

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

**Trustees' Report and Accounts  
For the year ended 31<sup>st</sup> December 2023**

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

**[www.dauxwood.co.uk](http://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 2023, which are set out on pages 8 to 10.

### **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:

- Which gives me reasonable cause to believe that, in any material respect, the requirements:
  - o To keep accounting records in accordance with section 130 of the 2011 Act; and

- o To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 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:        2 October 2024**

## **Trustees' Report** **For the year ended 31<sup>st</sup> December 2023**

### **Trustees:**

- |   |  |
|---|--|
| • Louise Plows<br>October 2023                  | Chair (from September 2022 until 2023) Trustee until December 2023                     |
| • Emma Breden-Smith<br>October 2023             | Chair (from September 2022 until 2023) Trustee until December 2023                     |
| • Loreen Brown<br>May 2023)                     | Treasurer (from October 2021 until 2023)   |
| • Lucy Williams<br>2023)                        | Secretary (from March 2022 until Feb 2023)   |
| • Natalie Higham<br>2023)                       | Trustee (from June 2021 until July 2023)   |
| • Holly Gawrel<br>2023) /<br>July 2023)         | Trustee (from May 2022 until Feb 2023) /<br>Secretary (from Feb 2023 until July 2023)  |
| • Tiffany Brazier                               | Parent Helper (from October 2022 to October 2023)                                      |
| • Linda Breden<br>2023) /<br>to September 2023) | Trustee (from April 2023 to May 2023) /<br>Treasurer (from May 2023 to September 2023) |
| • Victoria Alder                                | Trustee (until July 2023)  |
| • Bethany Guile<br>/ Co-2023)                   | Trustee (March 2023 to October 2023) /<br>Chair (from October 2023)                    |
| • Thomas Skilleter<br>October 2023)             | Trustee (from October 2022 until 2023) / Co-Chair (from October 2023)                  |
| • Dominic Roberts                               | Parent Helper (from March 2023)  |
| • Mathew Gravell                                | Trustee (from October 2023)  |
| • Jaz Dewan                                     | Trustee (from October 2023)  |
| • Sarah Maple                                   | Treasurer (from October 2023)  |

### **Staff:**

- |                     |                                      |
|---------------------|--------------------------------------|
| • Debra Summerfield | Manager (From March 2020)            |
| • Lucy Sexton       | Office Assistant                     |
| • Shona Crawford    | Deputy Manager (from September 2020) |
| • Julie Phillips    | Practitioner                         |
| • Resty Rogers      | Practitioner                         |
| • Lucy Hurst        | Practitioner                         |
| • Katie Bullivant   | Practitioner                         |
| • Samantha Moulard  | Assistant (from September 2022)      |

- Donna Reddin Cleaner

The committee is responsible for appointing the Chair.

## **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 (2021) to children between the ages of 2.5 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**

Our mission was to revamp the garden and complete some of the external works that needed to be carried out. We raised enough money to extend our external all weather mulch area and provide a larger space for the children to play on in winter. This was completed in Summer 2023.

Additionally, we have erected a “retractable” fence across the garden to separate these two areas in winter. This was completed in September 2023.

We successfully applied to the parish council for a CIL payment and applied to the Billingshurst Lions as well for the fencing. We secured the total amount for the mulch area from the parish council (£6,035) and secured a further amount of £200 from the Billingshurst Lions for the fencing.

Our annual gardening day was very productive, the compost heap between the two fences and next to the big shed were sorted out with a family of mice re-homed into the woods in the process.

The mud kitchen was sorted and topped up with soil, the sand pit was cleaned out and fresh sand put in, planters cleaned and re-potted with new compost as well as weeds, brambles and plants being tidied up. The gutters have been cleaned out twice in 2023 by VA and then by DR / TS. The canopy has also been cleaned.

Further improvement works include the climbing frame which has been treated with a preservative paint. We've also had some broken slats replaced and repaired on the outside fence, and Russ, Shona's husband has kindly re-painted the fencing around the preschool at a fantastic rate which has made the preschool look very smart.

