concerns and 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.



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Samantha Vigus (FCA)

MITCHELLS
Chartered Accountants
St Johns' House
Castle Street
Taunton
Somerset
TA1 4AY

Date: 18/04/2024