

**DAUXWOOD PRE-SCHOOL GROUP
CHARITABLE INCORPORATED ORGANISATION
(Registered Charity 1158619)**

Trustees' Report and Accounts

For the year ended 31st December 2020

**Natts Lane,
Billingshurst,
West Sussex,
RH14 9EY**

www.dauxwood.co.uk

Tel: 01403 785212

Independent examiner's Report to the Trustees of Dauxwood Pre-School Group CIO

I report on the accounts of the charity for the year to 31 December 2020, which are set out on pages 6 to 8.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 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 on the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Signed:



Anthony K Webb FCCA
Anthony K Webb Limited
Date: 28 September 2021

Trustees' Report

For the year ended 31st December 2020

Trustees:

| | |
|--------------------|---|
| Gina Cooksley | Chair (from June) |
| Alexandra Nicholas | Secretary |
| Lucie Baxter | Treasurer (from June 2020 – Previous Chair) |
| Liz Barnes | Treasurer (until June 2020) |
| Kelly Charman | Trustee |
| Alison Weeks | Trustee |

Staff:

| | |
|--------------------|---------------------------------------|
| Samantha Hunter | Pre-School Manager (until March 2020) |
| Debbie Summerfield | Pre-School Manager (from March 2020) |
| | Deputy Manager (until March 2020) |
| Lucy Sexton | Office Assistant |
| Shona Crawford | Deputy Manager (from September 2020) |
| Julie Phillips | Practitioner |
| Resty Rogers | Practitioner |
| Lucy Hurst | Practitioner |
| Katie Bullivant | Assistant |
| Donna Reddin | Cleaner |

The committee is responsible for appointing the Chair.

Dauxwood Pre-School Group (CIO) was formed after it was resolved at an Extraordinary General Meeting of Dauxwood Pre-School Group (Registered Charity 1158619) on 13th January 2015 that the charity be dissolved and the entire undertaking of the charity transferred into the new charitable incorporated organisation (CIO).

Structure, Governance and Management

Dauxwood is a Pre-School and is a body in membership of the Pre-School Learning Alliance. Dauxwood Pre-School Group is governed by a constitution, which follows the model of the Pre-School Learning Alliance.

Early years education is provided for the community of Billingshurst and surrounding areas and admission is open to all children. Although spaces are limited to 24 children per session, there is flexibility within that limitation.

There is a Child Protection policy in place. Disclosure and Barring Security checks are carried out upon appointment of the trustees and committee members with Ofsted EY2 completion and submission. Staff DBS checks are the responsibility of the Pre-School Manager.

Objectives and Activities

The objectives of Dauxwood Pre-School Group are to deliver the Revised Early Years Foundation Stage (2012) to children between the ages of 2 years and 5 years by providing a safe, secure, caring and stimulating learning environment. The school

works in partnership with the parents to support a child's learning and development. It also offers a service that promotes equality and values diversity and where every child is valued as an individual.

In planning, activities follow a child's individual interests in parallel with their next steps, whilst developing self-esteem, problem-solving, empathy and independence skills. The Trustees appreciate the efforts of all the staff involved at the setting.

Achievements

Premises

During the Easter break the Pre-School had an all weather children's play road installed to improve the outside space. The committee applied for a grant from the council which was approved and they gave £5,000 towards the project, the remainder of the cost £4,828 was paid using money the fun day generated as well as some from our savings account.

Staff

In March Sam Hunter left Dauxwood Pre-School and Debra Summerfield acted as Manager which the committee advertised for the role. After the interview process the position was offered to Debra Summerfield in September.

In March Shona Crawford acted as Deputy Manager, and was then offered the position permanently in September.

Lucy Hurst returned from maternity leave in September.

Equipment

During 2020 due to the pandemic a lot of the equipment and toys were put away in response to the Covid-19 guidelines. Due to minimal attendance there has not been a need to add more equipment.

