

**UPOTTERY PRE-SCHOOL CIO**

**UNAUDITED ACCOUNTS FOR THE YEAR ENDED**  
**31ST JULY 2024**

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**UPOTTERY PRE-SCHOOL CIO**  
**TRUSTEES ANNUAL REPORT AS AT 31 JULY 2024**

**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 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 2024 these are: Abigail Sharp, Louise Summers, William Johnston, Rachael Dalton, Jacalyn Arcsott, 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.

3 members of staff were employed over the course of the year 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), Charlotte Gibbs (Secretary & Vice Chair) Elaine Lacey (Playworker) Rachael Dalton (Treasurer), Harry Johnston, Ella Weech, Lucy Murray, Sarah Clarke (toddler Rep & Vice Treasurer), Louise Summers (Vice Secretary) and Jacalyn Arcsott.

**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 £2.75).

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 £5.75 for children under 3 and £5.00 for those over 3, this is for those children that do not qualify for the free 15/30 Early Years Funding. In addition, we now accept children 18 months - 2 years where the fee charged is £8 per hour.

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, Carol singing, wreath making, and running various stalls.

The highlight from the year is achieving the rating OUTSTANDING from Ofsted inspectors. This is a great reward and highlights our impeccable staff and setting along with the commitment from parents.

**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 but this has been another financially challenging year. Steps have been made to increase fees, increase the minimum number of hours that a child can be in the setting, adding a voluntary contribution and strict cost management to make the preschool more fiscally responsible. There was nationally a low number of children during this year and with a record number of new starters and hours taken from September 2024, it is anticipated that the pre-school will be in a stronger position next year.

The AGM is held on the 12th September 2024.

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)

22.4.25  
Date

**UPOTTERY PRE-SCHOOL CIO**  
**STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST JULY 2024**

<b><u>2023</u></b>		<b><u>2024</u></b>
<b><u>£</u></b>		<b><u>£</u></b>
	<b><u>NON CURRENT ASSETS</u></b>	
15,164.25	Playdale Playground	15,164.25
2,991.60	Garden Storage Shed, Fencing and Accessories	2,991.60
107.22	Office Equipment & IT	699.15
	<b><u>CURRENT ASSETS</u></b>	
14,873.31	Lloyds Bank Current Account CIO	5,424.94
11,240.47	Lloyds Fundraising Account CIO	8,232.92
6,533.42	Lloyds Reserve Account CIO	6,614.57
100.00	Cash in Hand	-
<u>-</u>	Trade Debtors	<u>597.50</u>
32,747.20		20,869.93
	<b><u>CURRENT LIABILITIES</u></b>	
-	Trade Creditors	910.00
0.00		910.00
<b><u>51,010.27</u></b>	<b><u>TOTAL NET ASSETS</u></b>	<b><u>38,814.93</u></b>
	<b><u>EQUITY</u></b>	
23,557.77	Profit & Loss Account B/Fwd	51,010.27
40,459.53	Net Profit (prior year)	-
<u>(13,007.03)</u>	Net Profit / Loss (current year)	<u>(12,195.34)</u>
51,010.27		38,814.93
<b><u>51,010.27</u></b>		<b><u>38,814.93</u></b>

**UPOTTERY PRE-SCHOOL CIO**  
**INCOME AND EXPENDITURE SUMMARY ACCOUNT**  
**FOR THE YEAR ENDED 31ST JULY 2024**

<b><u>2023</u></b>			<b><u>2024</u></b>
<b><u>£</u></b>			<b><u>£</u></b>
	<b><u>INCOME</u></b>		
64,928.49	Fees		56,484.36
1,369.80	Programme Income		2,248.90
2,851.82	Fundraising Income		4,082.85
28.57	Interest		81.15
<u>69,178.68</u>			<u>62,897.26</u>
	<b><u>EXPENDITURE</u></b>		
35.00	Affiliation Fees:	Ofsted	35.00
112.11		PLA	115.91
8,000.90	Utilities		7,182.09
11,976.07	Programme Expenditure		6,735.07
1,518.98	Fundraising Events Expendiure		2,568.87
<u>60,542.65</u>	Wages & Pension		<u>58,455.66</u>
<u>82,185.71</u>			<u>75,092.60</u>
<u>(13,007.03)</u>	<b><u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u></b>		<u>(12,195.34)</u>