## **Staff**

There were no staff changes throughout 2023.

In terms of staff training Katie is completing NVQ Level 4.

## **Financial review**

Receipts for 2023 totalled £127,384. The main source of regular funds is the provision of the Flexible Free Entitlement paid by the Local Authority to fund 15 hours childcare starting from the term after they are three years old.

Payments for 2023 totalled £112,720 and the majority of this arose from salaries and staff costs (£86,151).

**Cash was held at the bank at 31<sup>st</sup> December 2023 as follows:**

**Current account:                      £64,306**

<b>Capital reserve:</b>	<b>£43,904</b>
<b>Operational reserve:</b>	<b>£20,391</b>
<b>Fundraising account:</b>	<b>£6,935</b>

**Total:** **£135,536**

## **Fundraising**

The committee was able to fundraise without the restriction of Covid in 2023. They held:

- an Easter Raffle and Egg Hunt in March,
- took part in a car boot sale in May
- held a summer raffle and fun day in July,
- held a Christmas Raffle & Jingle & Mingle event in December
- had a stall at the Billingshurst Christmas Fayre

All events raised a total of £2,597.

Fundraising continued with the sale of tea towels and commissions from photographs raising another £771.

The school also received community grants and donations totalling £6,235 from the Lions and Billingshurst Parish Council for the mulch playing surface and a new fence separating the garden area from the hardstanding play areas.

The Trustees declare that they have approved the Trustees' Report above and the Accounts set out on pages 8 to 10.

Signed on behalf of the Trustees



**Sarah Maple**  
**Treasurer Date: 2 October 2024**

**Dauxwood Pre-School Group**  
**Statement of Assets and Liabilities**  
**As at 31<sup>st</sup> December 2023**

<b>Assets</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash Funds</b>		
Current Account	64,306	52,961
Operational Reserve	20,391	20,148
Capital Reserve	43,904	43,380
Fundraising Reserve	6,935	4,383
Cash Account		
<b>Total</b>	<b>135,536</b>	<b>120,872</b>
<b>Other monetary assets</b>		
Debtors		
<b>Assets retained for the charities own use</b>		
Pre-School Building	84,000	91,000
<b>Liabilities</b>		
None		



**Dauxwood Pre-School Group  
Receipts and Payments Account  
For the year ended 31<sup>st</sup> December 2023**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Receipts</b>			
Funding & Fees		116,881	104,849
Fundraising Activities		3,405	2,335
Community Grants / Donations		6,235	-
Bank Interest		826	138
Sundry Income		37	852
<b>Total</b>		<b>127,384</b>	<b>108,174</b>
<b>Payments</b>			
Salaries & Staff Costs		86,151	75,488
Staff Training		150	1,249
Property Maintenance		8,805	1,695
Cleaning		1,459	1,325
Garden Maintenance		1,432	1,048
Equipment		1,106	1,468
Fundraising Expenses		1,683	1,962
Insurance		2,382	2,272
Heating & Lighting		1,131	1,081
Rent & Rates		2,001	1,838
Telephone & Internet		814	695
Consumables & Admin Expenses		1,685	1,377
Milk & Refreshments		101	46
Professional Fees		2,619	2,401
Refund of Fees		-	180
Social Enrichment		1,201	1,325
Sundry Expenditure		-	-
<b>Total</b>		<b>112,720</b>	<b>95,550</b>
<b>Surplus / (Deficit) for the year</b>		<b>14,664</b>	<b>12,624</b>
Cash funds last year end		120,872	108,248
Surplus / (Deficit) for the year		14,664	12,624
<b>Cash fund this year end</b>		<b>135,536</b>	<b>120,872</b>

**Dauxwood Pre-School Group**  
**Accounting Policies and Notes**  
**For the year ended 31<sup>st</sup> December 2023**

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.