Financial Review

Receipts for 2020 totalled £85,456. The main source of regular funds is the provision of the Flexible Free Entitlement paid by the Local Authority to 15 hours childcare starting from the term after they are three years old.

Payments for 2020 totalled £91,808 and the majority of this arose from salaries and staff costs (£63,214). The garden maintenance and improvement costs for the year were £11,014. The majority of the cost (£9,828) was taken from the capital reserve and fundraising account to pay for the all weather play road.

Cash was held at the bank at 31st December 2020 as follows:

| | |
|---------------------|----------------|
| Current Account | £24,620 |
| Operational Reserve | £20,102 |
| Premises Reserve | £43,281 |
| Fundraising Reserve | £1,386 |
| Cash Account | £ - |
| | <hr/> |
| | £89,389 |

The Trustees declare that they have approved the Trustees' Report above and the Accounts set out on pages 6 to 8.

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'LBaxter', is written on a light-colored rectangular background.

Lucy Baxter
Treasurer

Date: 14 September 2021

Dauxwood Pre-School Group

Statement of Assets and Liabilities As at 31st December 2020

| | 2020 £ | 2019 £ |
|--|---------------|---------------|
| Assets | | |
| Cash funds | | |
| Current Account | 24,620 | 26,252 |
| Operational Reserve | 20,102 | 20,084 |
| Premises Reserve | 43,281 | 47,034 |
| Fundraising Reserve | 1,386 | 2,371 |
| Cash Account | - | - |
| | 89,389 | 95,741 |
| Other monetary assets | | |
| Debtors | - | - |
| Assets retained for the charity's own use | | |
| Pre-School building | 105,000 | 112,000 |
| Liabilities | | |
| None | - | - |

Dauxwood Pre-School Group

Receipts and Payments Account For the year ended 31st December 2020

| | 2020 £ | 2019 £ |
|---------------------------------------|----------------|----------------|
| Receipts | | |
| Funding and Fees | 79,716 | 90,533 |
| Fundraising Activities | 679 | 3,512 |
| Bank Interest | 61 | 146 |
| Sundry Income | 5,000 | 210 |
| Incident – Receipts | - | 473 |
| Total | <u>85,456</u> | <u>94,874</u> |
| Payments | | |
| Salaries & Staff Costs | 63,214 | 66,122 |
| Staff Training | 654 | 887 |
| Property Maintenance | 1,135 | 10,889 |
| Cleaning | 883 | - |
| Garden Maintenance | 11,014 | 5,370 |
| Equipment | 462 | 1,410 |
| Fundraising Expenses | 447 | 2,058 |
| Insurance | 2,259 | 2,246 |
| Heating & Lighting | 829 | 995 |
| Rent & Rates | 1,104 | 1,856 |
| Telephone & Internet | 1,363 | 1,365 |
| Consumables & Admin Expenses | 938 | 2,436 |
| Fuel | - | 197 |
| Milk & Refreshments | 202 | 659 |
| Professional Fees | 5,088 | 2,027 |
| Refund of Fees | 530 | 568 |
| Social Enrichment | 1,686 | 3,071 |
| Sundry Expenditure | - | 50 |
| Total | <u>91,808</u> | <u>102,206</u> |
| Surplus/(Deficit) for the year | <u>(6,352)</u> | <u>(7,332)</u> |
| Cash funds last year end | 95,741 | 103,073 |
| Surplus/(Deficit) for the year | <u>(6,352)</u> | <u>(7,332)</u> |
| Cash fund this year end | <u>89,389</u> | <u>95,741</u> |

Dauxwood Pre-School Group

Accounting Policies and Notes For the year ended 31st December 2020

The receipts and payments account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques are drawn.

The Receipts and Payments Account and Statement of Assets and Liabilities have been prepared following the guidance for smaller charities issued by the Charity Commission.

Fixed assets recognised in the Statement of Assets and Liabilities represent the Pre-School building completed in October 2010 at a cost of £175,000, which is depreciated using the straight-line formula over 25 years.