**UPOTTERY PRE-SCHOOL CIO**  
**INCOME AND EXPENDITURE DETAIL ACCOUNT**  
**FOR THE YEAR ENDED 31ST JULY 2024**

<b><u>2023</u></b>			<b><u>2024</u></b>
<b><u>£</u></b>			<b><u>£</u></b>
	<b><u>INCOME</u></b>		
16,456.80	Unfunded Fees		14,065.20
48,471.69	Funded Fees		42,419.16
1,112.80	Hot Dinner Money		2,116.90
45.00	Toddler Pot		132.00
-	Voluntary Contributions		340.00
2,851.82	Other Fundraising Events		1,910.15
195.00	Pre-School Outings		242.70
-	Grant Income		1,590.00
17.00	Other Income		0.00
28.57	Interest Received		81.15
<b><u>69,178.68</u></b>			<b><u>62,897.26</u></b>
	<b><u>EXPENDITURE</u></b>		
35.00	Affiliation Fees:	Ofsted	35.00
112.11		EYA	115.91
134.40		EYFS	-
0.00		Tapestry	150.00
0.00		ICO	40.00
851.82	Insurance		913.98
56,736.15	Wages		53,453.33
3,806.50	Employers Pension		5,002.33
3,394.58	Electricity		3,426.11
472.27	Rates		518.00
1,046.86	Telephone		1,240.90
1,485.37	Water		333.10
750.00	Ground Rent		750.00
801.60	Hot Dinner Money		3,192.00
4,460.52	Building Maintenance		34.59
742.72	Learning Resources		195.58
250.82	Stationery		418.86
1,494.61	Groceries		734.00
620.29	Cleaning Products		404.52
260.40	Sage		288.00
0.00	Training		386.89
40.00	Manor Rooms Hire		0.00
452.40	Outings		376.20
2,646.61	Arts & Crafts Items		639.92
0.00	Refreshments		78.44
455.17	Leavers Party & Gifts		0.00
40.00	Raffle Licence/tickets		20.00
120.00	Christmas Presents & Gift Boxes		51.47
48.93	Amazon Subscription		83.88
60.00	Marketing		63.60
0.00	TV Licence		159.00
866.58	Fundraising Exp		1,962.20
0.00	Other Expenses		24.79
<b><u>82,185.71</u></b>			<b><u>75,092.60</u></b>
<b><u>(13,007.03)</u></b>	<b><u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u></b>		<b><u>(12,195.34)</u></b>

**UPOTTERY PRE SCHOOL CIO**  
**FUNDRAISING BREAKDOWN**  
**FOR THE YEAR ENDED 2024**

	<b><u>Income</u></b> <b><u>£</u></b>	<b><u>Expense</u></b> <b><u>£</u></b>	<b><u>Profit/(Loss)</u></b> <b><u>£</u></b>
<b><u>Fundraising Income</u></b>			
Christmas Tree Income	30.00		30.00
Tempest Photography	42.81	27.29	15.52
Carolling	107.46		107.46
Lion Egg Raffle	98.00		98.00
Pub Quiz	176.55		176.55
Summer Fayre (School)	112.25	53.76	58.49
Tapestry Printing	15.00		15.00
Christmas Raffle	891.00	88.98	802.02
Christmas Baubles	84.00		84.00
Christmas Cards	55.28		55.28
Christmas Bazaar	177.80	50.46	127.34
Wreath Making	120.00		120.00
Voluntary Contribution	340.00		340.00
	<b><u>2,250.15</u></b>	<b><u>220.49</u></b>	<b><u>2,029.66</u></b>
<b><u>Other Donations / Grants</u></b>			
Tesco Books	400.00		400.00
Tesco Greenhouse	430.00		430.00
ASDA Grant for Bikes/ Bubbles	800.00		800.00
Cash in Hand Adjustment	-100.00		-100.00
Anonymous	60.00		60.00
	<b><u>1,590.00</u></b>	<b><u>0.00</u></b>	<b><u>1,590.00</u></b>
<b><u>Items Paid with Fundraising</u></b>			
Bicton Trip	242.70	376.20	-133.50
Christmas Party		263.99	-263.99
Leavers Party & Gifts		137.70	-137.70
TV Licence		159.00	-159.00
PAT Testing		84.00	-84.00
Teal Patents		30.00	-30.00
Smart Building		108.84	-108.84
Coly Electrical		196.70	-196.70
Adam Johnson		260.00	-260.00
Bikes Purchased		731.95	-731.95
	<b><u>242.70</u></b>	<b><u>2,348.38</u></b>	<b><u>-2,105.68</u></b>
<b>Total</b>	<b><u>4,082.85</u></b>	<b><u>2,568.87</u></b>	<b><u>1,513.98</u></b>
TV Purchase		516.95	-516.95

**UPOTTERY PRE-SCHOOL CIO**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 JULY 2024**

**NOTE 1**

**ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements have been compiled on a basis which enables profits to be calculated in accordance with generally accepted accounting practice and which provides sufficient and relevant information to enable the completion of a tax return.

**NOTE 2**

**FIXED ASSETS SUMMARY**

	<u>£</u>				
	Opening Book Amount	----- Additions	This Year Disposals	----- Depreciation	Closing Book Amount
Playdale Playground	15,164				15,164
Garden Storage Shed, Fencing and Accessori	2,992				2,992
Office Equipment & IT	147	552			699
	<u>18,303</u>	<u>552</u>	<u>0</u>	<u>0</u>	<u>18,855</u>

**FIXED ASSETS LIST**

	<u>£</u>
<b><u>Equipment List</u></b>	
Lawn Mower	147
Television	517
Laminator	35
	<u>699</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 2024, 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.

  
.....  
Samantha Vigus (FCA)

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

Date: 22/04/2025